

Introduction to
Computer Basics
Session 1
(Self-Study)

Disclaimer:

- This self-study course is designed for individuals who are registered for the Computer Basics Course in the Computer Lab but have missed Session 1.
- Students must use the materials provided on the library website and study entirely on their own, in the Computer Lab, without guidance or explanations from lab staff.
- In order to receive support in Session 2 the student must *satisfactorily* complete this material.



Your Folder

- Contact Information, Website Address and Computer Lab Hours
- Scheduled Lab Closures to check in case you want to get in some extra Practice!
- Handouts that can be referred to during all of our Courses
 - Glossary
 - How to access library website class resources page (Handout 1)
- Please don't forget to bring your folder to ALL your classes!!

Goals for Computer Basics – Session 1 (self-study)

Use materials provided on the library website to:

- Become comfortable with the mouse and the keyboard to interact with a computer.
- Become familiar with parts of the computer and computer terminology.
- Complete the Mouse Tutorial which includes learning how to Copy and Paste.
- Complete Mousercise in under 10 minutes.

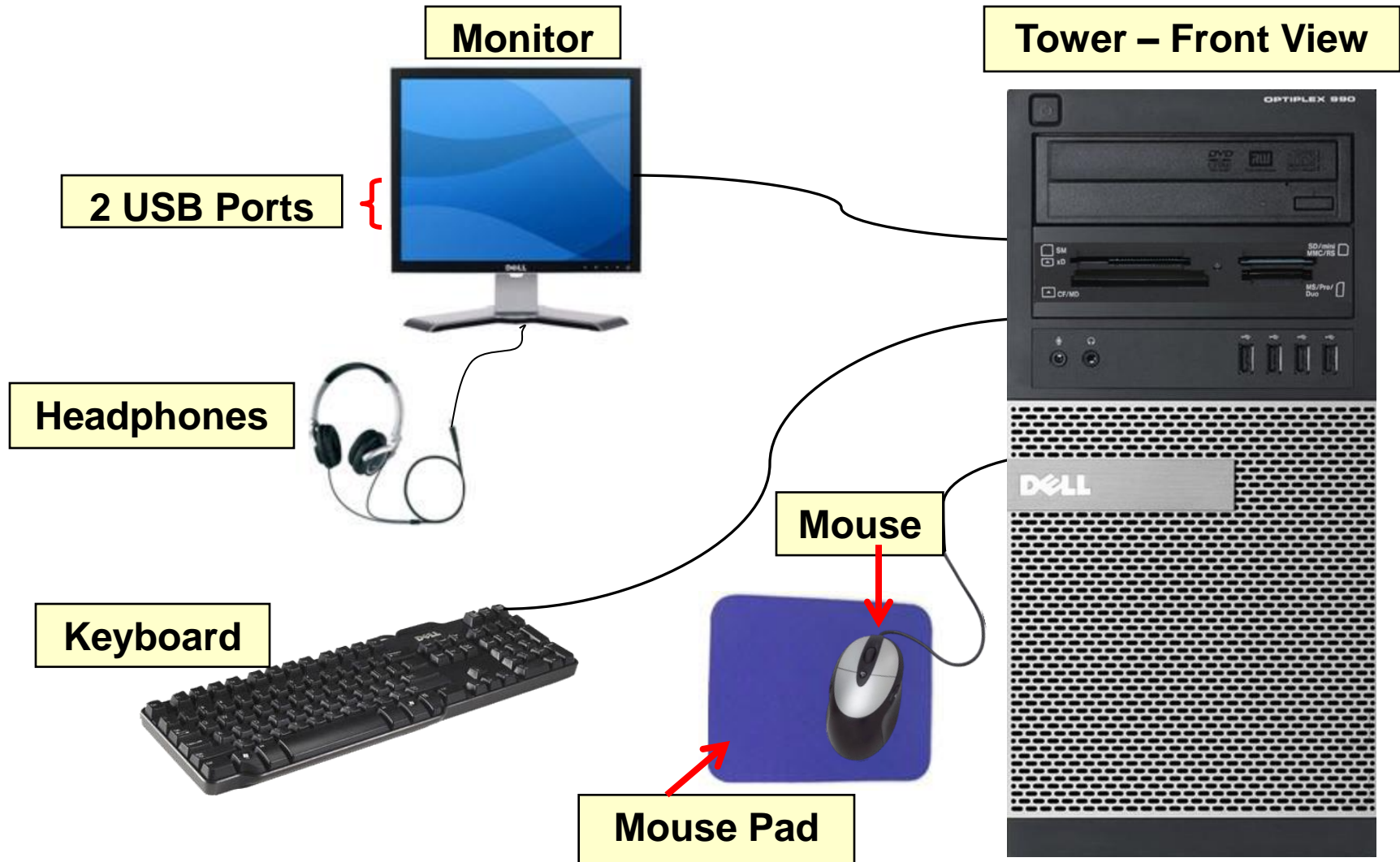
Goals for Computer Basics Course

Homework...

- Study the keyboard chart (Handout 2)
- If you are unable to complete Mousercise in under 10 min today, come in and pass it before next class!
- Think about what you want to do after Computer Basics
 - Look at the Class Calendar and Course Descriptions*
 - Ask us questions if you have them
 - Make a decision before next week and remember **to bring class fee with you** (cash or check, 1 check per course please)

*Note that “Creating a Website” has an additional Pre-Requisite: must possess an active email account and take our Internet course first.

Familiarize yourself with the Components of the MC-NPL Computer Lab Computers

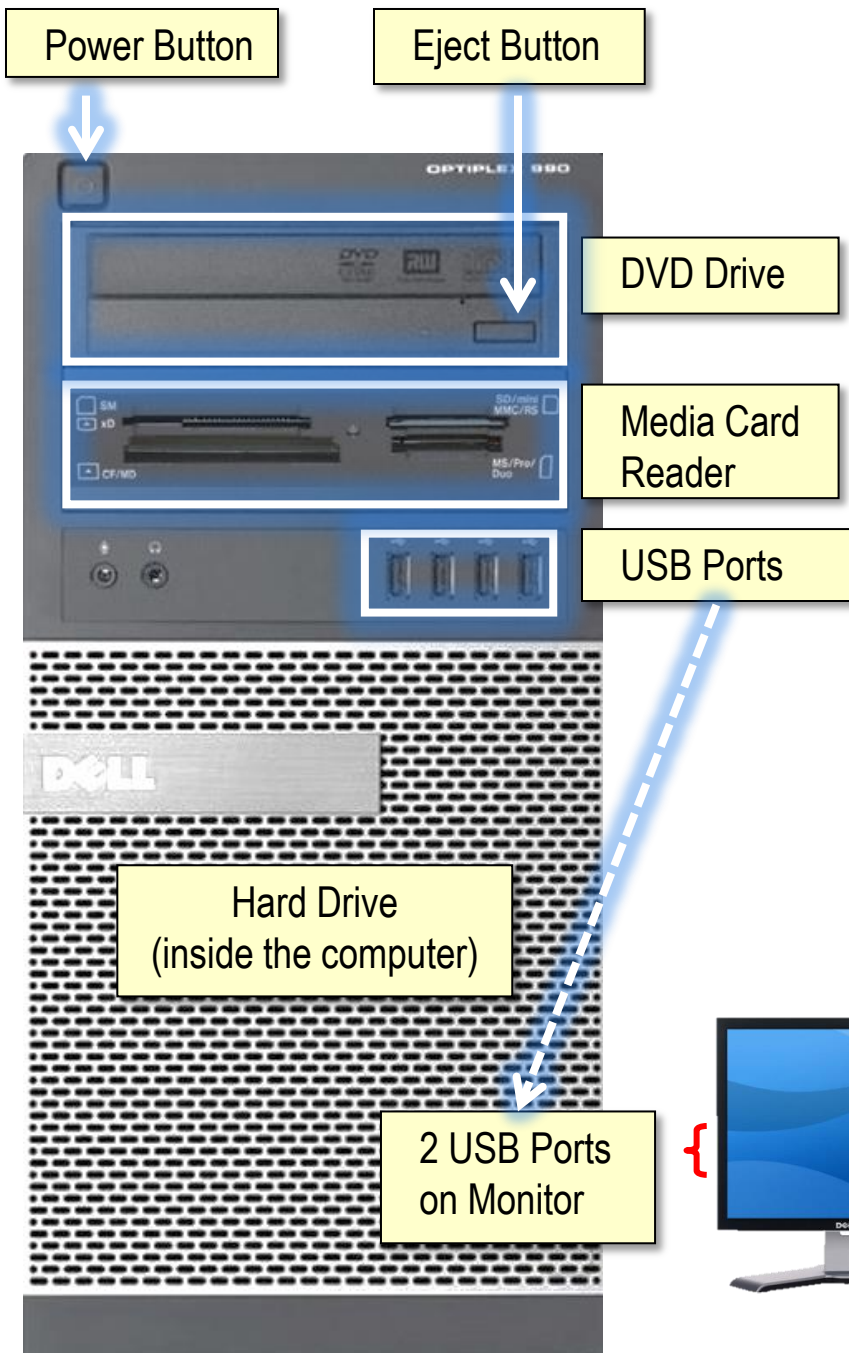


Adjust Your Workstation Ergonomics



- Top of monitor should be at or just below eye level – *monitor can be slid up and down and tilted*
- Keep your head and neck balanced and in-line with torso.
- Keep your shoulders relaxed.
- Keep your elbows close to body and supported.
- Keep your lower back supported -*chair can be raised or lowered.*
- Keep your wrists and hands in-line with forearms.
- Make sure there is adequate room for keyboard and mouse – *you can lift keyboard out of the drawer and place on desk if you prefer.*
- Keep your feet flat on the floor.
- Bring your glasses.
- Your computer is a tower type computer. It is on the floor next to your left knee if you are seated on left side of lab and right knee if you are on the right side.

Storage Devices



Storage Device

Example Uses

Compact Disc (CD)

Music



Digital Video Disc (DVD)

Movies



Media Card

Digital cameras



**USB Drive
"Thumb Drive"
"Flash Drive"**

Storing personal files for carrying with you



Hard Drive

Storing personal files on your home computer



Keyboard

Next you will be using the keyboard. For this you will need two documents:

1. The Keyboard Guide (Handout 2 in your folder)
2. The Keyboard Practice Instructions.

Ask the lab attendant to print out the Keyboard Practice Instructions if they have not already done so.

Ask the lab attendant to open a program called WordPad and then follow the instructions on the Keyboard Practice Instructions printout.

