

Beginner's Guide to Computing

Fall 2023

Day 2

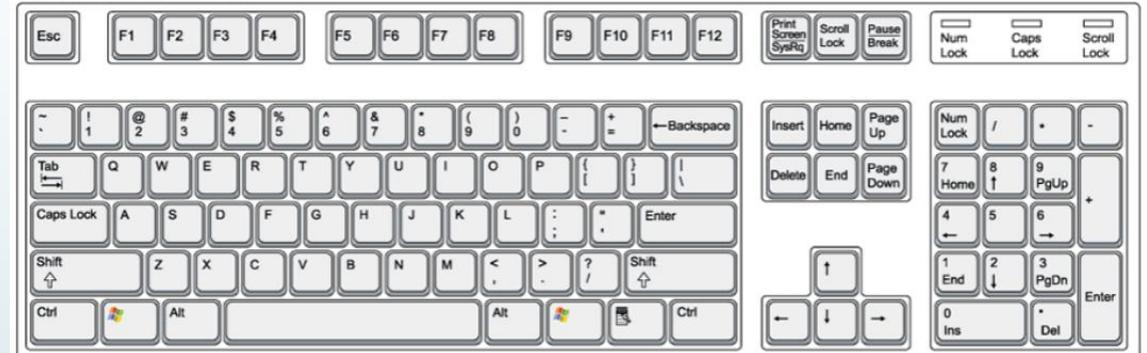


Review

A Few Basics

- **Computer Terminology**
 - Check the [Extras folder in All About Computers](#)
 - Computer term websites: [Computer Hope](#) or [TechTerms](#)
- **Know Your Keyboard**
 - Shortcuts speed your work
 - Key modifiers
- **Mouse vs Track Pad**
 - Pressure matters

Windows Standard 101 Keyboard:



Apple Keyboard:

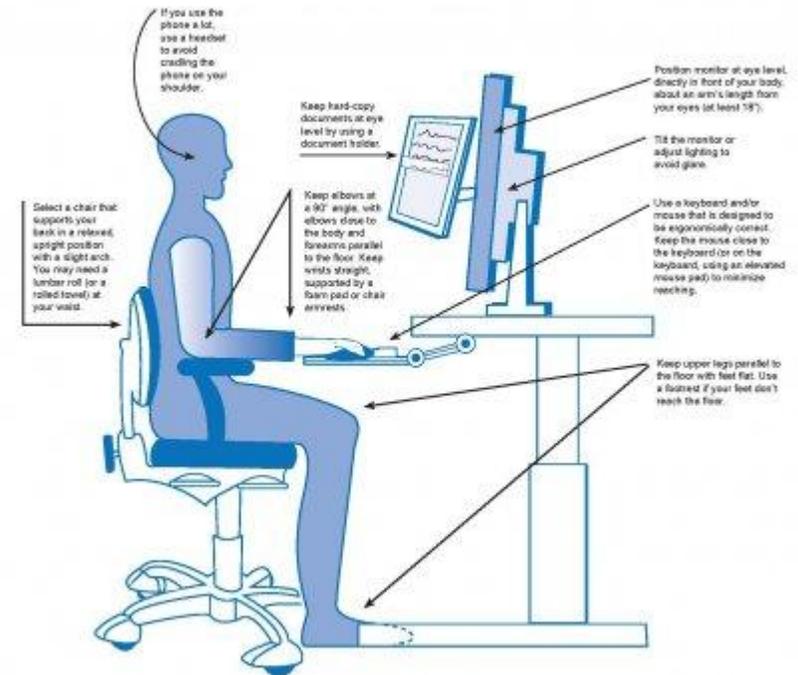


Ergonomics

- ✓ Arrange Your Space
- ✓ Work with Natural Body Mechanics
 - ✓ Straight wrist
 - ✓ Right angle limbs
- ✓ Take Breaks
 - ✓ 20/20/20 Rule
 - ✓ Set timers

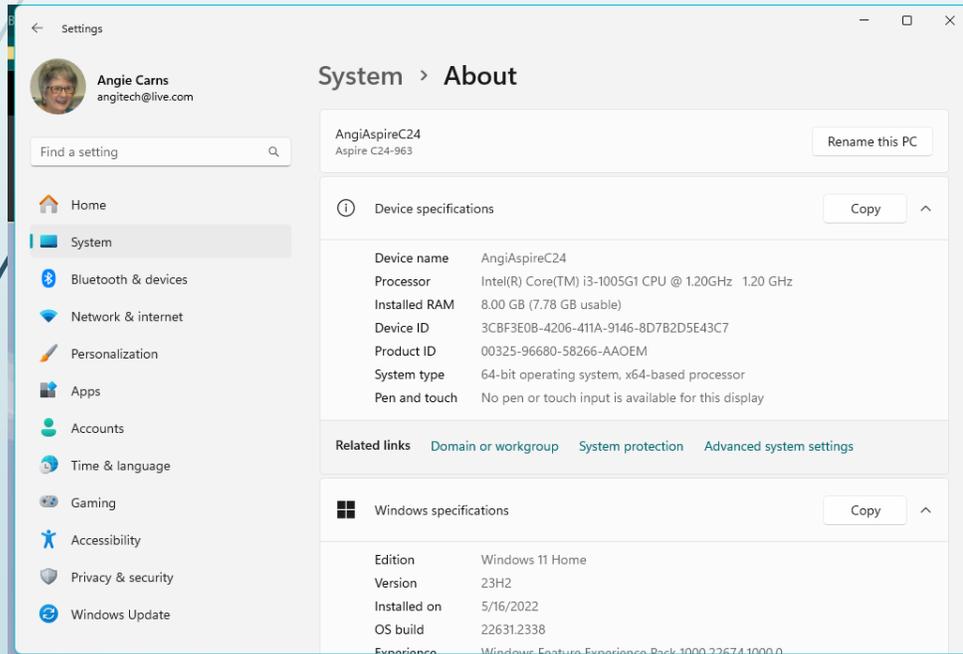
Arrange Your Workstation

Every time you work, take time to adjust workstations that aren't quite right in order to minimize awkward and frequently performed movements.



Knowing Your System

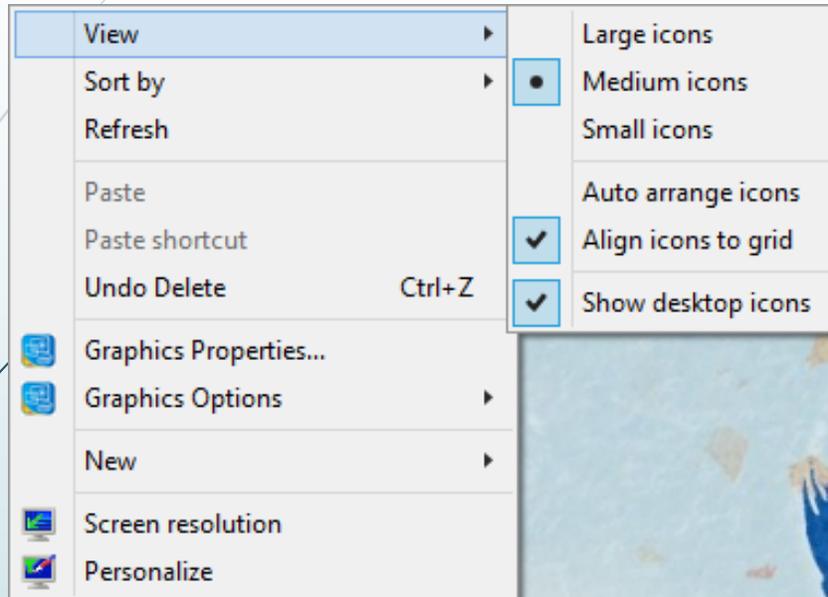
➔ On a PC go to Settings
> System > About



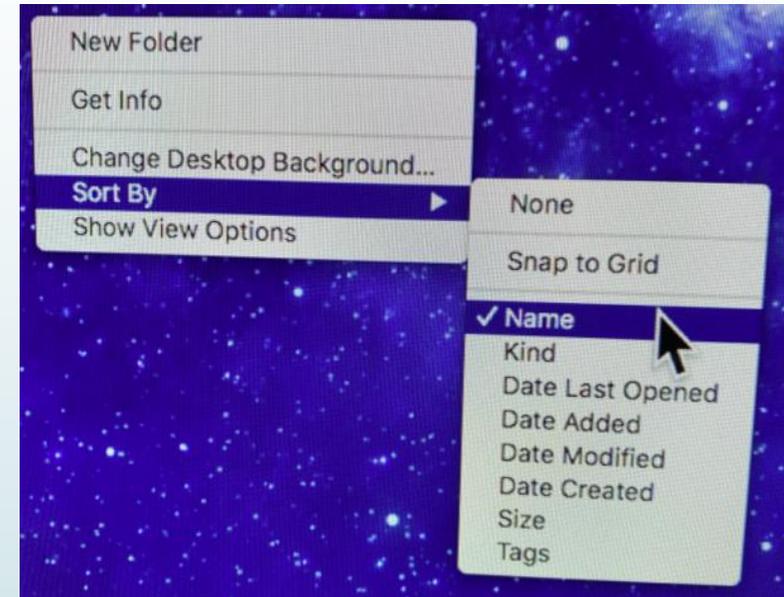
➔ On a Mac click the
Apple icon (top left) and
“About this Mac”



Arranging Desktop Icons



Windows
Right-Click
on Desktop



Mac OS
Ctrl+Click
on Desktop

File Handling

- Finding Files on a [PC](#) or a [Mac](#)
- Managing Files on a [PC](#) or a [Mac](#)
- Managing Files on [OneDrive](#)
- More about your [Mac](#) on YouTube
- [Searching Skills](#)
- More info in [Extras](#) folder



GCFGlobal.org Basics



- **Computer Basics**

- <https://edu.gcfglobal.org/en/computerbasics/>

- **Windows Basics**

- <https://edu.gcfglobal.org/en/windowsbasics/>

- **Mac Basics**

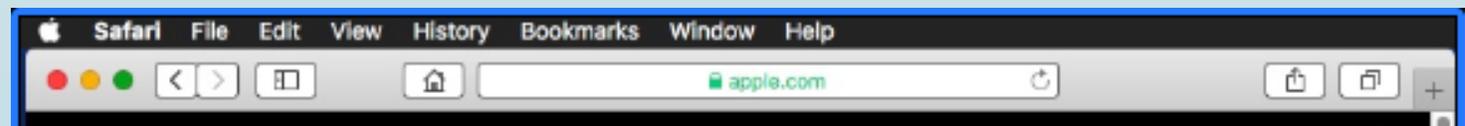
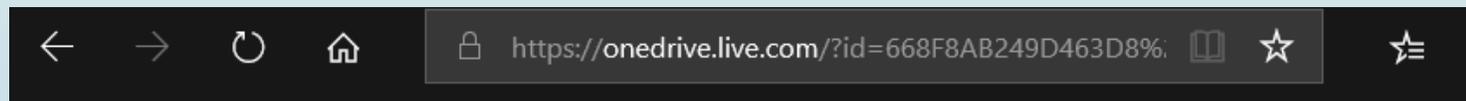
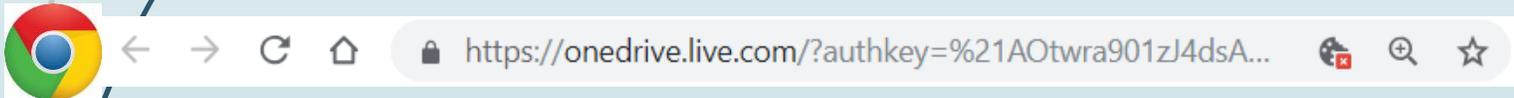
- <https://edu.gcfglobal.org/en/macsbasics/>



Going Online

Bookmark Those Found Sites

- ▶ Bookmarks (or Favorites) help us return to found sites
- ▶ Location varies by browser
 - ▶ Settings
 - ▶ Preferences
 - ▶ Often a star in Address Bar
- ▶ History is another way to find sites you have visited



A dark grey arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

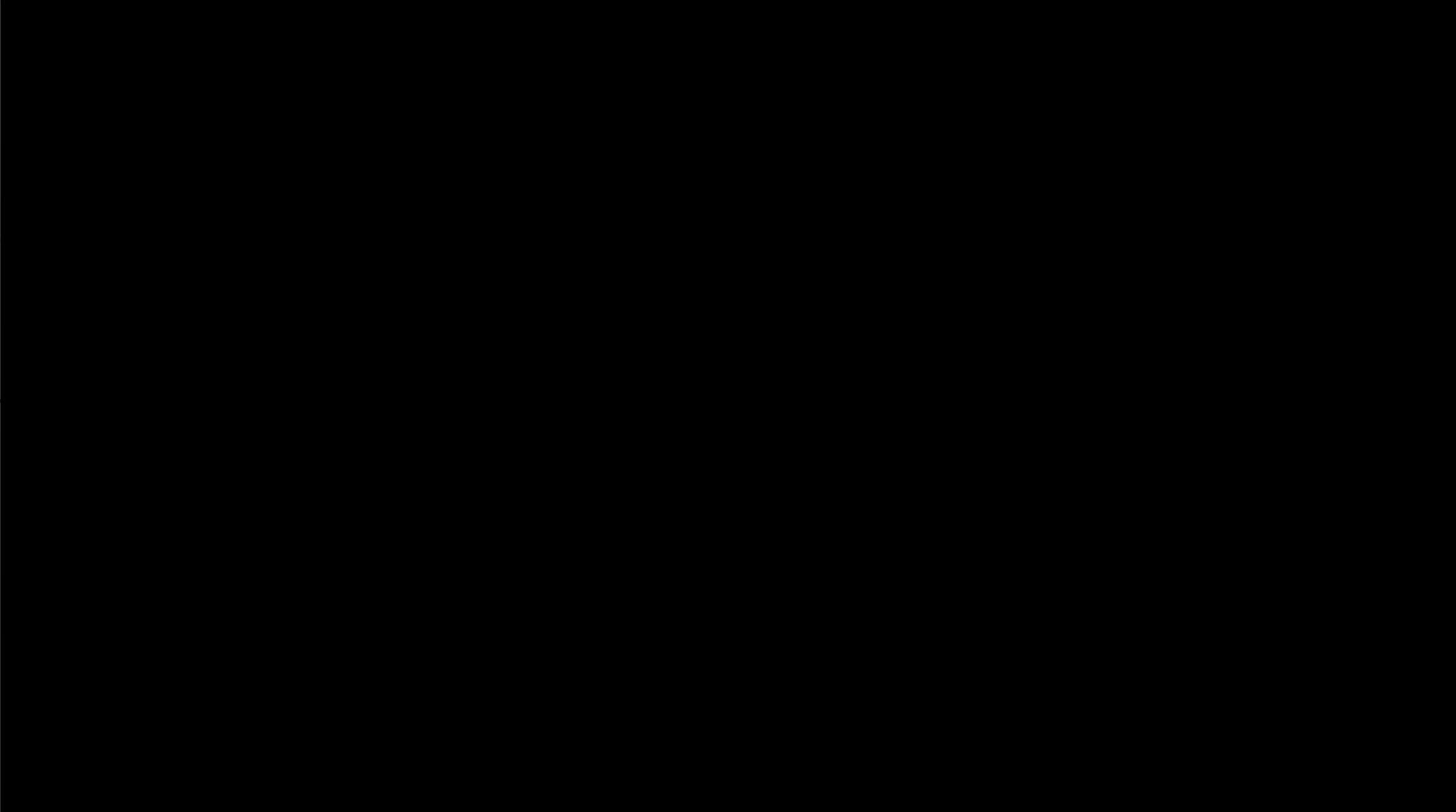
Judging Online Information

Stay Safe Shopping



- ▶ **Use Well-Known, Secure Internet Sites**
 - ▶ Internet Site also has Bricks and Mortar store
 - ▶ Internet Site has **https:** in URL or takes the shopper to a secure **https:** link to complete the purchase
- ▶ **Set up an email account specifically for shopping**
- ▶ **Use a strong passwords for your accounts**
- ▶ **Use a low limit credit card for purchases, or**
- ▶ **Use PayPal or Google Wallet to complete a purchase**
- ▶ **Trust your gut**

Basic Search Strategies



Email Addresses



- ▶ **Parts of an email address – username@provider.com**
 - ▶ **Username** – chosen or assigned, identifies the person
 - ▶ **@** – at symbol identifies as an email address to computers & servers
 - ▶ **Provider or Host** – company/domain that provides email service
 - ▶ **.com (.net, .edu, etc.)** – type of domain
- ▶ **Accuracy is vital**
 - ▶ angie.carns@anymail.com is not the same as angie.carnes@anymail.com
 - ▶ Nor as angie.carns@mymail.com

Email Etiquette

- Include Subject & Greeting
- Be Impeccable with Your Words
 - Be Clear & Concise
- To Whom Are You Replying? (watch the CC and BCC fields)
- Mention Attachments in body of email
- Use Formatting Options Wisely
 - ALL CAPS = SHOUTING!!!
 - Watch those emoticons – Is their meaning clear?
- How Appropriate Is Your Signature?
- Review Before Sending (Does your email have a pause before it sends?)

netiquette:)



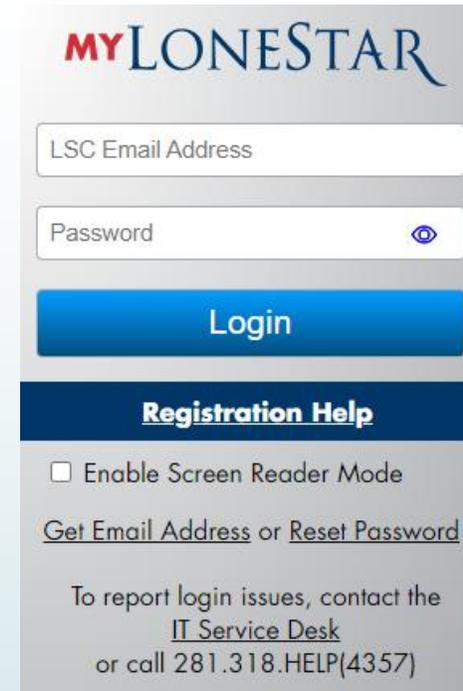
Many Ways to Use Email

- ▶ **Most Email Applications Include**
 - ▶ Contacts (address book)
 - ▶ Calendar
- ▶ **Email Needed for Many Online Services**
 - ▶ Instagram or Facebook
 - ▶ Ebay or Amazon
- ▶ **Organize History of Correspondence (files & folders of saved mail)**
- ▶ **Privacy (Password protected)**
- ▶ **Broadcast via email to multiple people**
- ▶ **Available anywhere you have Internet**



Lone Star Email

- Everyone in ALL has a Lone Star Email
- On the Lone Star College [web site](#) select myLoneStar (upper right area of the screen)
- On your MyLoneStar home page click Student Email
- This will take you to your email in Outlook, which operates like Outlook.com



MY LONESTAR

LSC Email Address

Password 

Login

Registration Help

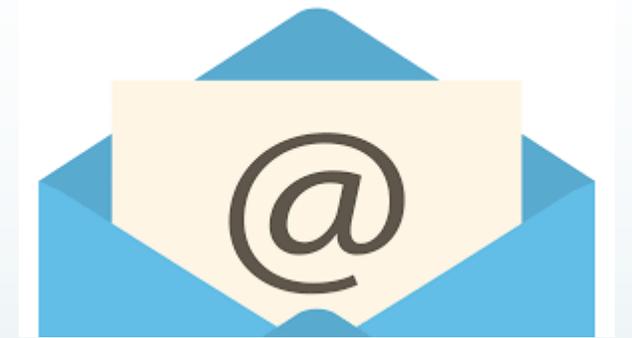
Enable Screen Reader Mode

[Get Email Address](#) or [Reset Password](#)

To report login issues, contact the
IT Service Desk
or call 281.318.HELP(4357)



Email Helpers



- ▶ [Outlook](#) and [Outlook.com](#)
- ▶ [Email Basics](#) at GCF Global
- ▶ **Common Email Apps**
 - ▶ [Gmail](#) or press the F1 key from within Gmail
 - ▶ [Yahoo/ATT Overview](#) and [Yahoo Help](#)

Security



[Angie's Class on Internet Safety](#)

- **Clues to an infected computer**
 - Sudden slow-downs
 - Annoying pop-up, toolbars
 - Hackers are proud of their work
- **How to identify Viruses**
 - **Use good Internet Security Software!**
 - Norton, TotalAV, McAfee, Bitdefender, Panda
 - Malwarebytes, Avast, AVG
 - Search for keywords on the Internet

Use Strong Passwords!!!

- Long passwords are harder to crack (at least 12 characters)
- Use all allowed character types
 - Alpha (A-Z) – upper and lower case
 - Numeric (0-9)
 - Special Characters (!, #, \$, *, _, -, etc.)
- Make up acronyms
 - My Dog Has Fleas, and so do my five cats! = MDHF,asdm5c!
- Test your passwords at [How Secure Is My Password?](#)
- Create a password system to use different passwords for different websites (MDHF,asdm5c!mybank)

Improving Your Computer

► Make my PC faster

► Use PC Optimization software

► such as [CCleaner](#) or [System Mechanic](#)

► or included in McAfee or Norton

► Delete unnecessary programs

► Right click to uninstall in Windows 10 & 11

► Drag Application to Trash in macOS

► Empty the Recycle Bin or Trash

► Update BIOS (manufacturer support)

► Is Windows/macOS up to date for your version?



Eight Healthy Habits

1. Reboot your PC at least once a week
2. Leave your PC on all night at least once a week
3. Accept updates from original hardware & software companies, while being cautious of imposters
4. Keep abreast of news current scams and phishing schemes ([AARP](#), [USA.gov](#), bank alerts, etc.)
5. Pay attention to security alerts on the Internet
6. Back up your data on a regular schedule
7. Use secure passwords and protect their location
8. Password protect your profile and keep a guest profile for visitors



Other Stuff



- ▶ **When pictures won't download from Web it's usually because there's a broken link or a problem with the server...so not much you can do.**
- ▶ **Forgotten password**
 - ▶ Reputable sites offer links to reset your password
 - ▶ Plan to reply with code sent to email or text
- ▶ **Computer Terminology**
 - ▶ Check the [Extras folder in All About Computers](#)
 - ▶ Computer term websites: [Computer Hope](#) or [TechTerms](#)

Angie's Favorite Tips & Tricks

- ▶ [Making Browsers More Readable](#)
- ▶ [Right Click](#) on Everything (PC)
 - ▶ Control + Click on a Mac
- ▶ [Mousing Made Easy](#)
- ▶ [Cut, Copy & Paste](#)

