

# Computer Essentials – Session 1 – Lesson Plan

*Note: Completing the Mouse Tutorial and Mousercise exercise which are available on the Class Resources webpage constitutes the first part of this lesson.*

## ABOUT PROGRAMS AND OPERATING SYSTEMS

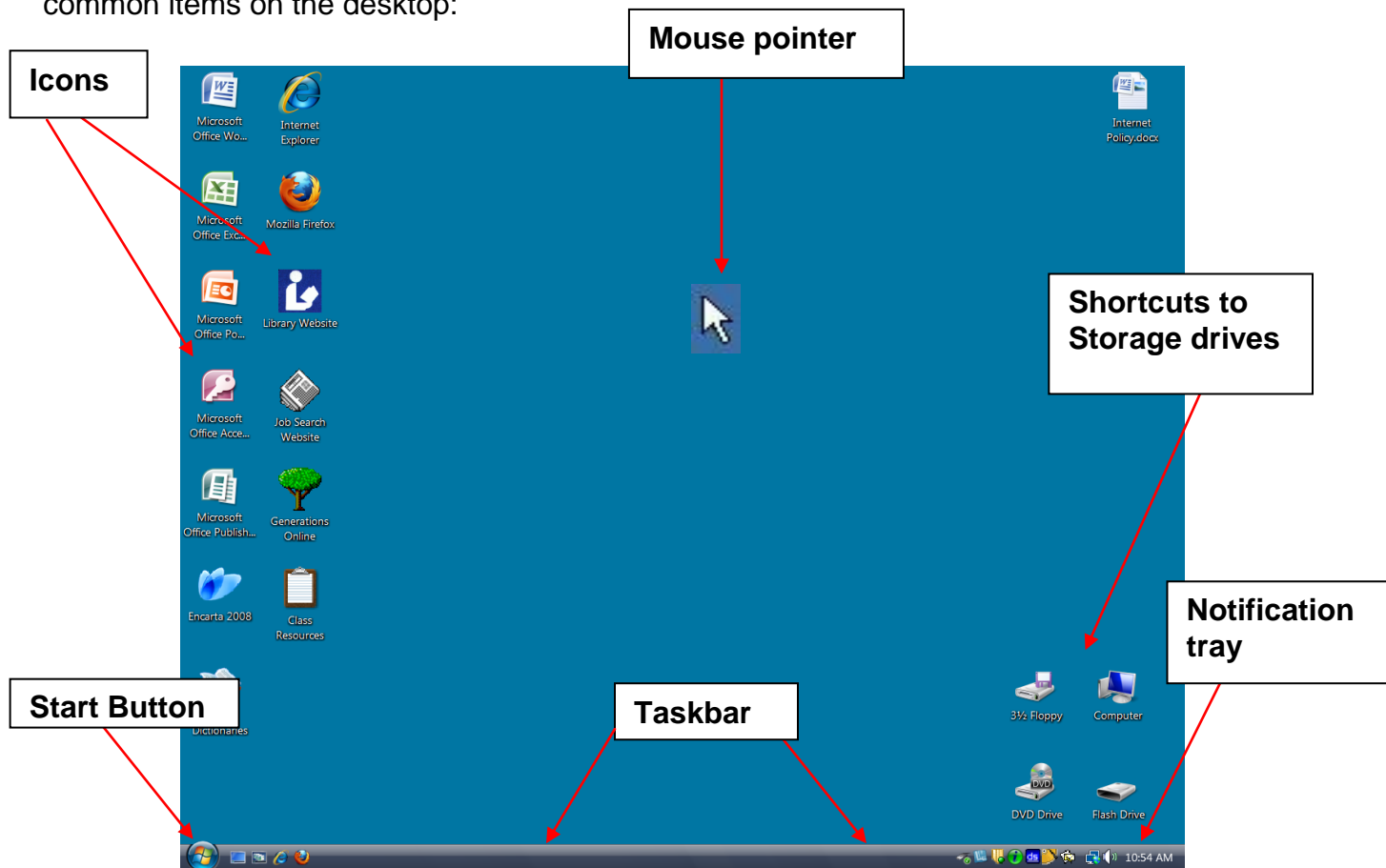
Any time a task is performed on a computer, it is done through a **program**. For the user, the program is the application – the tool – for accomplishing a task. For the computer, it is a set of instructions on knowing how to perform this task. Examples of programs include Internet Explorer and Microsoft 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 2008 all the computers in the lab were updated to the version of Windows called "Vista". 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 Vista.

## 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:

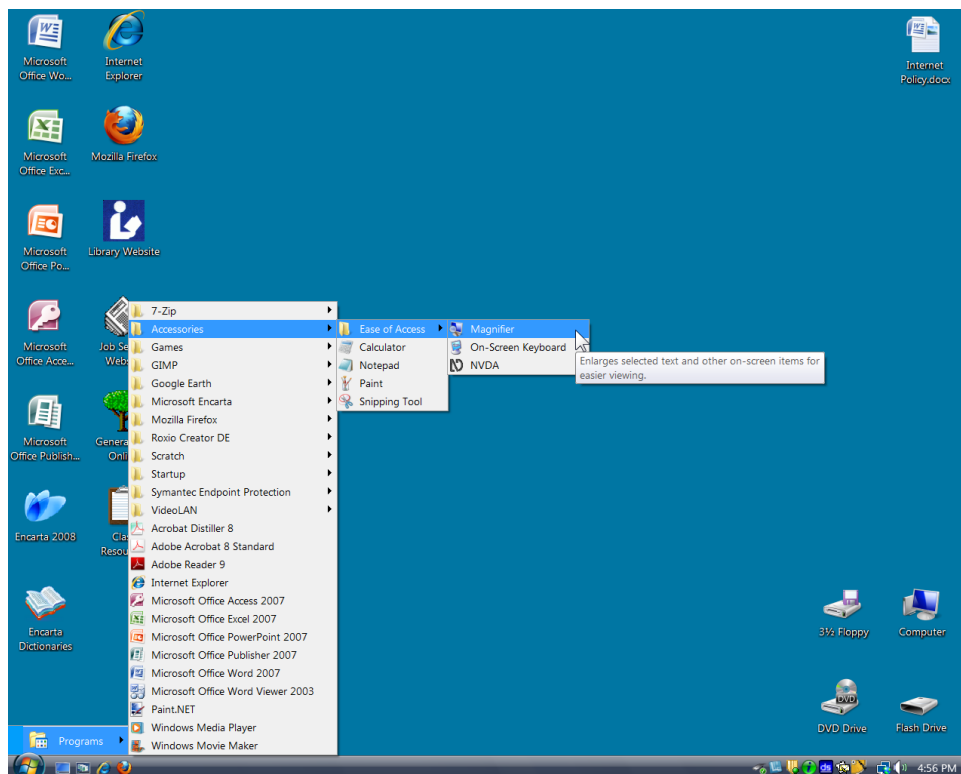


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## Parts of the Desktop

- **ICON:** A picture representing a program or file or places to store files.
- **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. It displays a button for each open program in the central region, as well as the Start Button and the clock. The task bar is always visible and is used to switch between open programs.
- **NOTIFICATION TRAY –** *on right side of Task Bar, hold mouse pointer over the time to see the date. This display is called a SCREEN TIP, additional information that can be viewed by holding over an item such as an icon or a button.*
- The **START MENU** (Fig. 1) which appears when you click the **Start button** on *left* side of Task Bar is a cascading style menu. It is navigated by moving **straight across and up and down**.
  - To use the start menu, **first click on the Start Button Icon in the lower left corner, then slide up to Programs and then straight across to the right and then up the menu to the Accessories button. Notice the little black arrow which indicates there is another menu that will display.**
  - To begin using a program, you would simply point to its name and click on it.
  - To exit out of the menu, **point to a clear area off the menu and click once.**

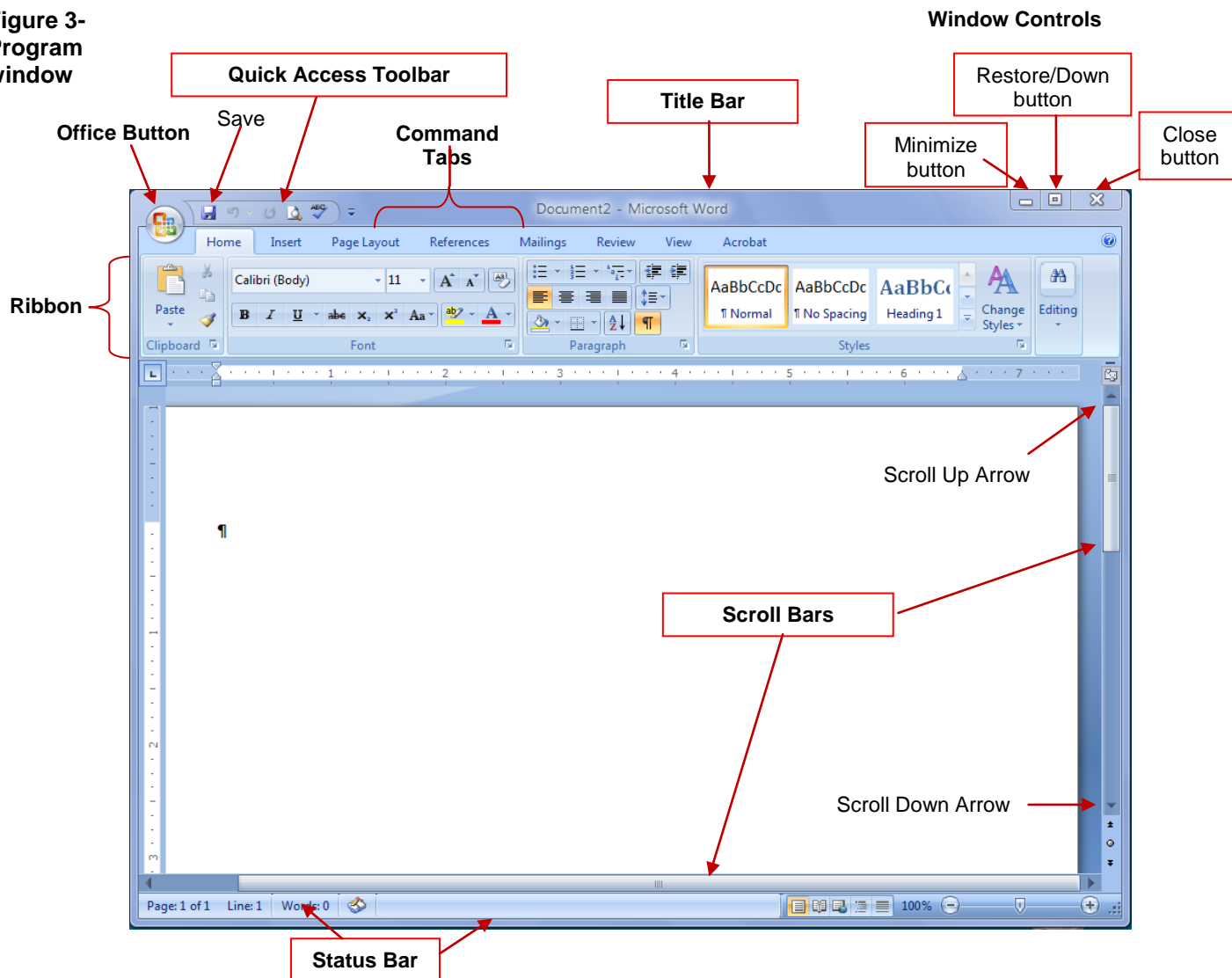
Figure 1 –  
Start menu



## Looking at a Program Window

1. Use the Start Menu to open Microsoft Office Word 2007. Find it under Programs and left-click once to open it. Use Figure 3 to locate common windows elements which display in HORIZONTAL SECTIONS:

Figure 3-  
Program window



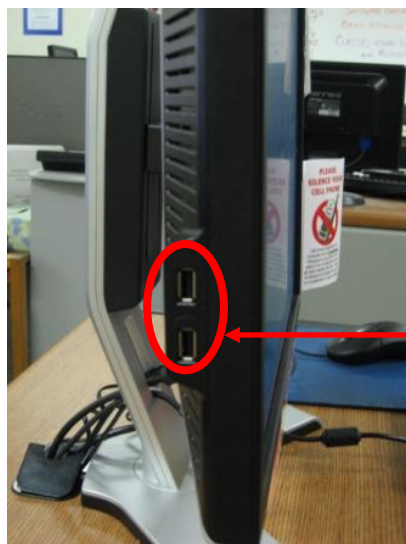
## 2. Parts of the Window

- **OFFICE BUTTON:** left click on the circle to display a menu of common actions. This is basically what was called the 'File menu' in previous versions of MS Word. See page 5 for a picture of this menu.
- **QUICK ACCESS TOOLBAR:** this area provides quick access to common commands. Clicking on the icon shaped like a floppy disk will save the current file.
- **TITLE BAR:** brightly colored bar with title of file and name of program

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- **RIBBON:** The items displayed in the ribbon change based on which Command Tab is selected giving access to wide range of actions that can be used in a modern and complex word processor.
- **COMMAND TABS:** Clicking on each of these main titles will change the content on the 'ribbon' area.
- **SCROLL BAR:** A vertical bar on the side of a window and a horizontal bar at the bottom of the window used to move around in a document. You can use the scroll arrows to view hidden parts of a document. If the entire document is displayed in the window, there will not be a scroll bar. The size of the scroll button indicates how much of the document is visible.
- **STATUS BAR:** This bar is just above the taskbar. This is where you can view the status of the file you have open or the progress of some process such as saving or loading a webpage.
- **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.
- **Click on the X button to close Word.**

### REMOVABLE STORAGE DEVICE



USB Ports on monitor



USB Connector

You will need a removable storage device when working in the computer lab. For this class, we will be using a USB Flash drive to save our work. (This flash drive will remain in the lab between classes so it is important that you label it with your name.) **Write your name on the label. Turn the flash drive to the position pictured below and attach your label on top of the Datatraveler label so you can read your name right-side up.**



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Notice that there is a **slide mechanism** on the side to retract the USB connector into the body of the drive. **Slide this to expose the connector.** Locate the USB ports on the monitor. **The connector will slide into the port only one way with your name label facing toward you and right-side up. Fit the connector into the port and push it in.**

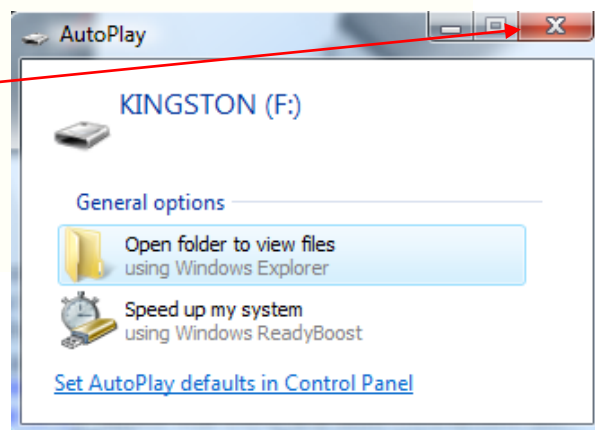
At this point, you may get a notice that the computer is installing a device driver – wait until the message disappears



This **AutoPlay** window may pop up. (NOTE: IF you have any other windows open, this will pop up behind them)

**Click the X button to close this window.**

You are now ready to begin saving files.

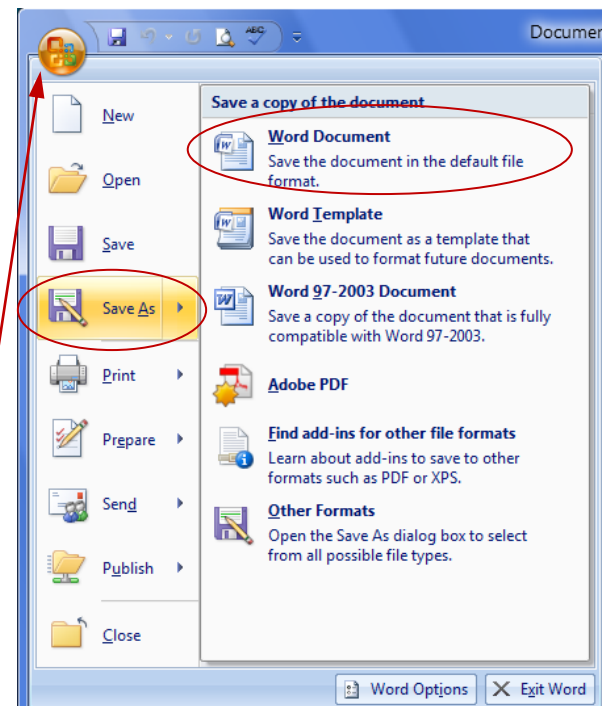


### CREATING AND SAVING A SIMPLE FILE

**Use the start menu to open Microsoft Office Word 2007**, which is a program designed for typing letters and essays and other text documents. There should be a blinking line in the open white area in the middle of the screen. As you push letter keys on the keyboard, they will appear where this line is. **Type your name.**

Now let's suppose we want to store our work. We refer to this process as "saving". However, when we save a document such as this one, the computer needs additional information, so we will need to make use of a **Dialog Box** to supply the computer with everything it needs to know.

To begin with, **click on the Office Button. Slide down to the Save As button, over to the right and upward, then click on 'Word Document'**. Note that this is not the same as clicking on "Save" for reasons that will become more clear in a later class.



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When we click on “Save As...” this Restrictions message box will appear. **Click on the OK button each time it appears.** (This will appear only in the computer lab because we do not allow anything to be saved to the hard drive or desktop)



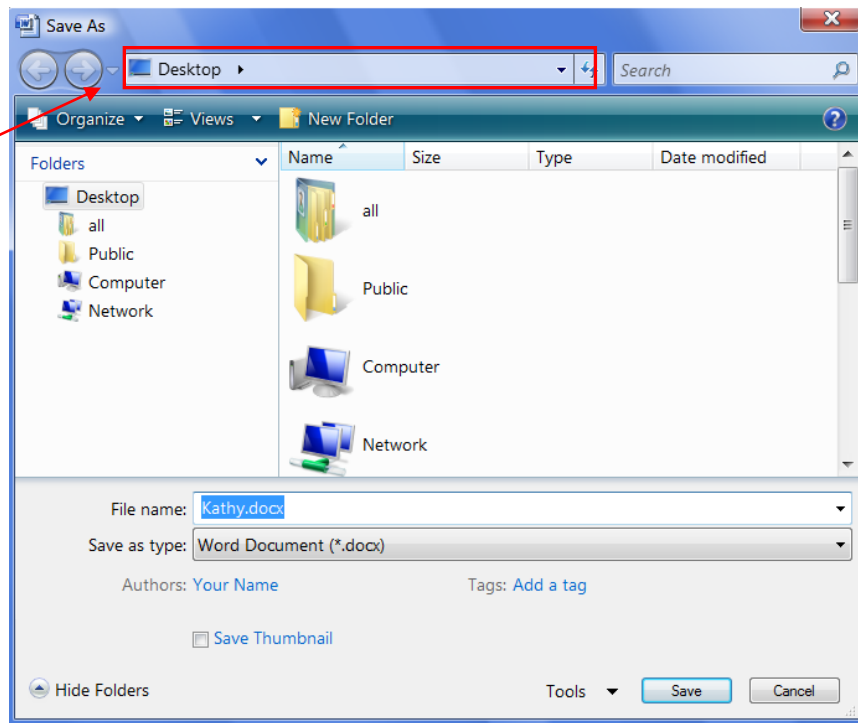
*Note: If a previous user of this computer has saved a file to a floppy disk, you may be prompted to insert a disk. You can simply ignore the message and close the message box.*



Then a smaller window (Fig. 4) will appear in front of our work. This is a **dialog box**. Because the computer needs to know more than just “OK, save,” the dialog box is where we tell it how we want to save our work.

**Figure 4 –  
Save As  
dialogue box**

**Address field**



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When it comes to saving, there are two important things to identify for the computer: the **location where the file is going to be saved to, and what name you want to give the file.**

The **location** where it will be saved is displayed for us in the **Address field** (see Fig. 4). In this case, Desktop is the default save location, but we want to save our file to the flash drive. Other available folders and devices can be seen in the **left pane**. If we wanted to save to one of these alternate locations, we would have to click on it. To save to the flash drive, we must first **point our cursor at the left pane** and notice the **grey triangles** that appear. Click on the triangle next to Computer. This will expand a menu of all the removable storage devices on the computer. Now, find the flash drive (labeled Kingston (F:)) in the list and click on it. Your address field should now read

Computer > KINGSTON (F:)

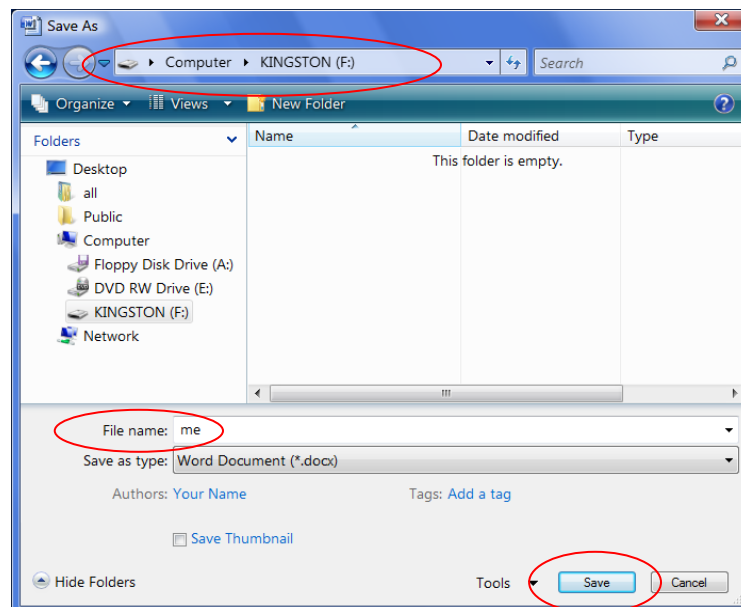
**NOTE: When using this step-by-step guide on your home computer, if you do not have a flash drive, use “Documents” as the location to save your files.**

Now we need to **name our file**. The file name is entered in a box at the bottom of the window, and by default, Word tries to name it the first few words that were typed. **Click into this box and the words (which should be your name,) will be highlighted. Then type the word me to name your file ‘me’**

Once we have given the computer a file name and a location, we are ready to save. At this point, your Save As dialog box should look like Figure 5. To save, you will click on the Save button, but first **find your status bar**. Remember, the status bar is the bottom bar on the screen just above the Task bar, and should say “Page 1 of 1” at the beginning. When we press save, the status bar is going to show us the progress of our saving. The important part of this is to show that it will not happen instantly. **Click the save button and watch the center portion of your status bar. Look also for the circular animation**

You have now saved your first file!

Figure 5



(Note: Your Word window will still be open but the title bar will now show the file name me.docx)

**Close word.**

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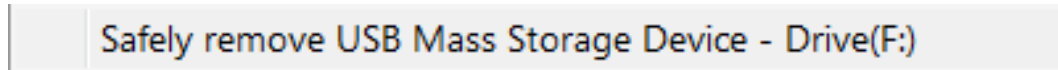
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## **SAFE REMOVAL OF A USB DEVICE**

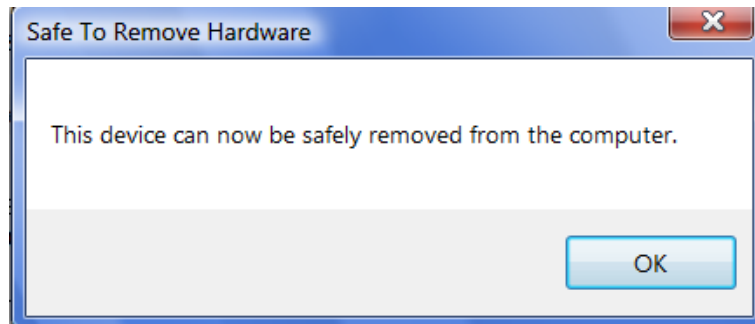
When you insert a USB device, an icon will appear in the notification area. Point to it with your cursor and read the screen tip.



**Click on the icon.** This message will appear.



**Put your cursor directly on this message and single click.** This pop-up box will appear. **Click OK and remove your flash drive.**



**Caution: If this window should pop up, you will need to close all windows and then repeat the steps above to safely remove the USB device.**

