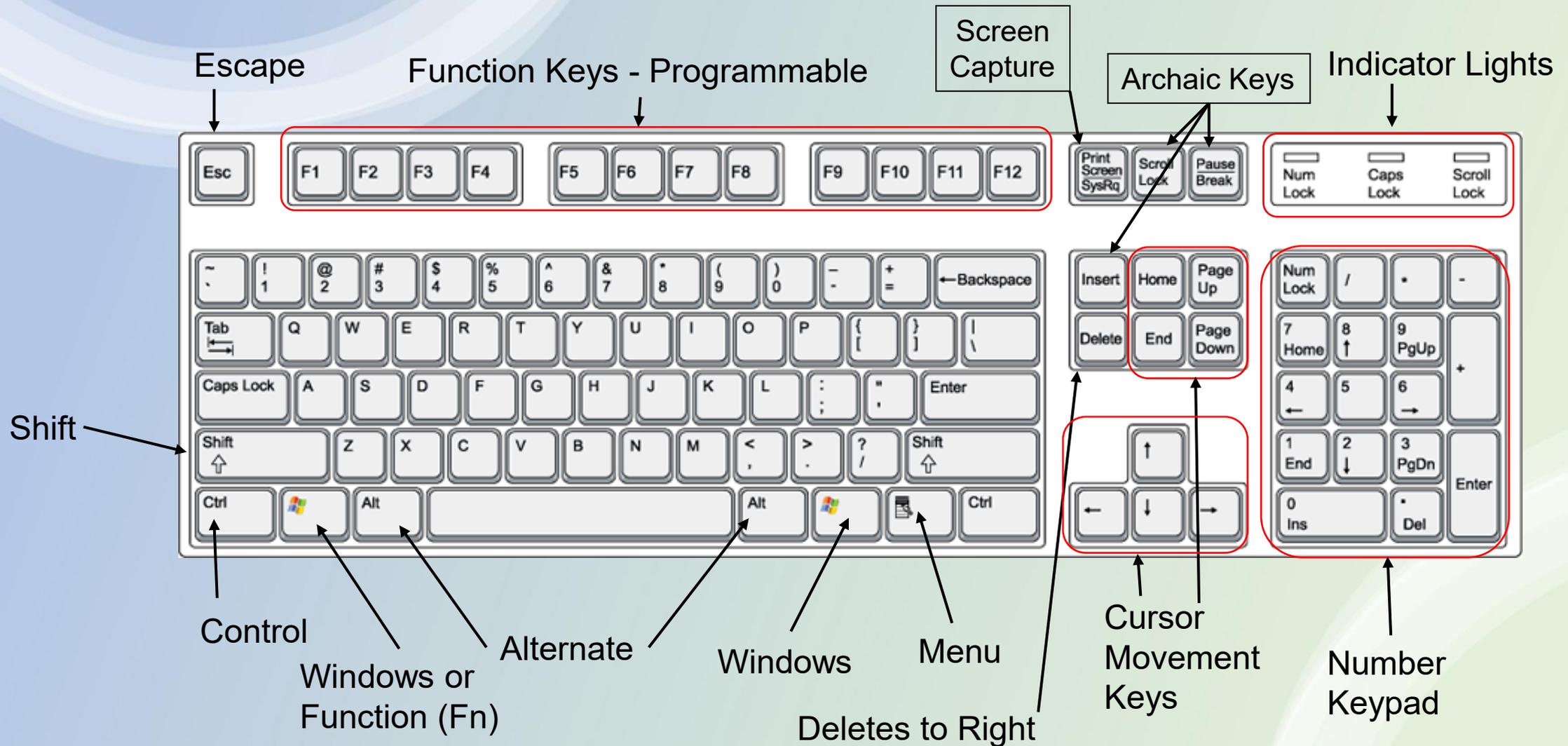


# Beginner's Guide to Computing

Fall 2023

Day I

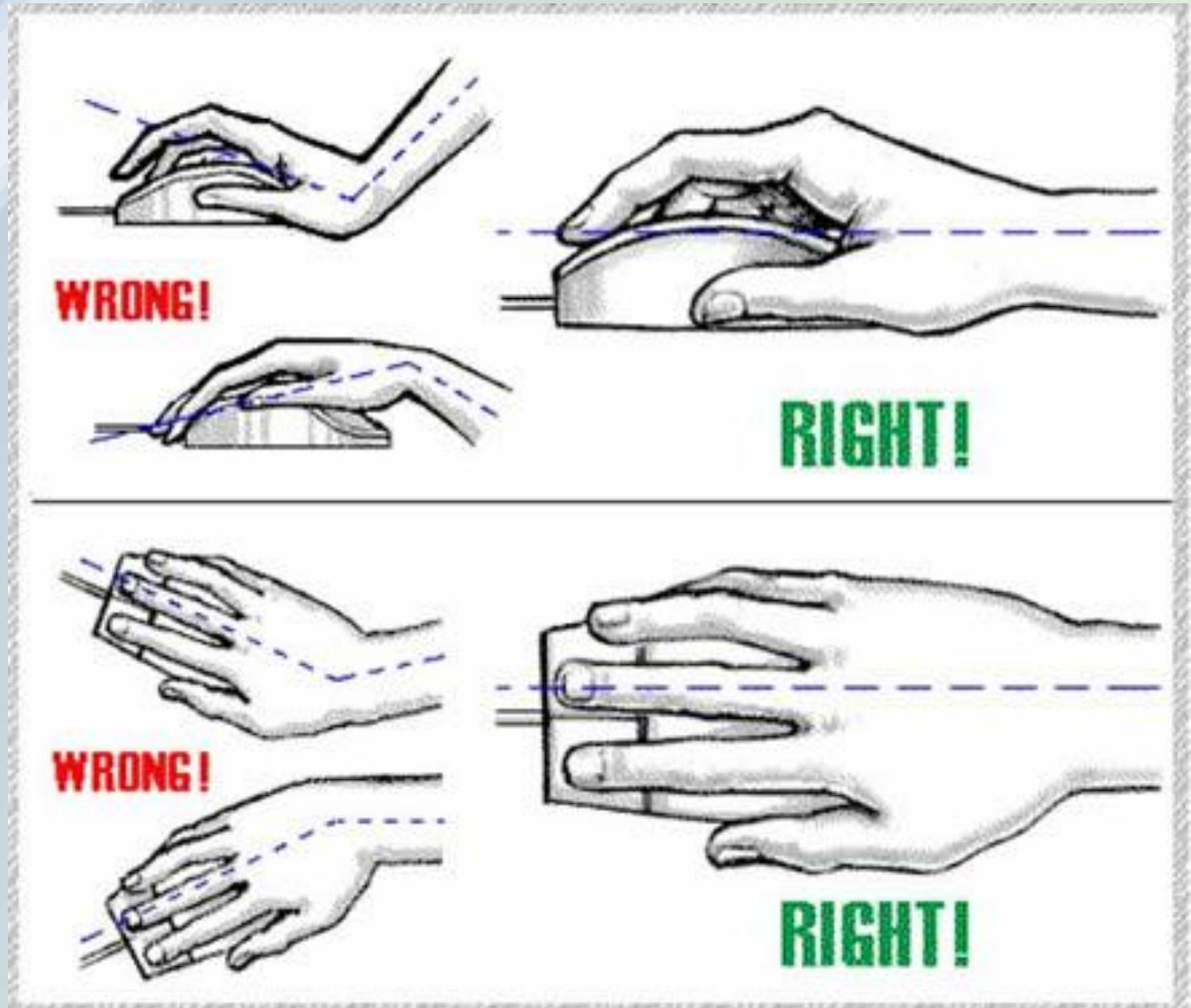
# Funky Keyboard Keys



# Ergonomics



# Mouse 'Onomics



# Using a Touch Screen/Track Pad

- Pressure matters
- Hand vs. Stylus
  - One-point gestures
  - Multi-point gestures
- Touch Gestures
  - Tap & Double Tap
  - Drag
  - Pinch
  - Two-fingered Drag
  - Three-finger Swipe
- Videos to watch at home
  - [Basic Track Pad Gestures](#)
  - [Basic Track Pad for Chromebook](#)
  - [Windows 10 Touch Screen](#)
  - [Windows 11 Touch Screen](#)
  - [Windows 10 Track Pad](#)
  - [Windows 11 Track Pad](#)

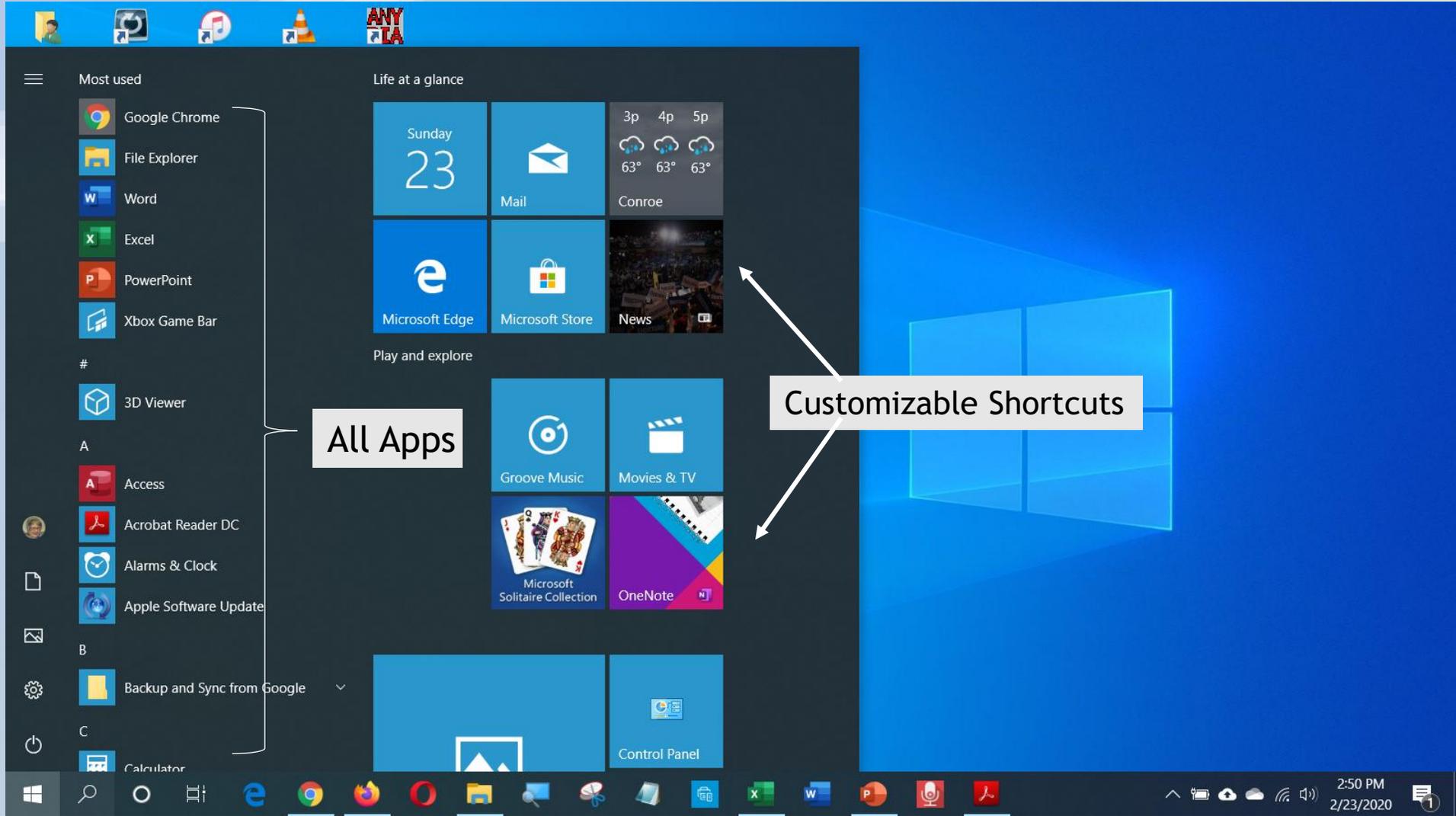
# Windows 10 Start Menu

Expand

Current User

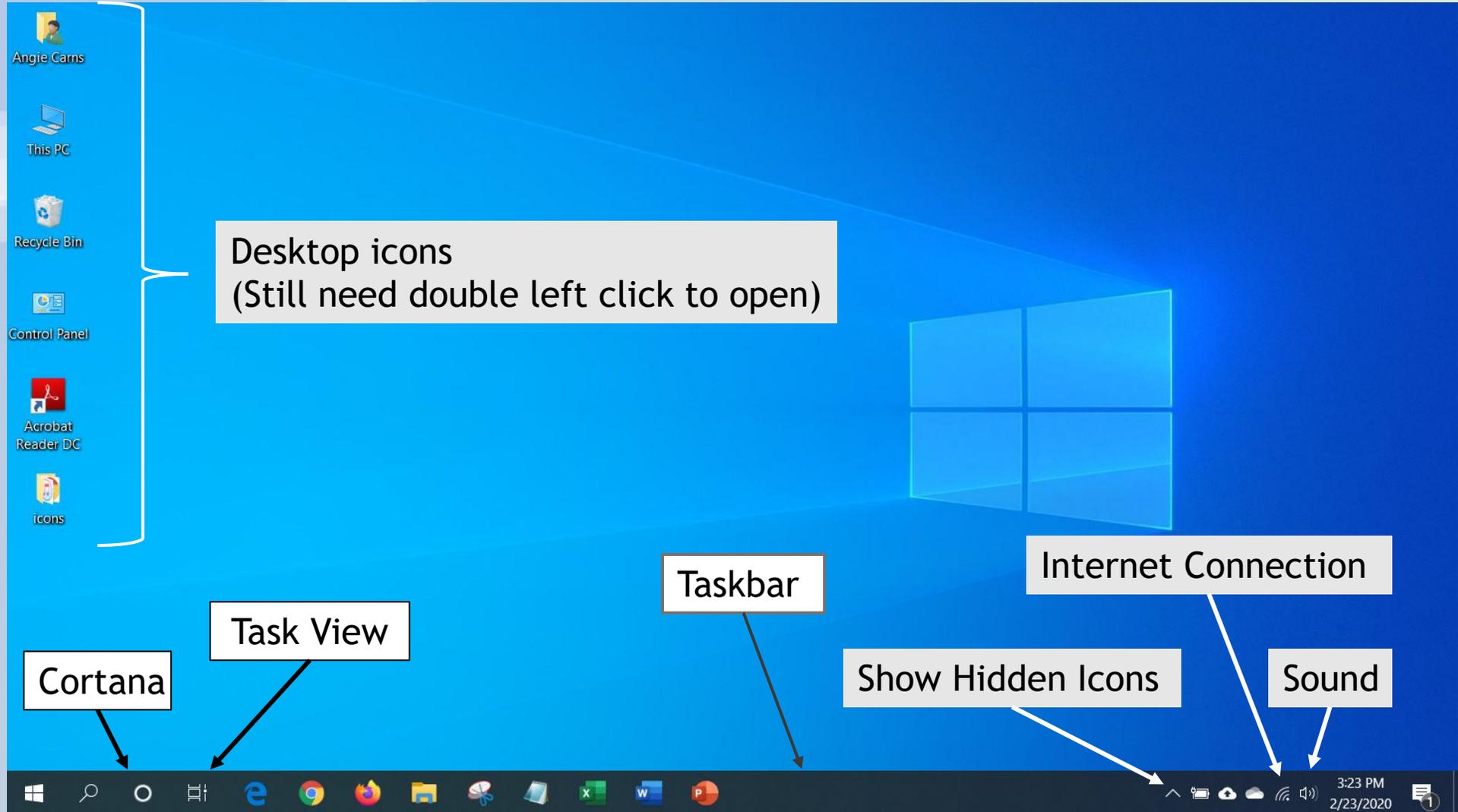
Common Commands

Start



Customizable Shortcuts

# Windows 10 Desktop



Desktop icons  
(Still need double left click to open)

Taskbar

Internet Connection

Task View

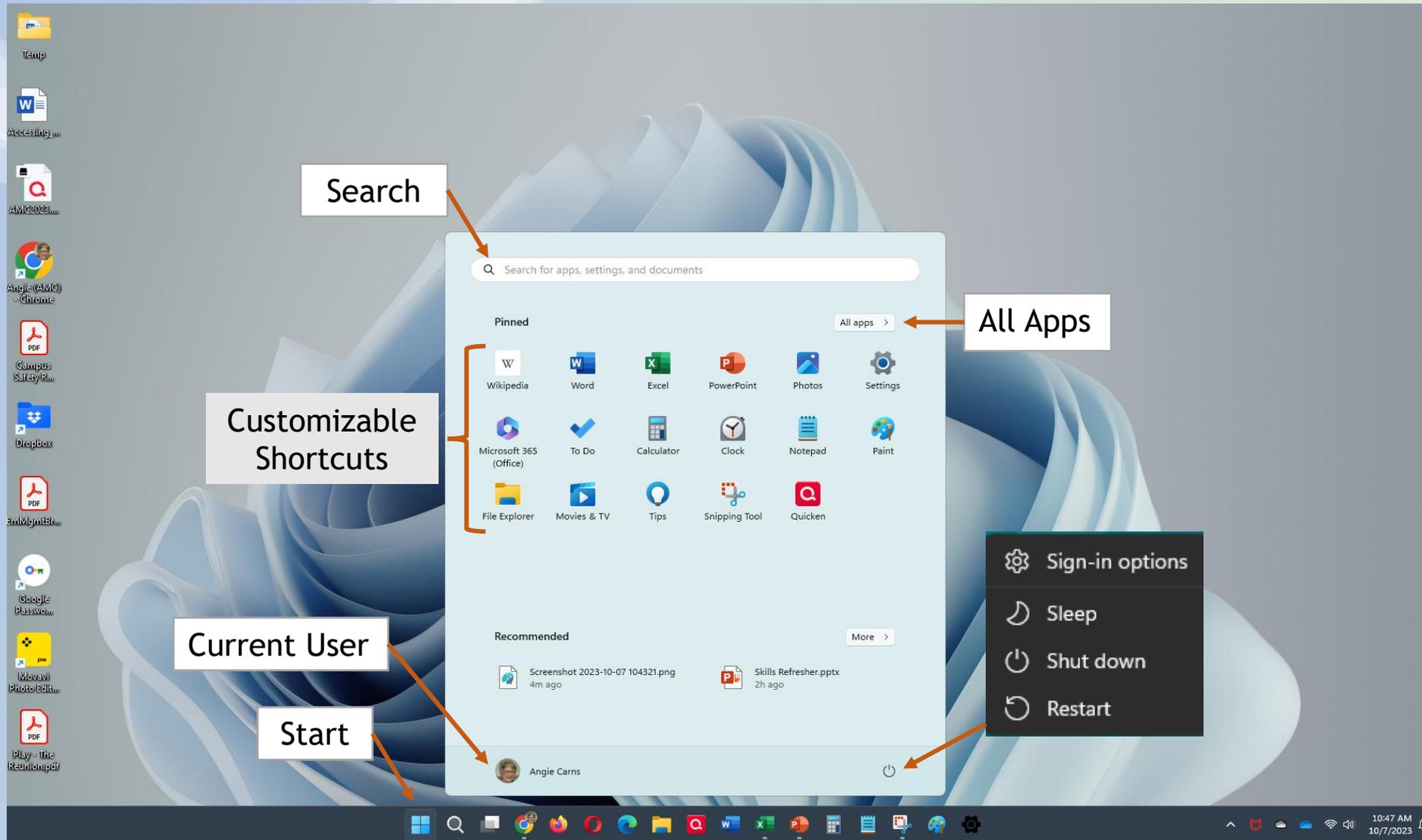
Cortana

Show Hidden Icons

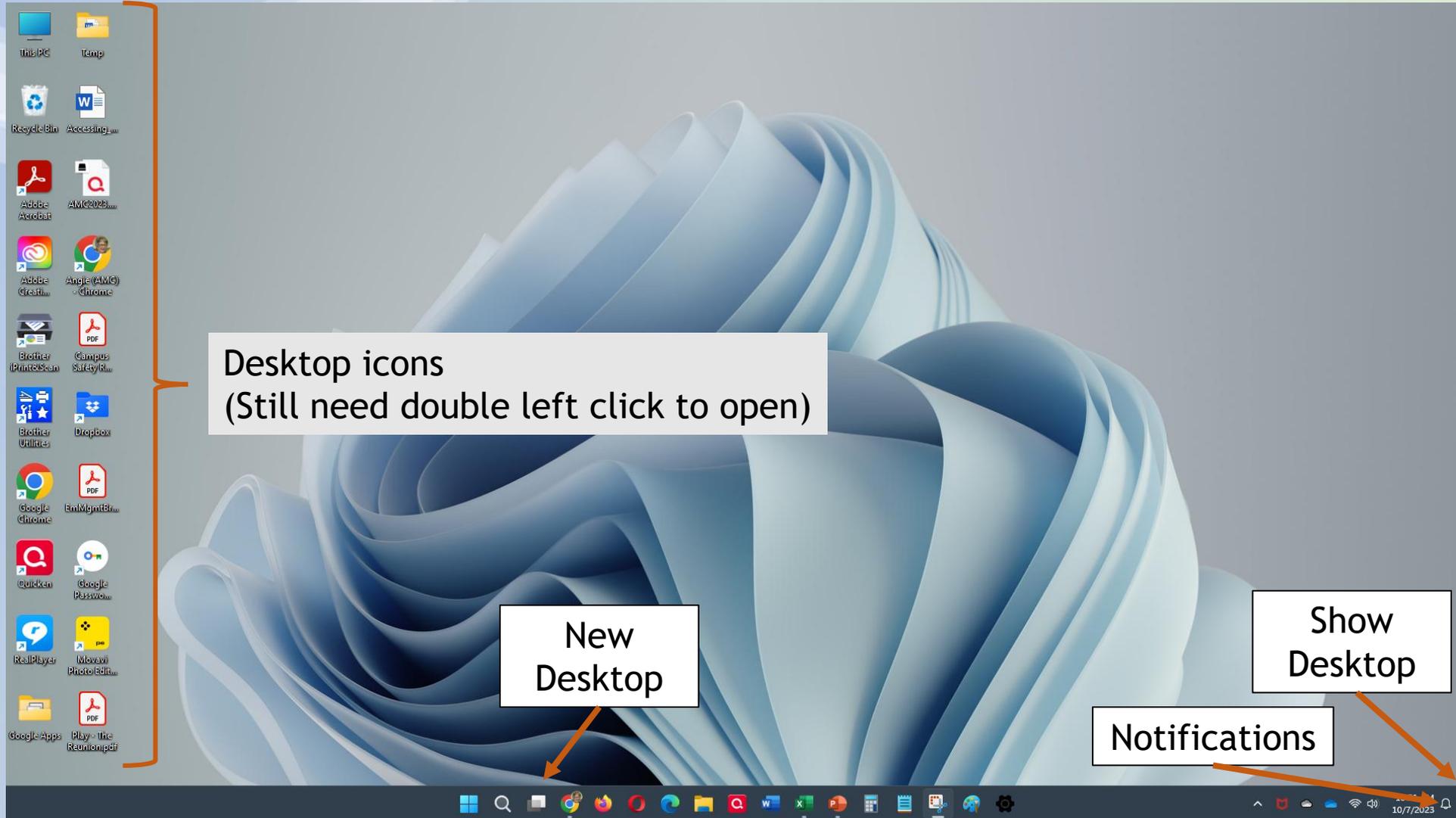
Sound

3:23 PM  
2/23/2020

# Windows 11 Start Menu



# Windows 11 Desktop



Desktop icons  
(Still need double left click to open)

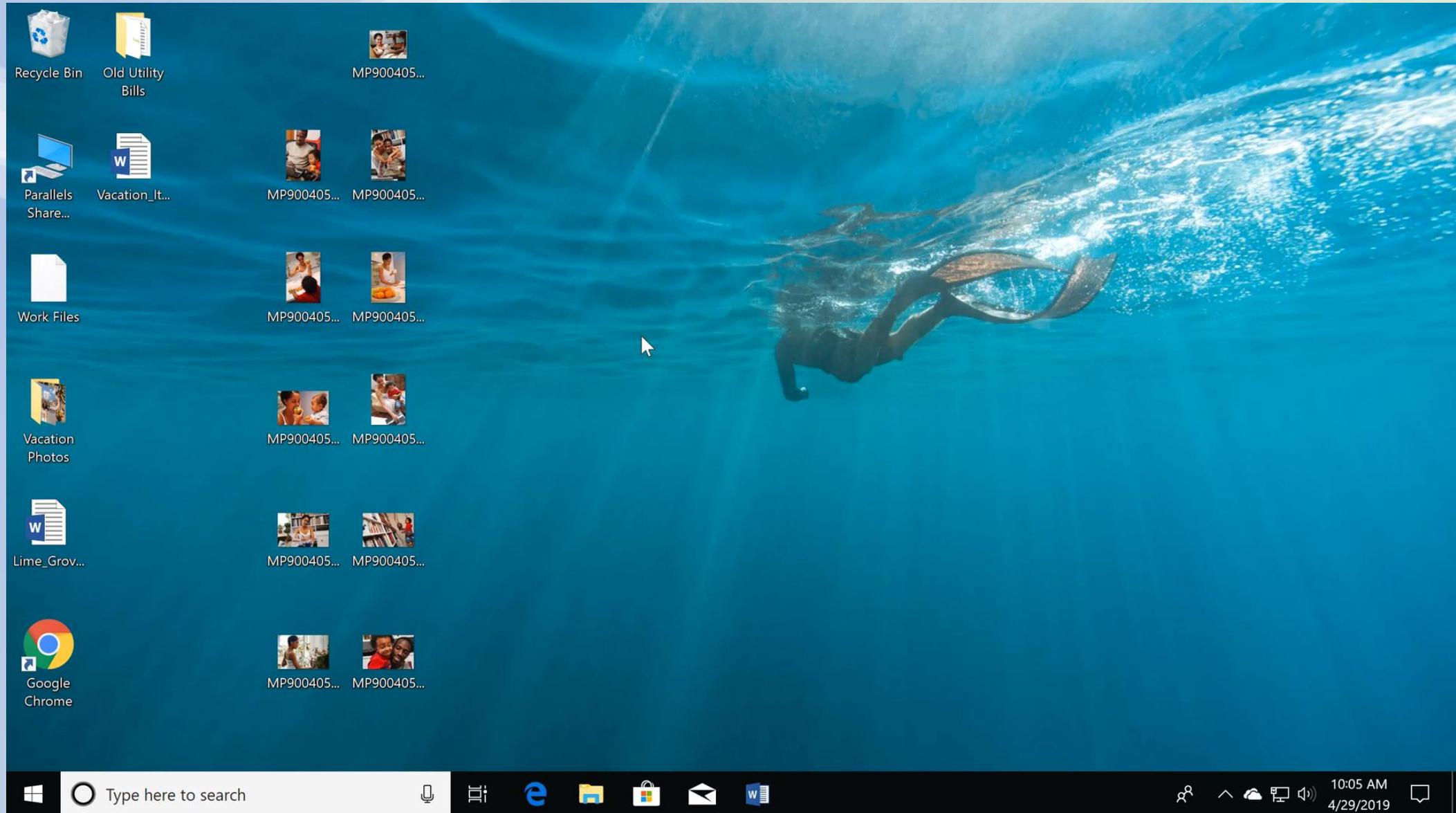
New Desktop

Show Desktop

Notifications

# Questions & Answers

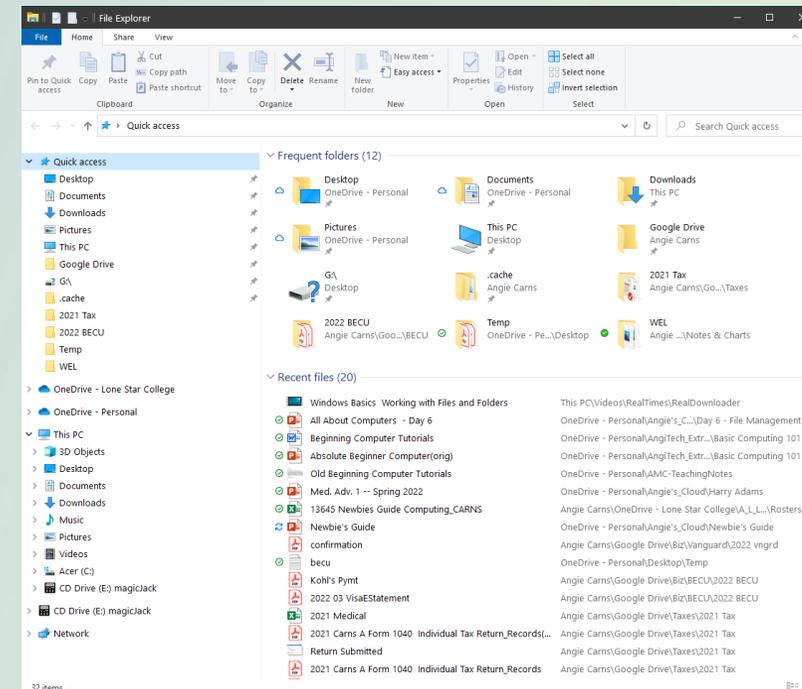
# Files & Folders - Desktop



# Files & Folders - File Explorer

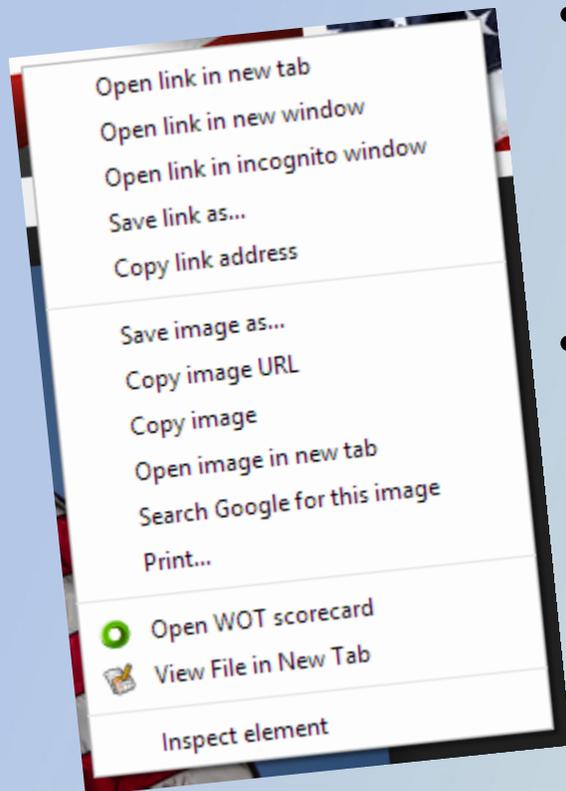
- Ribbon
  - Menus
  - Commands
- Navigation Bar
- Navigation Pane (Tree)
  - Single left click to open
- Main Window
  - Double left click to open
- Drag between drives to copy
- Drag within drive to move

## Mac OS File Handling



## Working with Windows Files

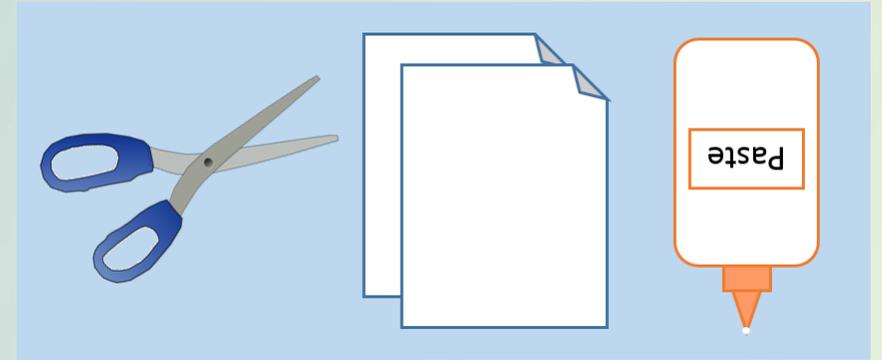
# Right Click Everything



- Right Click in Windows (Control Click on a Mac)
  - Initiates a Pop-up menu with options for whatever you were pointing to
- For more information:
  - <http://angitech.me/2015/02/01/pop-up-menus-the-right-click-way/>

# Cut, Copy & Paste

- Select first
  - Touch, left click, or drag
- Cut or Copy
  - Cut removes object/text to memory
  - Copy leaves object/text in place & adds to memory
- Paste
  - Select desired position
  - Cursor marks the spot
  - May have to move after pasting with some programs



[Click image to see article.](#)

# The CLOUD

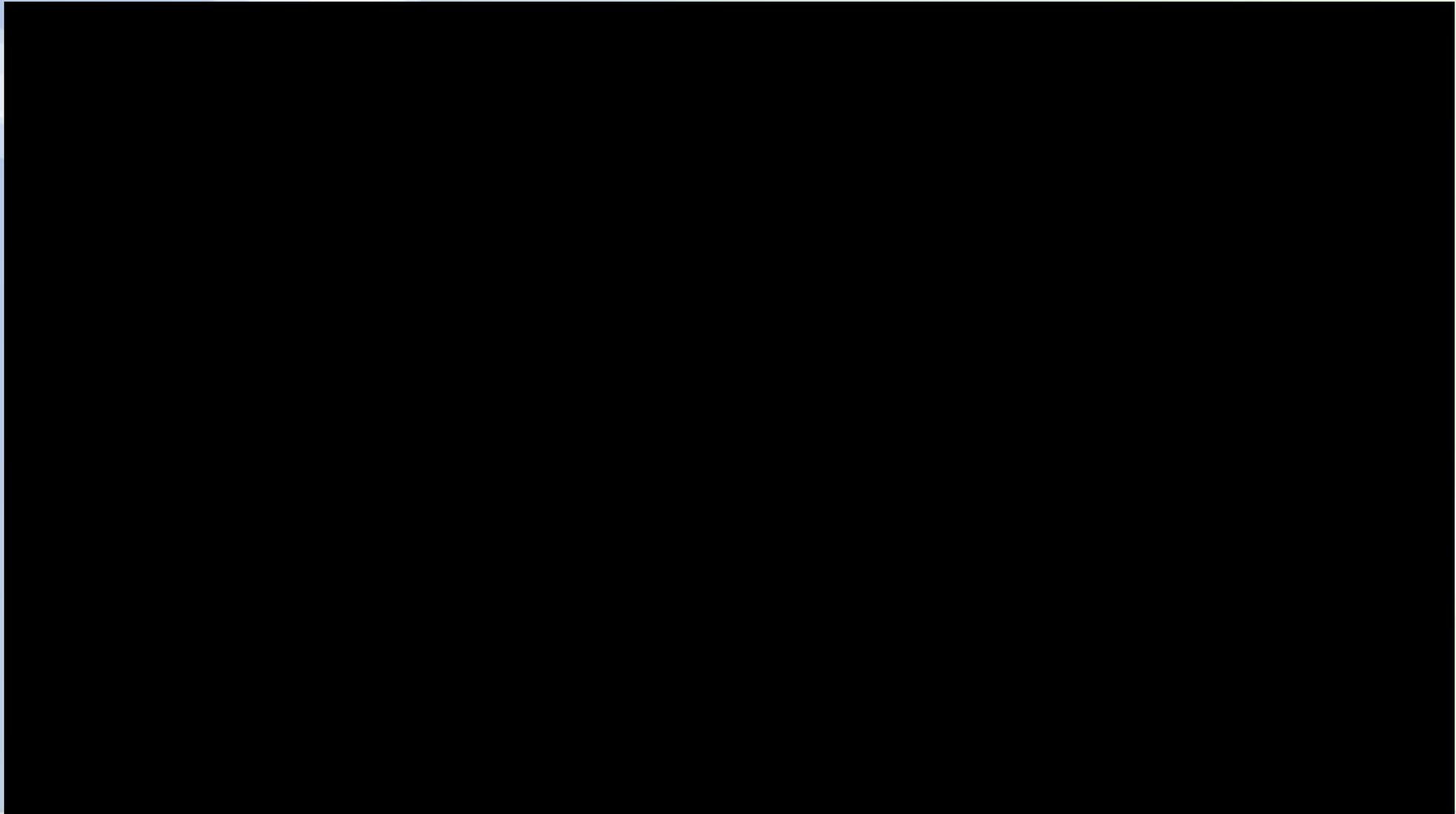


- WAN symbol in early network diagrams
- Place to store electronic data including documents, pictures, email, web pages, etc. (even the kitchen sink)
- Online Apps
  - Productivity Apps - iCloud, Google, Office
  - Email
  - Calendar
- ALL students have 1 TB cloud space in OneDrive
  - Backup space
  - Accessible from any computer with Internet service
  - Open via [myLoneStar](#)



# Basic Search Strategies

from [GCFGlobal.org](http://GCFGlobal.org)



# Useful Keyboard Shortcuts

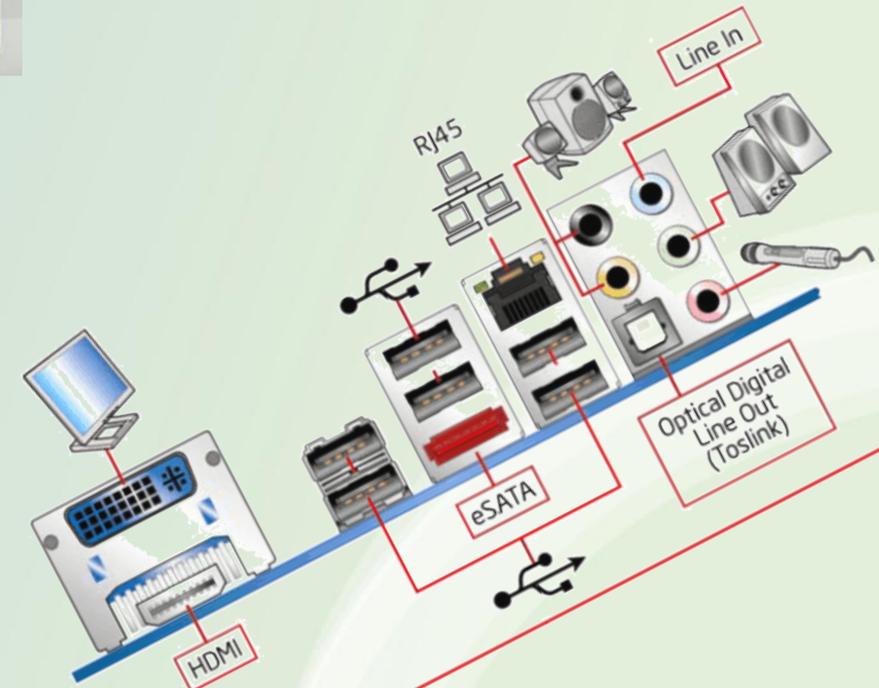
- Ctrl + S = Save (Mac users substitute Command for Ctrl)
- Ctrl + P = Print
- Ctrl + A = Select All
- Ctrl + C = Copy
- Ctrl + X = Cut (X looks like scissors or crossed swords)
- Ctrl + V = Paste
- Ctrl + Z = Undo



# Annoying ACRONYMS



- [HDMI](#) - High-Definition Media Interface
- [DVI](#) - Digital Video Interface
- [HDD](#) - Hard Disk Drive
- [USB](#) - Universal Serial Bus  
- [SIM Card](#) - Subscriber Identification Module
- [RAM](#) - Random Access Memory
- [DRAM](#) - Dynamic Random Access Memory
- [SATA](#) - Serial Advanced Technology Attachment
- [SSD](#) - Solid State Drive
- [WAN](#) - Wide Area Network
- [TechTerms.com](#) - The Computer Dictionary



# GCFGlobal.org Basics



- **Computer Basics**
  - <https://edu.gcfglobal.org/en/computerbasics/>
- **Email Basics**
  - <https://edu.gcfglobal.org/en/topics/emailbasics/>
- **Internet**
  - <https://edu.gcfglobal.org/en/topics/internet/>
- **Windows Basics**
  - <https://edu.gcfglobal.org/en/windowsbasics/>
- **Mac Basics**
  - <https://edu.gcfglobal.org/en/macbasics/>

# Microsoft Office

- **Microsoft Office Help**  
(<https://edu.gcfglobal.org/en/subjects/microsoft-office/>)

OR:

- [Office 2019 & 365](#)
- [Office 2016](#)
- [Office 2013](#)
- [Office 2010](#)



Office 2007, Office 2003, Office 2000, and Office XP must search list  
<https://edu.gcfglobal.org/en/subjects/microsoft-office/>

# Questions & Answers