Welcome to the Web – Session 1 – Lesson Plan

Note: Completing the Mouse Tutorial and Mousercise for the Welcome to the Web Course which are available on the Class Resources webpage constitutes the first part of this lesson.

ABOUT PROGRAMS AND OPERATING SYSTEMS

Any time a task is performed on a computer, it is done through a **program**. For the user, the program is the application – the tool – for accomplishing a task. For the computer, it is a set of instructions on knowing how to perform this task. Examples of programs include Internet Explorer and Microsoft Word. The most important program overall is the **operating system**, which manages all of the computer's resources and decides how to treat input from the user.
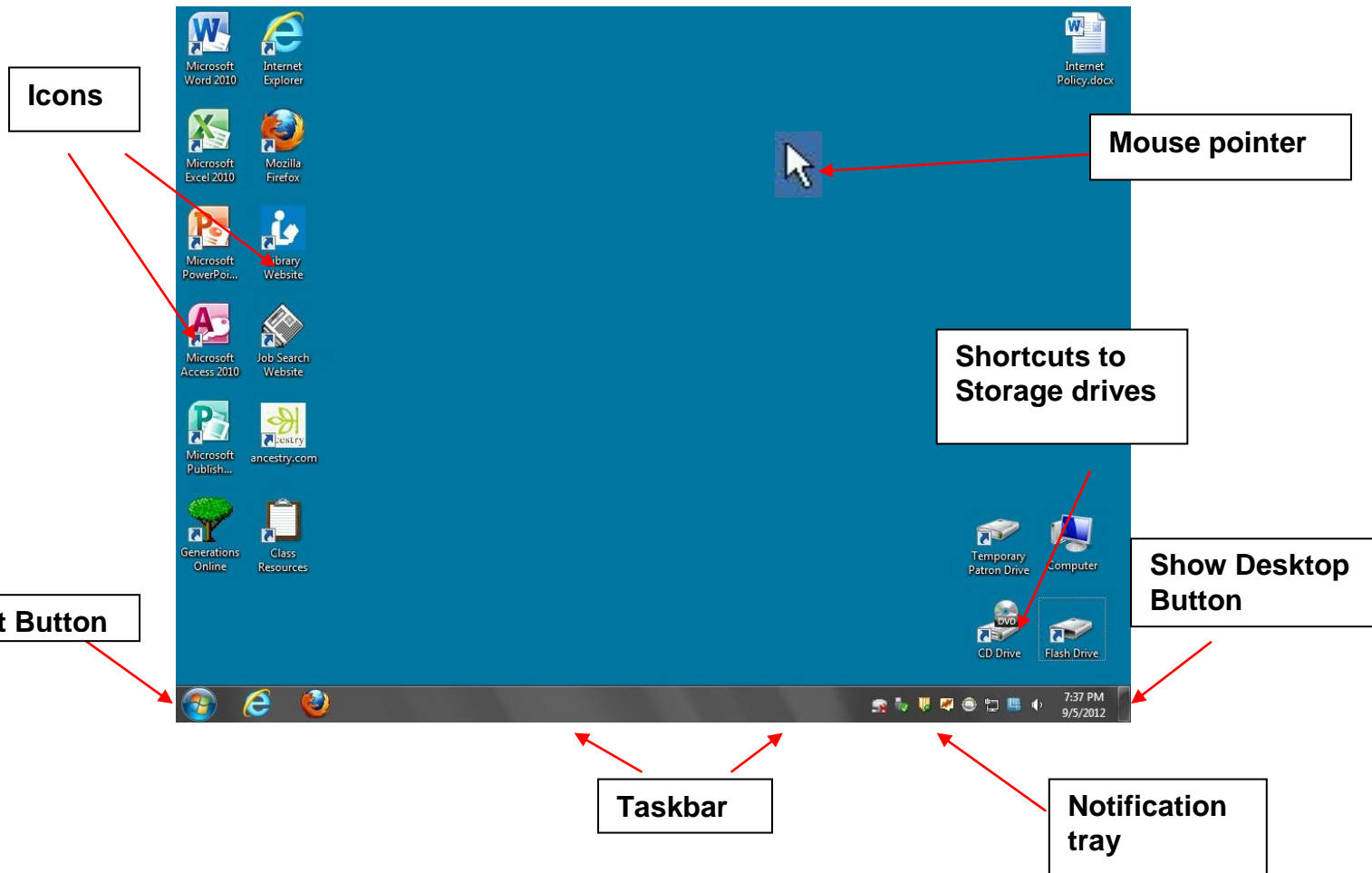
There are several different operating systems in circulation, such as Mac O/S and Linux. However, far and away, the most commonly-used operating system is **Microsoft Windows.** (Note that Microsoft is just the name of the company that makes Windows, and that there are several versions of Windows. In 2012 all the computers in the lab were updated to a version of Windows called Windows7. If you have some experience with the older versions of Windows you will notice that things look a bit different on a computer running Windows 7.

USING WINDOWS

The Desktop

The first thing you see when you log on to the computer is the **DESKTOP**. The Desktop is the display area you see when Windows opens. The following items are the most common items on the desktop:

Parts of the Windows 7 Desktop

> **ICON:** A picture representing a program or file <u>or places to store files</u>. **Hove**r (hold the mouse pointer over but do not click) **your mouse pointer over the icon in the top left corner of the desktop.** A small message should appear. This display is called a **SCREEN TIP**, additional information that can be viewed by hovering over an item such as an icon or a button.

> **Mouse pointer or CURSOR:** The indicator on the screen that you use to select and move objects. It moves as you move the

mouse and **changes appearance** depending on what program you are using and what tool you have selected.

➢ **TASK BAR:** The gray/black bar at the bottom of the computer screen. The task bar buttons in Windows 7 are significantly bigger and will stack behind each other. The task bar is always visible and is used to switch between open programs. Important sections of the task bar include:

  o **Start Button**
  o **NOTIFICATION TRAY –**the bottom right corner next to the time and date. It contains miniature icons for easy access to system functions such as antivirus settings, printer, modem, sound volume, battery status, and more. Hover over or click an icon to view and access details and controls.
  o **Show Desktop/PEEK BUTTON-** farthest over on the right. When programs are running , hovering over the button will allow you to view your Desktop. Clicking the button will minimize all open windows.

➢ The **START MENU** (Fig. 1) appears when you click the **Start button** on *left* side of Task Bar.

  • The first view of the start menu will show programs that you have recently used or commonly use on your computer. To see all of your programs**, hover over the words "All Programs".**
  • All of the programs available on your computer will display. (Fig.2) Some of them will be contained within folders. When you click on a folder, the programs contained within will display.
  • **Click on the Accessories folder.** Notice the list of programs that are now displayed. (Fig.3) To open a program, point to it and click once.
  • To exit out of the menu, **point to a clear area off the menu and click once.**

Fig. 1
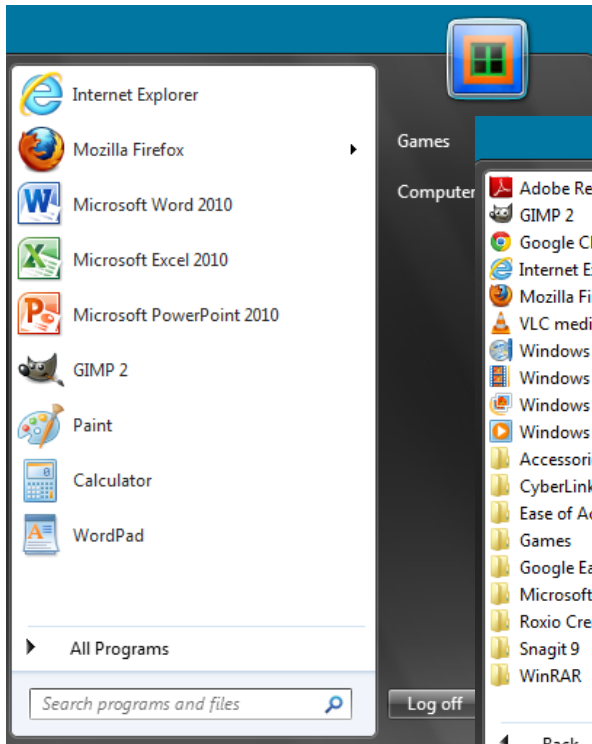
Fig. 2
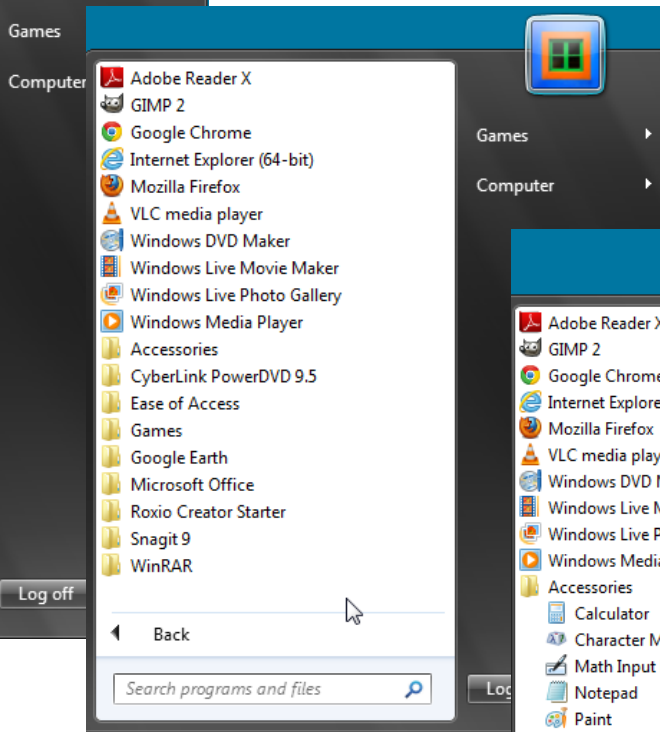
Fig. 3
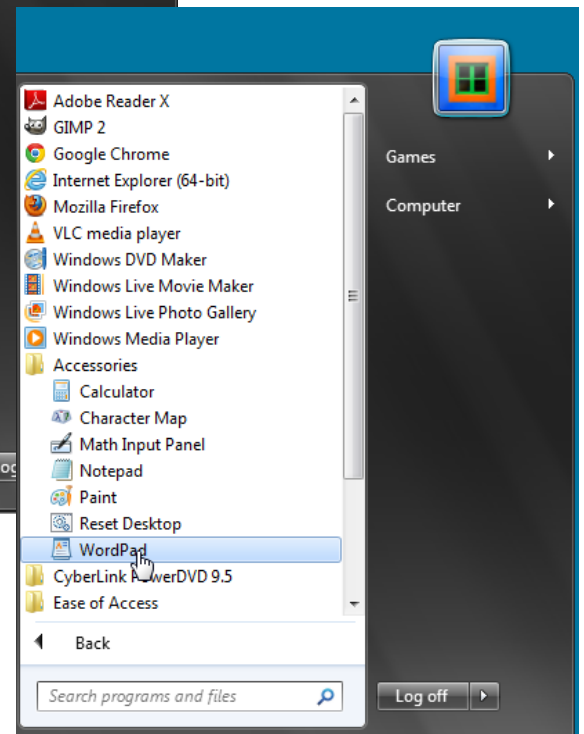
Opening a Program

1. **Use the Start Menu** to open WordPad. **Hover over** "All Programs", **click** the Accessories Folder and **click** the program name to open it. Every program opens in a separate window. Windows all have some common elements.
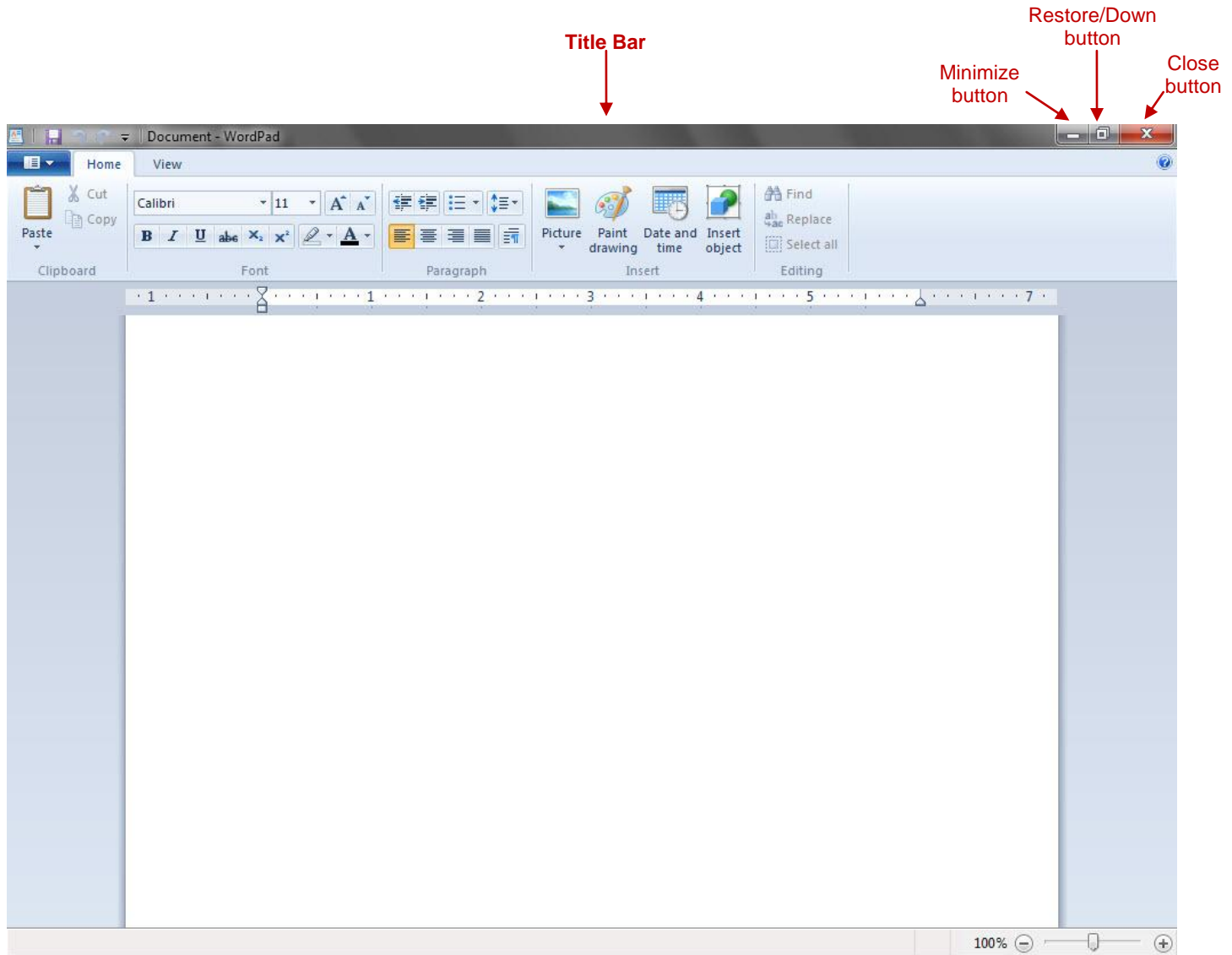

- ➢ **TITLE BAR:** Top most bar with title of file and name of program
- ➢ **WINDOW CONTROLS:** This is a group of three buttons to 'Minimize' the current window, toggle the size of the window

or 'Close' the window. The right-most button in the upper-right corner, with the X on it, is used to exit or "close" a program or window.

Keyboard Practice

Use WordPad and the Keyboard Handout to Practice using some keyboard keys:

- Notice the blinking cursor (insertion point) on the screen. This indicates where your typing will go.
- **Type your name. Press the enter key**. Notice that you are now on a new line and your name does not start with a capital letter.
- **Locate the shift key on your keyboard and hold it down**. While holding the shift key, type the first letter of your name. Release the shift key and continue typing your name. Press the spacebar.
- **Press the** $\boxed{\genfrac{}{}{0pt}{}{@}{2}}$ **key.** Notice what prints**; Now hold down the shift key and press the** $\boxed{\genfrac{}{}{0pt}{}{@}{2}}$ **again.** Notice the difference**.**
- **Locate the Caps Lock key and press it**.   Notice the Caps Lock light is on. Type your name. Press the caps lock key again to unlock.
- **Point your cursor to the center of your name in the first line.** Moving your cursor and clicking is one way to move your insertion point.
- **Press the Backspace Key.** What happened? The backspace key will erase text to the left of the insertion point. **Press the Delete Key.** The delete key will erase text to the right of the insertion point.
- Look at the number pad at the very right of the keyboard. Notice that the Num Lock light is lit. **Press some of the numbers**. What happens? **Press and release the Num Lock button**. Notice the light goes out. **Press some of the numbers**. What happens?
- Close the program by **clicking the Red x** (close button) in the upper right corner of the window. A small window will pop-up asking you a question. **Click the Don't Save button**.