



# Basic Computers

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The hardware of a computer system.

# Saitek Gamers' Keyboard



<http://www.computerhope.com>

# Parts of the Computer



**TOWER (FRONT)**



**TOWER (BACK)**



**MONITOR**



**FLAT SCREEN  
MONITOR**



**MOUSE**

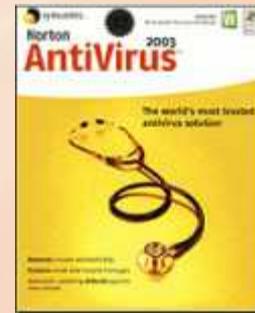
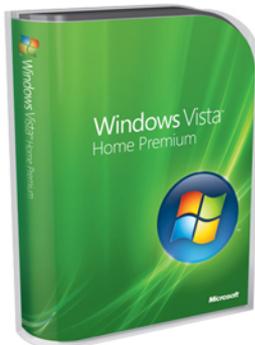
# Basic Terms

- **Central Processing Unit (CPU)**
  - Brain of the computer
  - Contain millions of transistors
    - Etched onto a tiny square silicon (die)
  - Performs the system's calculating and processing
  - Majority of personal computers include Intel processors
- **Hardware**
  - Device that is physically connected to your computer (something that can be physically touched)

# Basic Terms (cont.)

- **Software**

- **Collection of instructions**
- **Enables computer to perform specific tasks**
- **Usually “downloaded” onto hard drive**



# Basic Terms (cont.)

- **Monitor**

- Looks like a TV screen
- Where you see what computer is doing

- **Keyboard**

- Typewriter keyboard with extra keys
- Usually connects to tower by cord
  - May be wireless



- **Mouse**

- Device to input clicked commands to your computer
- Moves the cursor on the monitor

# Basic Terms (cont.)

- **Ports**

- Usually located on back and sides of computer
- Slots to plug in peripheral devices
  - Printers
  - Keyboards
  - Speakers
  - Others

- **Modem**

- **Device connecting computers via phone line**
  - An electronic device that connects computers via a telephone line
  - Allows the exchange of information

- **Icon**

- **Symbol or figure used to identify certain feature or program**

# Drives

- **Hard drive**
  - Commonly known as the C drive
  - Usually inside the tower
  - Stores most of your programs and files
  - Different amounts of memory
    - Depending on machine
- **Diskette drive**
  - Commonly known as the A drive
  - Storage onto on “floppy”
  - Many newer computers do not have this drive

# Drives (cont.)

- **CD-ROM drive**
  - Commonly known as the D drive
  - Looks like an audio CD player
  - Has button to open/close drawer
    - Circular slot to place CD
- **DVD drive**
  - Short for either Digital Versatile Disc or Digital Video Disc,
  - Allows for large amounts of data on one disc
  - DVD drives were first sold in 1997
  - Widely used for storing and viewing movies and other data
  - To play a DVD on a computer
    - Must have a DVD drive as well as a DVD player,
      - Software program designed to play and control a DVD disc

# Peripheral Devices

- **A hardware device**
  - **Allows computer to perform additional features**
    - Not necessary for computer function
  - **Examples**
    - Printer
    - Scanner
    - Camera
    - MP3 player
  - **Often connects**
    - USB port



My Documents    Burn CD & DVDs w...    Google Desk...

My Computer    ChartSmart II

Recycle Bin    Google Earth

Internet Explorer    iTunes

**Windows 2000 Professional**

- Burn CD & DVDs with Roxio
- RealRhapsody
- Set Program Access and Defaults
- WinZip
- Programs**
- Log Off arnett...
- Shut Down...

- ABBY FineReader Tools
- Accessories
- Adobe
- Atari
- Body Spectrum
- C&D Demos
- Current Medicine
- Delmar's Heart and Lung Sounds for EMS Provider's
- Diploma 6
- Dosage Calculations, 6e
- FA Davis
- Google Desktop Search
- Google Earth
- GSK Diabetic Menu Planner
- Intel Network Adapters
- Internet Explorer
- Introductory Clinical Pharmacology
- iTunes
- Lexmark X5100 Series
- MEDS Software
- Med-Surg Mania 2.0
- Microsoft Office
- palmOne
- QuickTime
- Real
- RealRhapsody
- Roxio Easy CD Creator 5
- Spybot - Search & Destroy
- Startup

- The Weather Channel
- Trend Micro OfficeScan Client
- User's Guides
- VitalSim
- WinZip
- ABBY FineReader 5.0 Sprint
- Adobe Photoshop Album 2.0 Starter Edition
- Adobe Reader 7.0
- Belarc Advisor
- Burn CD & DVDs with Roxio
- Internet Explorer
- Microsoft ActiveSync
- Outlook Express
- RealPlayer
- Remote Assistance
- Windows Defender
- Windows Media Player

Start    [Taskbar icons: Notepad, Internet Explorer, Outlook Express, Belarc Advisor]    >>

# Saving a Document

- <http://office.microsoft.com/en-us/training/CR061958171033.aspx>
  - “Audio course: Get to know Word: Create your first document”
    - After completing this audio course you will be able to:
      - Create a document, and edit it.
      - Use menus and toolbars in Word to accomplish basic tasks from changing document margins to undoing changes.
      - Use basic formatting to make text bold or italic.
      - Change line spacing, indent paragraphs, and apply basic styles to a document.
      - Save and print a finished document.

# Student Directory

- **Each student gets own directory while attending nursing program**
  - Full access to all programs and www
- **WBAVTS**
  - 25 computers for student use
    - 17 portable labtops
  - 2 Laser Jet printers in computer room
- **Use of inappropriate sites PROHIBITED!!**
  - Result in dismissal of program
- **No printing allowed for personal use**
  - i.e.. Emails

# Student Directory (Cont.)

- **Directions**

- **Username**

- C97 (class 97)
    - First initial
    - Last name
    - Example
      - Laura Zdancewicz = C97lzdancewicz

- **Password**

- Will be prompted to change
      - Old password is 1234
    - Please use 1<sup>st</sup> three (3) letters of first or last name and last four (4) digits of SS#
    - Example
      - Lau1234 OR
      - Zda1234

# Student Directory (Cont.)

- **Word files**
  - **Save to own directory**
  - **Use “save as”**
    - **Window appears**
    - **Requests to save in:**
      - **Click down arrow**
      - **Pick your directory**
        - » **Listed as your name & on “root” or “internet01”**
      - **At bottom of window**
        - » **Name file**
      - **Click of “save” at bottom right of window**

# Student Directory (Cont.)

- **World Wide Web (www) access**
  - Double click the explorer icon



- Automatically be taken to WBACTC home page
  - [www.wbpracnsg.com](http://www.wbpracnsg.com)
- Can use any home page of your choice
  - [www.msn.com](http://www.msn.com)
  - [www.yahoo.com](http://www.yahoo.com)
  - [www.aol.com](http://www.aol.com)

# Student Directory (Cont.)

- **When finished with computer use**
  - **ALWAYS LOG OFF**
    - **Click “start”**
      - “shut down”
      - Click on down arrow
      - Click “log off your name”