Computer Basics

This tutorial will teach you what you need to know to use a computer.

First, well start with some terms you will see used throughout this and other tutorials in the series.

Computer: Also can be referred to as a tower, desktop, or workstation. This is the brain of the system. It contains the memory and storage and has the processor that runs the system.

This is one type of computer you will see. (You also may see one that is a flatter, box shape.)

Monitor: This is the screen you view content on while using a computer.

Most monitors in use now are widescreen and usually 24 inches or bigger.
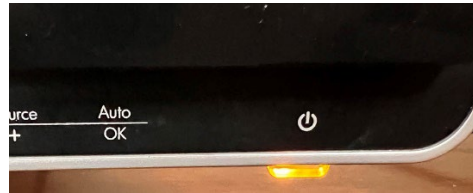
Other common terms:
- ✓ Reboot: Restart the computer.
- ✓ Log on: Sign into a user account.
- ✓ Log off: Sign out of a user account. This is not the same as restarting the computer.
- ✓ Shutdown: Turn the computer off. This is not the same as logging off or rebooting.
- ✓ Ports: Slots and openings on a computer case. Common ports you will see are USB, SD Card, Microphone, Speaker. USB Ports are used for flash drives and for connecting things like keyboards and printers. SD Card slots are used for transferring files from a storage card such as phones and cameras use.
- ✓ Flash Drive: Also known as Thumb Drives or Pendrives. These are portable storage devices that plug into ports on a computer. They allow you to save files to take with you and to open files you are bringing from another computer.
- ✓ Eject: Remove a device from the computer. This is commonly used when referring to flash drives.
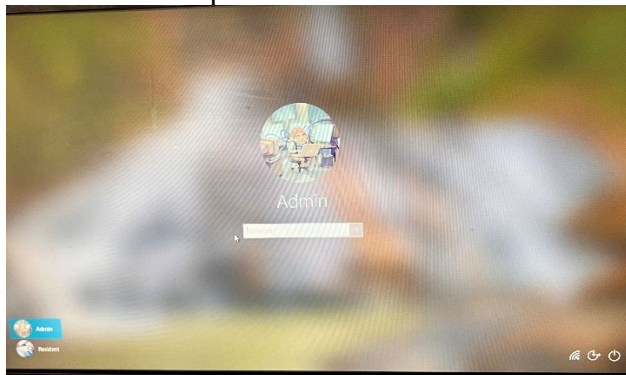
How to turn on a computer:

If you are the first one to use the computer for the day you will need to turn it and the monitor on.
- Press the power button on the front of the computer. It should look something like this:

Press the power button on the lower right of the monitor.
- The computer will take a few seconds to boot up and load Windows.
- When Windows is ready you will see the **Welcome** screen with all accounts on the computer listed.
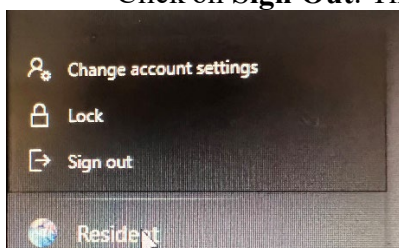

- Click on the **Resident** account.

- You will have to wait a few seconds for your settings to load. When that is done the computer is ready to use.

How to log off an account and turn off the computer

When you are done using the computer you will need to log off of the resident account.
- Click the **Start** button at the lower left of the screen.
- Click on **Sign Out**. This is located under the account name in the start menu.

- You will be taken back to the welcome screen and the computer is all set for the next
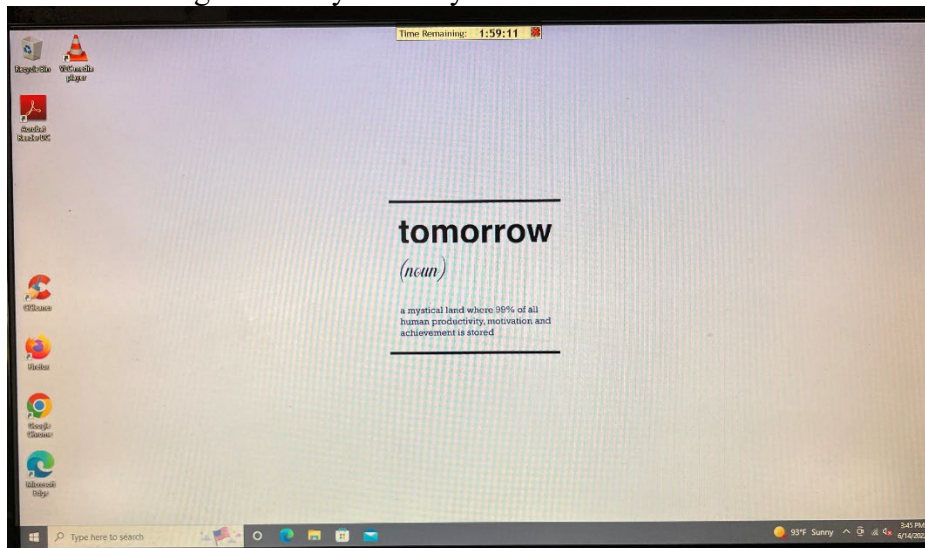
Other helpful things to know

If a program locks up or the computer is non-responsive, try holding down
Ctrl+Alt+Delete. This will open the **Task Manager** window.
    From the task manager you can shut down a program that is not responding or turn off the
        computer itself. There are also a number of more advanced things you can do there but
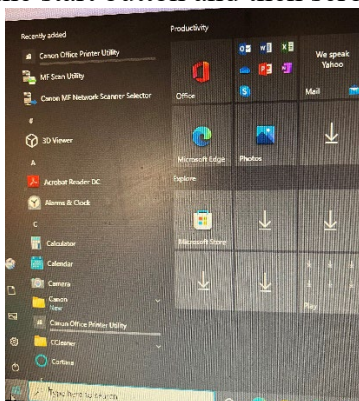   those aren't really a concern to basic users.

What's what on the computer screen

    The background screen on a computer is called the desktop. At the lower left is the start button.
        At the lower right is the system tray and the clock.

    The system tray contains icons for programs that are running in the background on the
        computer. These programs are things like anti-virus software and chat clients. it is also
        common to have icons for your firewall and anti-spyware program. There is also one for
        volume controls and for removing flash drives.

The desktop has icons for many of the programs installed on the computer. To see all of them click
on the start button and then scroll through the start menu.

What software is on the computer

Here is a list of most of the programs on the computer and what they do.

- Faronics Antivirus- This is the anti-virus program. it also has anti- spyware and firewall modules. As a regular user you should not need to do anything with this program. If you see any pop-ups or error messages from it you should notify your computer administrator.

- Firefox- This is your web browser.

- Microsoft Edge- Another web browser that comes as part of Windows.

- Google Chrome- This is also a web browser that may be installed on the system.

- Microsoft Office 2016- A full office suite that includes Word, Excel, PowerPoint, Access, OneNote, and Publisher.

- OpenOffice- An office program similar to Microsoft Office. Contains word processing, spreadsheet, presentation, database, drawing, math programs.

- VLC Media Player- A program to play music and video files. Most formats should work with it.

- Foxit Reader- A PDF viewing program similar to Adobe reader.

- Adobe Reader-PDF Viewer.

Different file types

Here are some of the common file types you may encounter. (As email attachments or when working with various programs.)

- .doc- This is the Microsoft Word file extension.
- .docx- This is the Office 2010 variation on the standard Word document format. The Excel, Access, and PowerPoint file types also have the x variation in Office 2010.
- .xls- This is an Excel spreadsheet.
- .pps- This is a PowerPoint presentation.
- .odt- This is an OpenOffice text document.
- .ods- This is an OpenOffice spreadsheet.
- .pdf- This is a PDF file. It can be opened with Adobe Reader or Foxit Reader. You will commonly see this in files that are sent as email attachments or files available for download on many websites.
- .exe- This is a program file. You should not open files of this type you receive in email attachments unless you are expecting them and know what they are.
- .rtf- This is a rich text file. It can be opened in Wordpad or any word processing program.
- .txt- This is a text file. It can be opened in Notepad or any word processing program.

- .jpg- This is one of the most common photo file types. You can open photo files in Paint, Office photo viewer, or a program like the GIMP.
- .gif- Another common photo file type. This type of file is used for animations on websites and animated icons and banners.
- .png- Another common photo file type.

- .mp3- A common type of audio file. Any audio files you receive can be played with VLC media player.
- .aac- Another audio file type. This is used by iTunes.
- .wma- The Windows Media audio file type.
- ..wmv- The Windows Media video file type. Video files can also be played with VLC.
- .mov- A Quicktime video file.
- .mp4 or .mpeg4- Another video file type. This is used by iTunes and can be

played on iPods.
- .zip- A zipped archive file. This contains multiple files and can be opened with a program like 7Zip or Winzip.
- .7z- A 7Zip archive file.

Common problems

The computer has no sound
The first thing to do is look at the volume icon. That can be found at the lower right side of

the screen. (Near the clock.)

If it has a red line or an x through it, it means the computer volume has been muted.
- Right click on it.
- A small menu will pop up.
- Click on Open Volume Control.
- A menu with several sliders will pop up. You can adjust the volume level here. Look at the bottom of that menu. If any of the boxed labeled Mute are checked you should uncheck them.
That should restore the computer volume.
If it doesn't there may be a problem with the audio driver on the computer. You should report the problem to your computer administrator.