A Few Basics

Things every computer user should know, minus the things I can't remember or don't yet know.

There are common tasks & terms the knowledge of which enables us to have a lot more fun with a computer. And any problem solving goes much smoother with a helper, in person or on the phone, with some common terms and actions. This list is not intended to be comprehensive but rather a refresher of basics, avoiding jargon where possible, explaining it where necessary.

Wherever you are on a computer, inside an app, on the desktop, there is almost always a 'Help' button, the word itself is the clickable link, to open more information related to where you are. It's often a great place to start for clarity.

Q: What's the '***Desktop***'
A: "The first screen displayed on a computer once it has started up. It is where you begin, end your computing session" [from the glossary]

Q: What is the '***Cursor***"?
A: "A moving position-indicator displayed on a computer monitor that shows a computer operator where the next action or operation will take place" [from the glossary]

Q: What is the ***Dock***? (on Mac) Where is the '***Taskbar***'? (PC)
A: the location for program icons such as Mail, Internet, etc. to the side or bottom of the desktop

Q: What's an '***Icon***' ?
A: Symbol or illustrations representing an app, program, file or photo.

Q: What is a '***Folder', 'Document', 'PDF'***.
A: Demonstration

Q: How do I locate and open a program or app?
A: '***Go***' on Mac - '***Start***' button on a PC to access those you don't see already on your desktop, sidebar, taskbar, or 'dock'

Q: What are: the '***Finder', 'Windows Explorer'***, and why do I need to know them?
A: These apps are the 'Portal' for seeing, navigating, and organizing documents, music, video, photos, etc.

Q: What is '***Navigation'***?
A: Wayfinding your files and folders using one of the above two applications. More similar to office filing - There are file cabinets with files inside that can be instantly sorted by date, name, size.

Keyboard

Q: What is *'Enter', 'Return', 'Spacebar'?*

Here also find Screen Brightness, Volume level controls,

Q: *Escape* key   A: Demo

Q: What are '*keyboard shortcuts*'?

A: key combinations for common tasks:

On your Mac:

   Undo the last action: **Command+Z** (the greatest button ever!)

   Copy - **Command+C** copies your selection

   Paste - 'writes' that which you have copied,
      Command+V

   Command+X - Cuts the selection with copy to Clipboard.

- **Cmd+A** - selects all on that page or near the cursor

Q: What is the '*Clipboard*'?

A: this is the invisible memory storage holding your cut or copy until you paste it.

On a PC -
- **F1** - Universal help (for any sort of program).
- **Ctrl + A** - Selects all text where cursor is.
- **Ctrl + X** - Cuts the selected item.
- **Ctrl + Del** - Cut selected item.
- **Ctrl + C** - Copy the selected item.
- **Ctrl + V -** Pastes selection copied.

Mouse

Q: Difference between *left click* and *right click*?

Left Click - the most used way of clicking something. —the left button or area of trackpad.

Right Click - The right button on a mouse or right area or button of a trackpad. This opens up options and menus and is location sensitive. On a desktop for instance, you could make a new folder, start a text (PC), create a folder, change settings, among other things.

Q: What is *scrolling*?

A: Rolling the mouse wheel or sliding your finger to move through text or a web page

Q: What's a '*Drop-down menu*'?

A: This is what appears when you right-click something. Or left-click a menu item.

Q: How do I *Select text or files*?

A: click something or click n slide across several files or across text to select. Copy and paste described above.

Q: How do I *Drag and Drop* and why?

A: To move things from one place to another. Also to send a picture or file in email. Select and hold mouse button, move item(s) to new location, release button.

Basic _**Email**_ usage

Q: Whether to access my email using a browser or an email program on my computer? Mac Mail, Mail for windows.

Q: Is there Email etiquette? How many items and what size is appropriate for an email? How can I tell the size of the email I'm sending? How many YouTube links can I get away with sending?

Q: How do I deal with documents and pictures that people send me in email? How do I save them, Open them?

Basic _**Browser**_ usage

Q: What's a '_**browser**_'?

A: "A software program used to navigate the World Wide Web. Google Chrome, Mozilla Firefox, and Microsoft Edge are today's most popular browsers for accessing the World Wide Web." [from the glossary]

Mac users have Safari browser built-in and it's good but some bank sites aren't compatible. Also Forefox, Google Chrome run on Macs.

Q: What's a '_**Tab**_' in the context of Browser features? Aka, _**Tabbed Browsing**_

A: One of several windows you may have open at the same time in a browser.   Click, 'File/New Tab' to get a new browsing window, called a tab, adjacent to the one(s) you have open.

Q: What's a '_**Link**_'?

A: aka 'hyperlink' is text usually beginning with 'http://' or simply 'www.' that is usually colored blue which will open a web page when you click on it. Might come in an email or a text.

Q: How do I '_**Google**_' something? What does that mean?

A: Probably the most-used website _**'Search Engine'**_   Demonstration: How to use a Google results page without losing the results

Essential Websites —

What's a website? How to use YouTube, Google, Wikipedia

What's my local network? What's WI-FI? What's a wi-fi password?

Why do I have to tell my TV, my phone, my kindle, my WI-FI password?

Basic ***Word Processing*** with applications you already have on your computer.
- writing, selecting, copying, pasting text or sections of text.
- whether email, Mac's TextEdit or Window's two basic text apps, WordPad & Notepad
- critical difference between 'Saving' and 'Saving As', 'Share', 'Export'
- 'Export as PDF', Format.

Miscellany — Meaning of 'USB port'? 'Bluetooth' 'Thumb Drive', 'Jump Drive' 'external storage drive'
    uses for On/Off button, Standby, Sleep, Modem, Router, Streaming, Screen shots,

Only 3 computer terms you ever need to know, RAM = memory, Storage = Hard Drive, CPU = processor.

If you're not using Antivirus, please turn on your firewall on your PC - ***Windows Defender***