



■ Input Devices

▣ Input Device Types

■ Mice

▣ Mouse Types

- **Laser** = More accurate and no mouse pad needed. Keep area where laser light is and the little feet on the bottom clean.
- **Trackball** = Mouse ball on top of mouse and controlled by thumb or finger, no mouse pad, also accurate. Keep mouse ball clean.
- **Traditional Ball Mouse** = Ball on the bottom of the mouse, less accurate, needs a mouse pad to work. Keep mouse ball clean.

▣ Mouse Sizes

- **Large** = Easier to use for people with larger hands, disabilities affecting the hands or arms, carpal tunnel sufferers as the hand lays flatter. Buttons are larger, easier to use.
- **Small** = Easier for people with small hands like women and children. May cause more cramping since hand must curl up tighter to grasp the mouse.
- **X-Small** = Portable mice for laptop users. Handy for traveling, usually cordless. Not recommended for users with large hands, carpal tunnel disorder, or other disabilities affecting the hands, wrists, or arms.

▣ Corded VS Wireless

- **Corded** = It has only one piece including the cord, less expensive (Usually < \$10), no batteries to replace.
- **Wireless** = It has two pieces; a mouse and a receiver; more expensive, batteries to replace. However more freedom to use mouse further away from computer and one less wire. (Depending on how receiver is connected to computer)



- ❑ **Tablets** = Flat surface that looks like a drawing board. Usually used with a pen, but some come with mice too. There is a sensor in the tablet that detects where the pen tip is and moves the cursor accordingly. Good for drawing, annotating, and signatures. Must be used with additional software to communicate with computer and also to work inside such programs as MS Word.

- ❑ **Joysticks** = Look like a joystick from arcade or TV video game units. Usually used to play games, but may be used by those with disabilities that cannot hold a traditional mouse.

- ❑ **Microphone Jack**
 - ❑ Sends audio files by speaking

 - ❑ Speak to type with program such as "*Dragon Naturally Speaking*".
"You speak it writes!" is their slogan ☺

- ❑ **Line In Jack** - Captures the output audio from plugged in microphone, music player, telephone (Record your phone calls!), anything with a line out or a headset jack. Laptops may not have a Line In Jack, only a Microphone Jack.

- ❑ **Midi** - Keyboards and other musical input

- ❑ **Keyboards** (See Below)



■ Output Devices

▣ Audio

- ▣ **Line out** = Sends audio to speakers or earphones
- ▣ **Earphone Jack** = Sends audio to earphones
- ▣ **Analog Audio** = Red and White cable plugs for "Right" and "Left" speaker output. This is the audio from your computer, a CD playing in the CD drive or a DVD playing in the DVD drive depending on what is available. Usually used with either a cord with the two plugs on it at each end with the end not in the computer plugging into the red and white plug ins on a TV or stereo. Also used with wires that have red, white and yellow jacks that include the video out and in. (see below for video out)
- ▣ **Digital Audio Out** = Sends the audio from your computer speakers, or DVD playing in computer. There is a special digital audio plug that must be present to send or receive digital audio signals.

▣ Video Out

- ▣ **Analog Video Out** = Sends video with the yellow colored jack that sends the video from your screen display, or DVD playing in computer.
- ▣ **Digital Video Out** = Sends video with S-Video cable that sends the video from your screen display, or DVD playing in computer.



■ Using Mouse and Keyboard Correctly, in Class and Out

▣ Using the mouse -

■ When I say in class to: (Or any time on the computer!)

- ▣ **Left Click** = **ONE** depression of the left mouse key - then WAIT!
- ▣ **Double Left Click** (DLC) = **TWO** quick depressions of the left mouse key - then WAIT!
- ▣ **Right Click** = **ONE** depression of the right mouse key - then WAIT!
- ▣ **Scroll** = **Turn the wheel** in the center of the mouse, if available. Usually will scroll page in open window up or down, depending on scroll direction. Amount of scroll per wheel turn can be adjusted in the "Mouse Settings" in Control Panel.
- ▣ **Click "Forward"** or **"Backward"** mouse key = **ONE** depression of 4th or 5th mouse keys if available.

▣ Using the keyboard -

■ When I say in class to: (Or any time on the computer!)

- ▣ **Hit "Enter"** = Press the "enter"/"return"/"↵" key
- ▣ **"Hitting"** any key = Pushing a button on the keyboard down. Usually refers to the "enter" key, "F" Keys, arrow keys, etc., the non-letter or number keys. Also called "CLICKING" or "TYPING" or "a "STROKE" of a key. (As in a keystroke)
- ▣ **Hold "-" key and press "-"** = Hold down the *1st named key* (example the CONTROL key and the "B" will bold text, or SHIFT and a letter will capitalize the letter) and then *while holding the first key down, press the next key mentioned.*



“ **“Techie” Teri Tip:**

IMPORTANT! Do not keep clicking keys on the mouse or keyboard after you have done what was needed! Sometimes it takes awhile for your commands to be executed. Repeated clicking or pressing of the buttons or keys can (And most likely WILL) result in a computer error message, too many "events" happening in a row - seemingly out of control - or even your computer locking up. **HAVING PATIENCE** can easily keep this from happening!!!

”



Mastering Your Computer Online and Off!

■ You Want Me to Hit What? A Keyboard Overview:

▣ Keys Located Across the Top

(Note: Keys are referred to as buttons) [[DIAGRAM PDF](#)]

- ▣ **Esc Key** = Is usually used to cancel the last input you did (Keyboard stroke or mouse click) before it completes it's action. (Sort of like when you grab for your car door after you start to close it and notice the keys are still inside - except it usually works!)

- ▣ **"F" keys** = The "F" stands for "Function". These keys usually:

- ▣ Execute a menu command when used in a program
- ▣ Programmed to be a "shortcut", to an action or program when used while looking at the desktop with no programs running. (Other than system/OS programs running in the background) ex. Usually... F4 = log out, F5 = Stand By, F6 = Reboot the computer, F7 = Shut down computer, etc.

● A Couple of Special F Keys:

- ⦿ **F5**: Restarts the computer from the desktop
- ⦿ **F8 or F10**: During "Startup" press and hold this key (One or the other depending on your computer) to enter the BIOS and set up important computer settings

- ▣ **Print Screen** = Captures an image of the desktop, including any open windows and puts it on the clipboard

- ▣ **Scroll Lock** = Enables / Disables scrolling

- ▣ **Pause/Break** =

- ▣ **NUM Lock** = Turns on Numbers on multi-function keys. Ex. NUM lock OFF, keys type letters; NUM Lock ON keys type numbers



■ **Keys located down either side of the letter and number keys:**

▣ **Shift** = This key also has several uses. These are the basics, some we won't cover until later.

▣ When typing a letter or filling in forms, etc. (Typing letters and numbers) "SHIFT" can be used to type a capital letter by holding down this key and typing the letter at the same time.

▣ Hold down the "SHIFT" key at the same time (While) you type a number key (The ones located above the letters not the ones in the numbers keypad section) to type (enter) the symbol located above the number on the number key.
ex. "SHIFT"+"1"="!", "SHIFT"+"2"="@", "SHIFT"+"3"="*", etc.

▣ Hold down the "SHIFT" key at the same time as any of the ";", "'", "[", "]", "\", ",", ".", "/" keys on the right side of the keyboard to type the symbol located on the top of the key. Ex. "SHIFT" and ";" will type ":" on your page and SHIFT+ "/" will type a "?".

▣ **CONTROL (CTRL)** = This key also has several uses. These are the basics, some we won't cover until later. The most common "shortcuts" I used CTRL for are in word processing programs such as MS Word but are also useful in most other programs in while using Internet Explorer, and Windows Explorer. Here are the main ones:

▣ Hold CONTROL+ALT+DELETE key down together when computer "hangs" or another similar problem occurs to open the "Windows Task Master" program. (We will cover this program a little later)

▣ Hold "CONTROL" and the "E" key to "CENTER" your text in a word processor program or when filling in a form, etc.; Type "CONTROL" and the "L" key to left align, and "CONTROL" and the "R" key to right align, and "CONTROL" and the "J" key to "justify" pictures, paragraphs and text. Justify means centered and with a equal length for all lines in the paragraph. [PIC HERE]



- Hold "CONTROL" and the "C" key to "CUT" content (text, pictures, etc.) and place it on the clipboard for later use such as "pasting" the content into another program, a different place in the same program, etc.
- Hold "CONTROL" and the "V" key to "PASTE" content from the clipboard into another program, a different place in the same program, etc.
- Hold "CONTROL" and the "P" key to "PRINT" content such as a document
- Hold "CTRL"+"MENU" key to open right click menu for open program.
- ▣ **ALTERNATE (ALT)** = Use together with "CTRL" for many shortcuts, see above).
 - Use "ALT" and letter keys to execute shortcut commands while in programs. ex. "ALT"+"F" will open the "FILE" menu. See the menu in almost any program and "ALT" + the underlined letter will open that menu and once open click "ALT" again + any underlined letter in the menu to execute that command. [SHOW EXAMPLE]
 - ALT+CTRL+DEL= See above

■ Keys only on one side

- ▣ **Tab** = This key is usually used to move your cursor (See mousing section) 5 spaces (Or other set amount above 1) at a time instead of one space in word processing programs. Ex. Indenting a paragraph, or a line in an outline.
- ▣ **Caps Lock** = Turns on capitol letters. If you have a lot of capitol letters to type in a row it is easier to just use the "Caps Lock" key than to hold down the next key which is the "Shift" key. Also referred to as just the "Caps" key.
- ▣ **ENTER**= Depending on the program has different uses. Here are a few:



Mastering Your Computer Online and Off!

- When typing in a Word type program moves the cursor to the next line of text
- When a dialog box is open ENTER will select the highlighted button, as in "entering" the command.
- When in a spreadsheet "ENTER" moves cursor to next cell down.
- Many other uses.
- ▣ **BACKSPACE**= Moves cursor back one space while deleting the character that was there.
- ▣ **SPACE BAR**= Types a space

■ Keyboard "Pairs"

- ▣ **INSERT / DELETE**= Use to change from regular typing to "overtyping" and delete key, well, deletes what you have typed ☺
- ▣ **HOME / END**= Moves you from the top to the bottom of a window or Visa Versa.



"Techie" Teri Tip:

On a notebook / Netbook computer, many more keys have dual uses and there may be extra keys than on a "normal" computer keyboard. ex. 1. Number keys are built into the "regular" keys and are activated by a "function" button. 2. Icons on the "front" of some of the keys activated by the function key.





■ Starting With Startup

▣ Computer Start Up Series [**SHOW VIDEO**]

- ▣ Bios
- ▣ Searches for startup / windows location (drive)
- ▣ Shows computer contents such as drives, Ram type and amount, etc.
- ▣ Goes to a blank screen (Don't panic!)
- ▣ Welcome screen / Log In
- ▣ Windows Desktop (Wait for all programs to load like virus scanner, firewall, etc.)
- ▣ Welcome & Logging In

■ Welcome Screen [**SCREENSHOT**]

(Go to desktop and show rest in desktop screen cam)

■ Logging In

- ▣ Click your Account Picture
- ▣ Enter Username (UN) and Password (PW) if needed
- ▣ Computer will finish loading and go on to the Windows desktop screen

■ User Types [**SCREENCAPTURE**]

▣ One User

▣ Admin

- ▣ No Password bypasses login screen!
- ▣ Can't delete yourself! There must always be at least ONE Admin account.



▣ Multiple Users

- ▣ Admin
- ▣ Limited
- ▣ Guest

■ What Can the Different Levels of Users Do?

▣ Admin

▣ Can:

- ▣ Do anything except delete themselves if the last Admin user, a Windows safety feature

▣ Limited

▣ Can:

- ▣ Run programs that are ALREADY installed
- ▣ Use hardware that is ALREADY installed
- ▣ Create and use their own documents and save them in their own My Documents folder.
- ▣ Set their own preferences for screensaver, desktop picture, icons, color scheme, resolution, etc.
- ▣ Change their PW and user image

▣ Cannot:

- ▣ Install or delete software
- ▣ Install or remove hardware
- ▣ Access other users accounts
- ▣ Change other user settings



▣ Guests

▣ Can:

- ▣ Very limited can go online or use programs

▣ Cannot:

- ▣ Save files
- ▣ Change settings
- ▣ Install or uninstall programs or hardware
- ▣ Most restrictive type of account.



"Techie" Teri Tip:

Each user's My Documents is separate from the other accounts. Each person's account settings and documents will only show when they are logged in. Once logged off, the desktop and all other settings (Screen resolution, desktop picture, icons, screensaver, etc.) will return to "Main" Admin user account.





■ Adding Users

▣ Adding "Regular" Users

- ▣ Start -> Control Panel -> User Accounts
- ▣ Create New Account
- ▣ Account Name
- ▣ Admin or Limited?
 - ▣ You - ADMIN!
 - ▣ Everyone Else - LIMITED



"Techie" Teri Tip:

MS XP during install automatically adds new users as Admin and no passwords. You must edit the user account after creating to add passwords.

**Remember, if it's just you, NO PW or username during install/setup! Later, if adding any user that is not experienced and liable to "shoot themselves in the foot", (Or YOU!) they should get a Limited Account! Or, if you have several occasional users set up the "Guest" account for them. Use PW for both types!*

Don't set up Guest account if you don't need it. It is just one more way a hacker can get in and potentially mess around.



▣ Adding "Guest" Users

- ▣ Start -> Control Panel -> User Accounts
- ▣ Click "User Accounts" Icon
- ▣ Click to turn on Guest Account
- ▣ Guest will now show up on login screen (Welcome screen)



■ Editing User Accounts

- ▣ **Access editing screen:** Start -> Control Panel -> Select (Double Left Click -DLC) User Accounts -> then...
Click on link for what you want to do like change, or delete account.

- ▣ **Set original password**
- ▣ **Change name**
- ▣ **Change password**
- ▣ **Change pictures**
- ▣ **Change account type**
- ▣ **Delete account**

Don't forget you can access the video of this class and additional materials online at <http://TechieTeri.com/MasteringYourComputer/>

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