



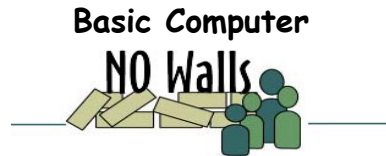
Welcome to the Basic Computer Guide

Developed by Barbara Ibañez , Judith Stevens and Jon Peterson, No Walls Program at the Center for Development and Disability, a University Center of Excellence on Developmental Disability Research, Service and Education, Health Sciences Center, University of New Mexico

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Page 1





This Guide will help you to:

1. Identify what is a computer.
2. Think about why you want to learn how to use the computer.
3. Think about three things a computer can do for you.
4. Identify four parts of a computer.
5. Turn on the computer.
6. Identify what is the “desktop” on the monitor screen.
7. Find an icon.
8. Use the mouse to open and close an icon.
9. Turn off the computer.

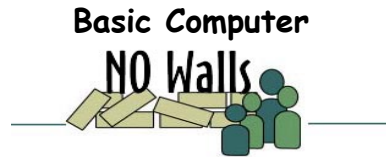
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If someone asked you, "What is a computer?"
what would you tell them?

Write your answer in the box below:



Here's a way to explain what a computer is:

A computer is a system of files



Why do you want to learn how to use a computer?

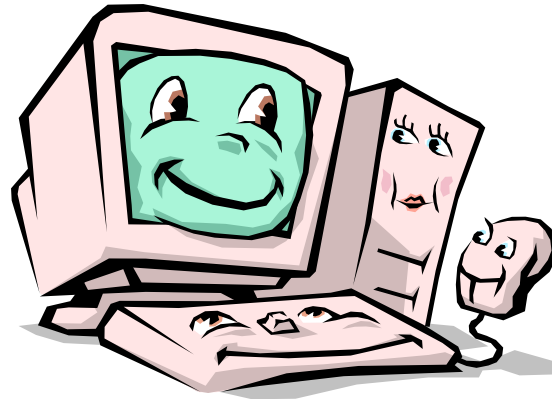
Write your answers in the box below:

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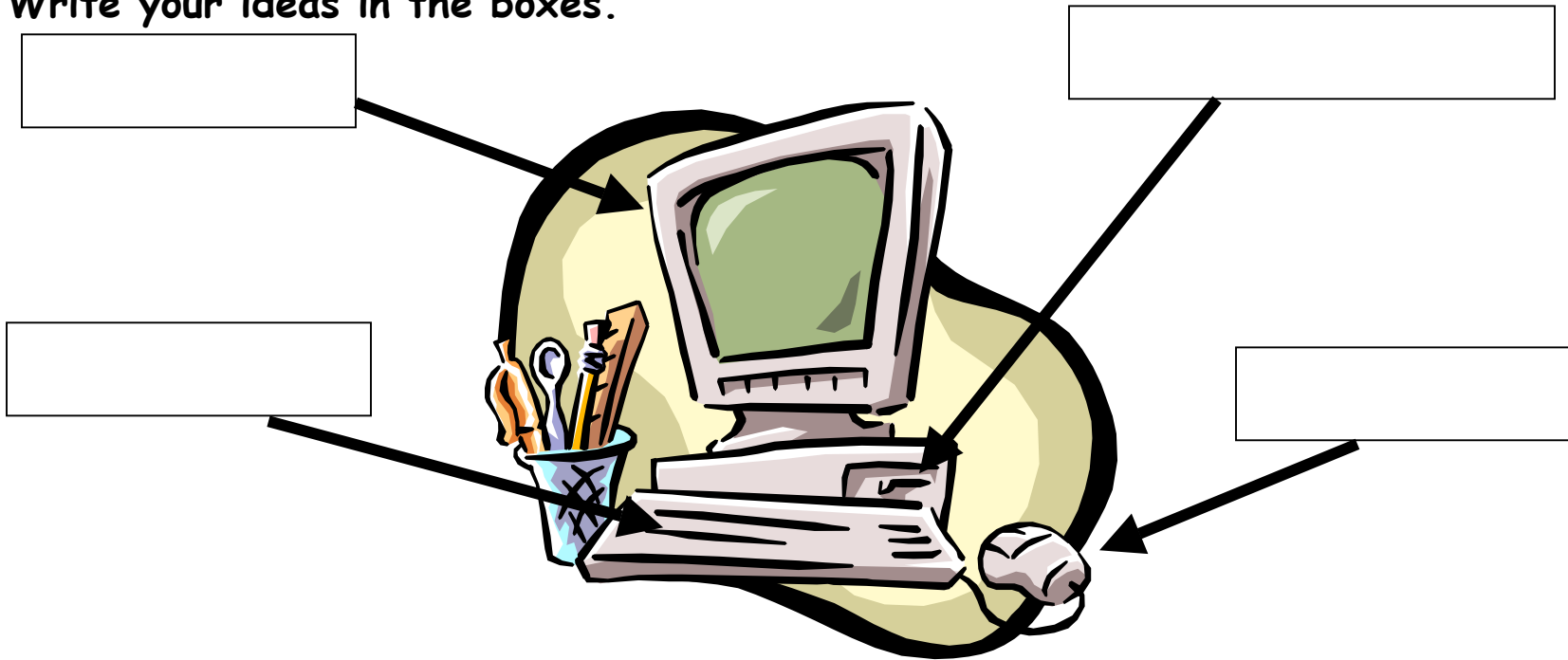
Here are some things that you can do using a computer:



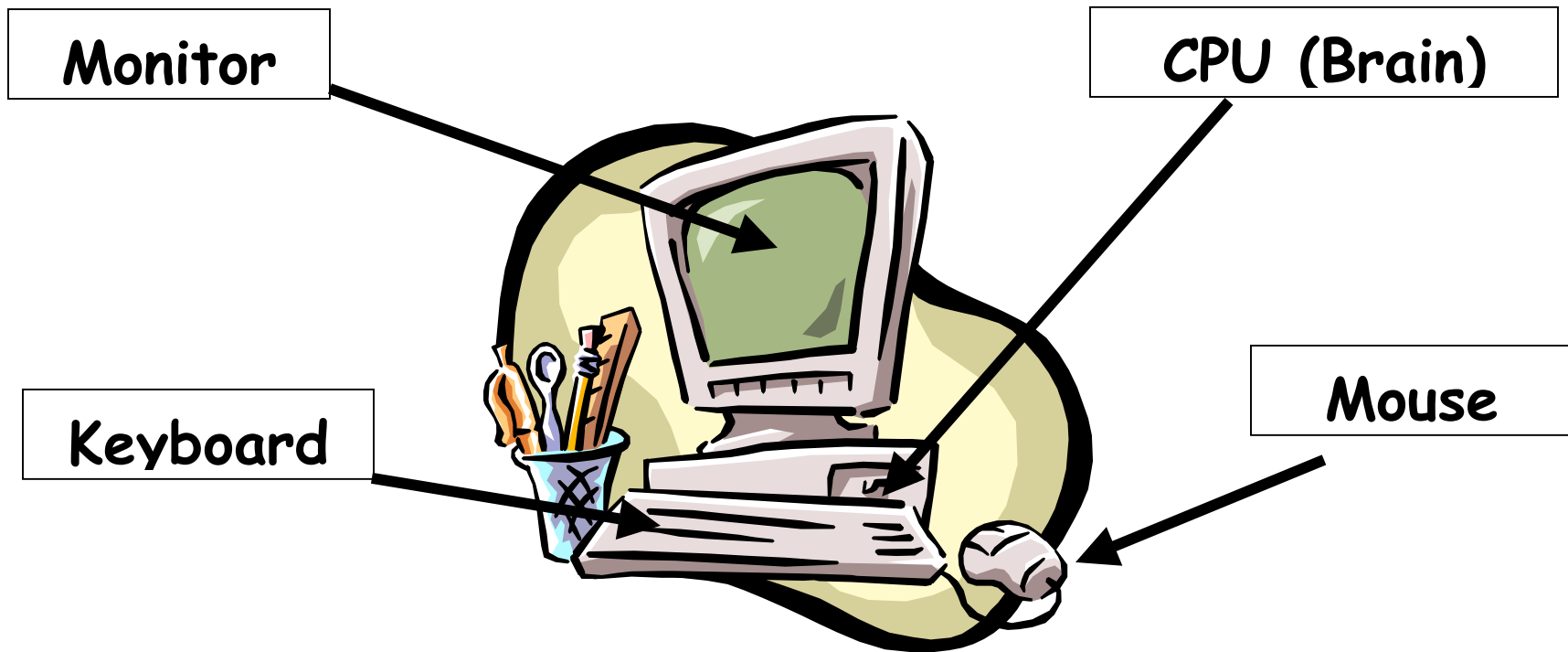
- Write a letter
- Print labels
- Make a resume
- Find information
- Talk to your friends
- Do art
- Keep records
- Play games
- Do research
- Get digital photos from a camera

Try to name the different parts of your computer:

Write your ideas in the boxes.



Here are the answers:





Now, here they are one at a time:

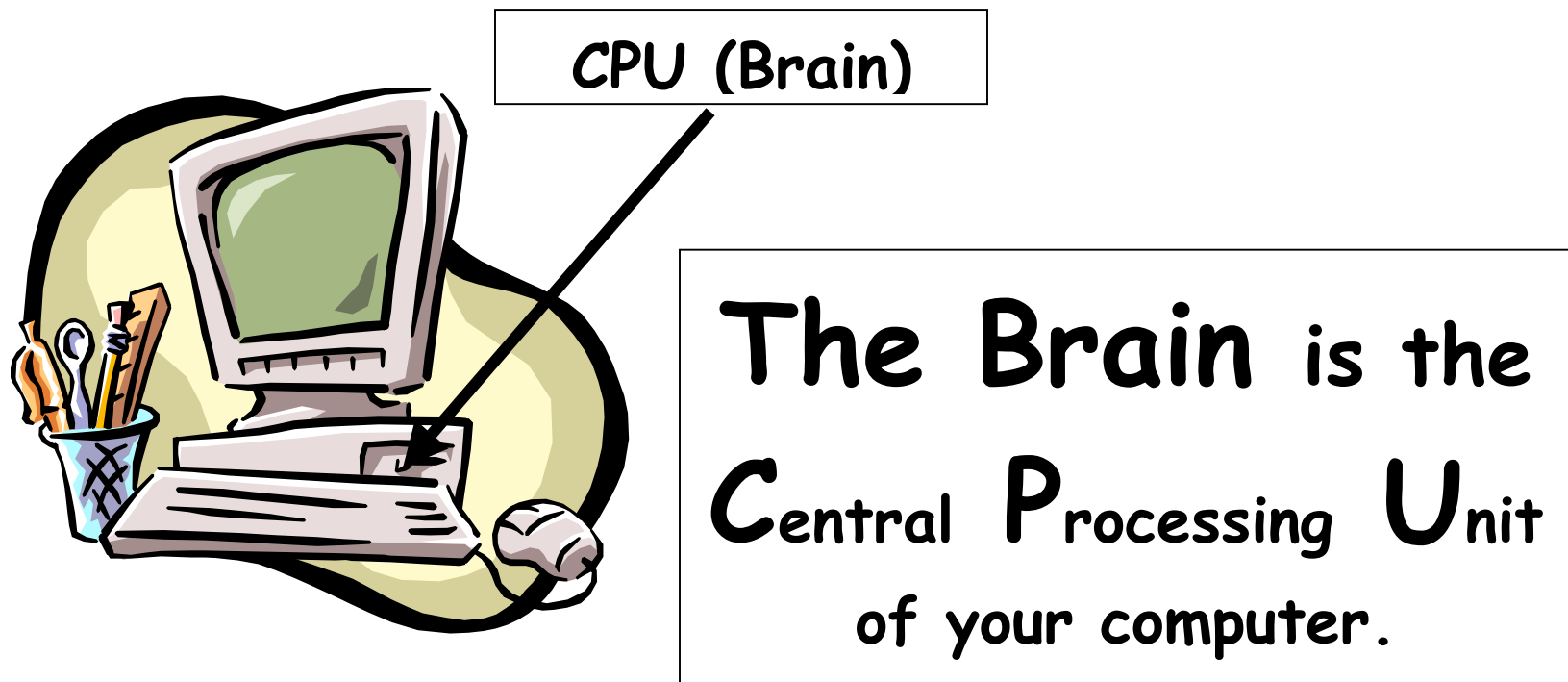
Monitor

The screen that you look at while you are using your computer.

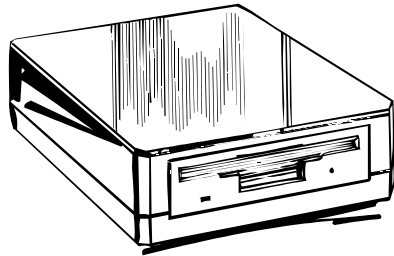


Point to your monitor

Here is your computer brain:



Find your computer brain or CPU, it make look like one of these:



Some sit right under the monitor



Others are called "stacks" or "towers" and sit by the monitor or on the floor

Here is what you use to type:

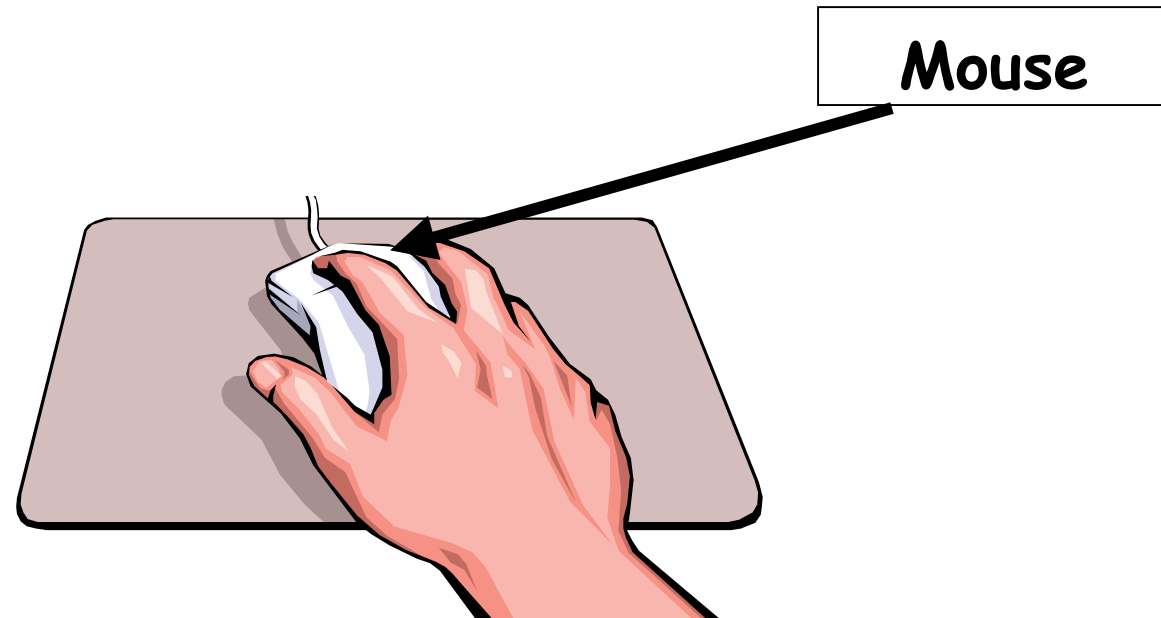
Keyboard



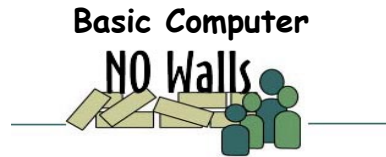
You can use the keyboard to enter data or information into the computer.

Point to your keyboard

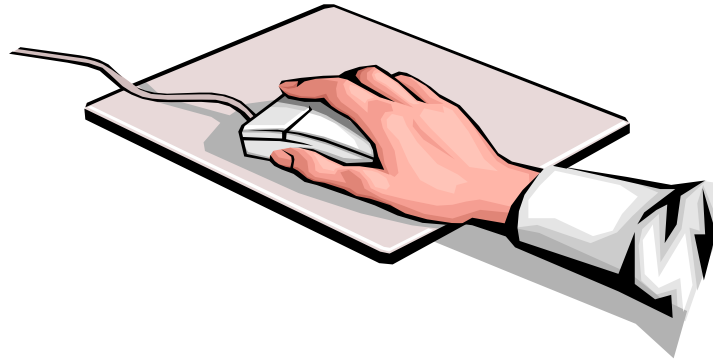
Here is that strange sounding thing: "a mouse"



You can use the mouse to tell the computer what you want it to do, by pointing and clicking.



Find your mouse:




There are different mouse shapes and sizes.
Usually, a mouse works best on a mouse pad.



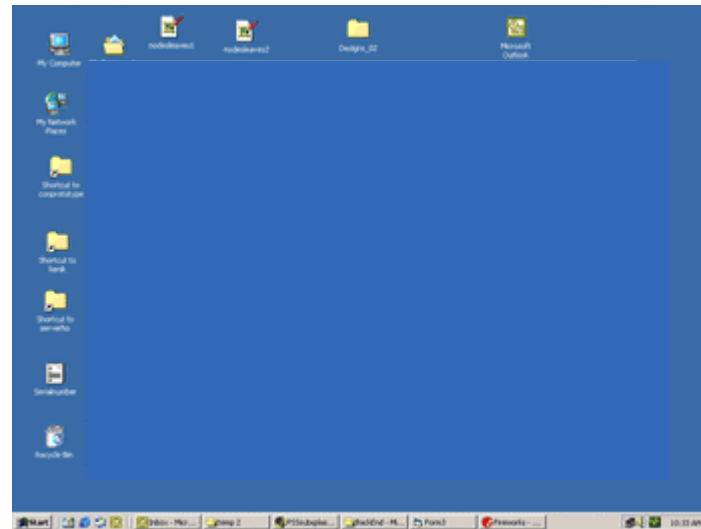
Now, it's time to turn on your computer:



1. Your computer should be plugged into a surge protector that is plugged into the wall (which protects it from power surges).
2. The Power button usually has a picture that looks like this: 
3. Find the "Power" button on your brain or CPU and press it once (wait a few minutes for it to start up).
4. If your monitor screen stays black, then find the "Power" button on your monitor and press it once.
5. Usually, there's a green light that comes on when your power is on.



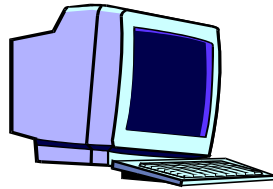
What you see on the monitor screen is called the “desktop.” Like the top of a real desk, it has a place for files, folders, documents and even, trash. The desktop is the area behind the pictures.



Find one of these pictures on your desktop:



Microsoft Word



My Computer



Trash or
Recycle Bin

These pictures are called icons.

Icons are like doorways to get into other things on your computer in an easy way.

To open an icon, you need to use the mouse:

1. Find and move your mouse around.
2. Do you see an arrow?
3. Place your arrow on an icon on your desktop.



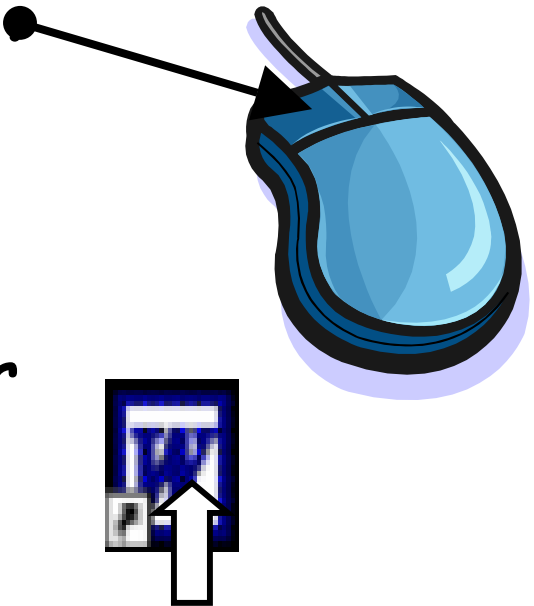
NOTE: If you cannot see the arrow, then lift up the mouse and set it back down close to your keyboard and try again.

Now, you will open that icon:

1. Find the Left Button on your mouse

You click this button to do things for you on the computer like to open something.

- 2. With your arrow on the icon, tap or push with your thumb (or finger) on the left mouse button two times quickly to open up the icon. This is called a "double-click."**





If the icon is not opening, work on the timing of your clicks. You may need to make the two clicks faster or slower. Also, make sure that your arrow is placed directly on the icon and not on the words.



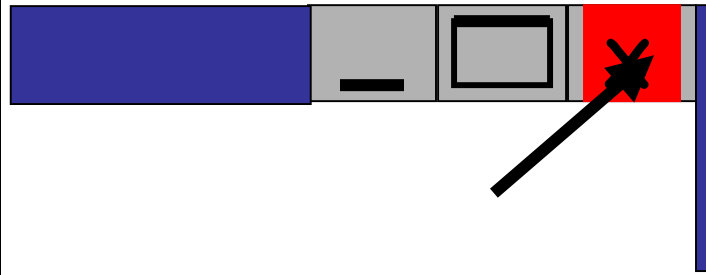


When the icon opens, a “window” appears on your monitor screen. In the “Basic Windows” Guide, you will learn how to work with windows.

Now, to close the window:

1. Use your mouse arrow and point on the “X” in the top right corner of the window.
2. Click the left mouse button once. The window will close.

Top Right Corner



Try to open and close other icons on your desktop.



Now, to turn off your computer:



- 1. Look on the left bottom of your screen and find the word "Start."**
- 2. Point your mouse arrow on "Start" and click the left button once. If it does not stay open, then HOLD down the left button. A list of things will open up.**
- 3. Look for the words "Shut Down."**



4. Point your mouse arrow on "Shut Down" and click once.
5. Usually, a window will open and say, "Do you want to shut down?"
6. Use your mouse and click once on "yes." This will shut down (turn off) your computer. Double-check to make sure both CPU and the monitor are off. The power button light will go off or turn a different color like yellow or orange.



What is next?



If you do not know how to type or use a keyboard, then look at the “Basic Keyboarding” Guide next.

If you can already type and use a keyboard, then look at the “Basic Windows Part 1” Guide next.

Ask your friend, family member or other helper, to go to this web site and print you off the Guide you need:

Website: <http://cdd.unm.edu/iu/nowalls/courses.html>

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