TONY L. JONES
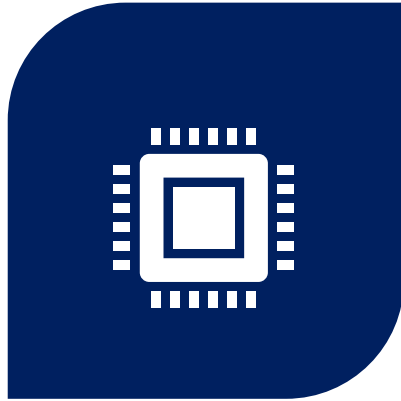
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COMPUTER BASICS FOR JOB SEARCH

60 TIPS IN 60 MINUTES

OBJECTIVE

LEARN THE BASIC PARTS OF A COMPUTER, INCLUDING THE MONITOR, COMPUTER CASE AND KEYBOARD.

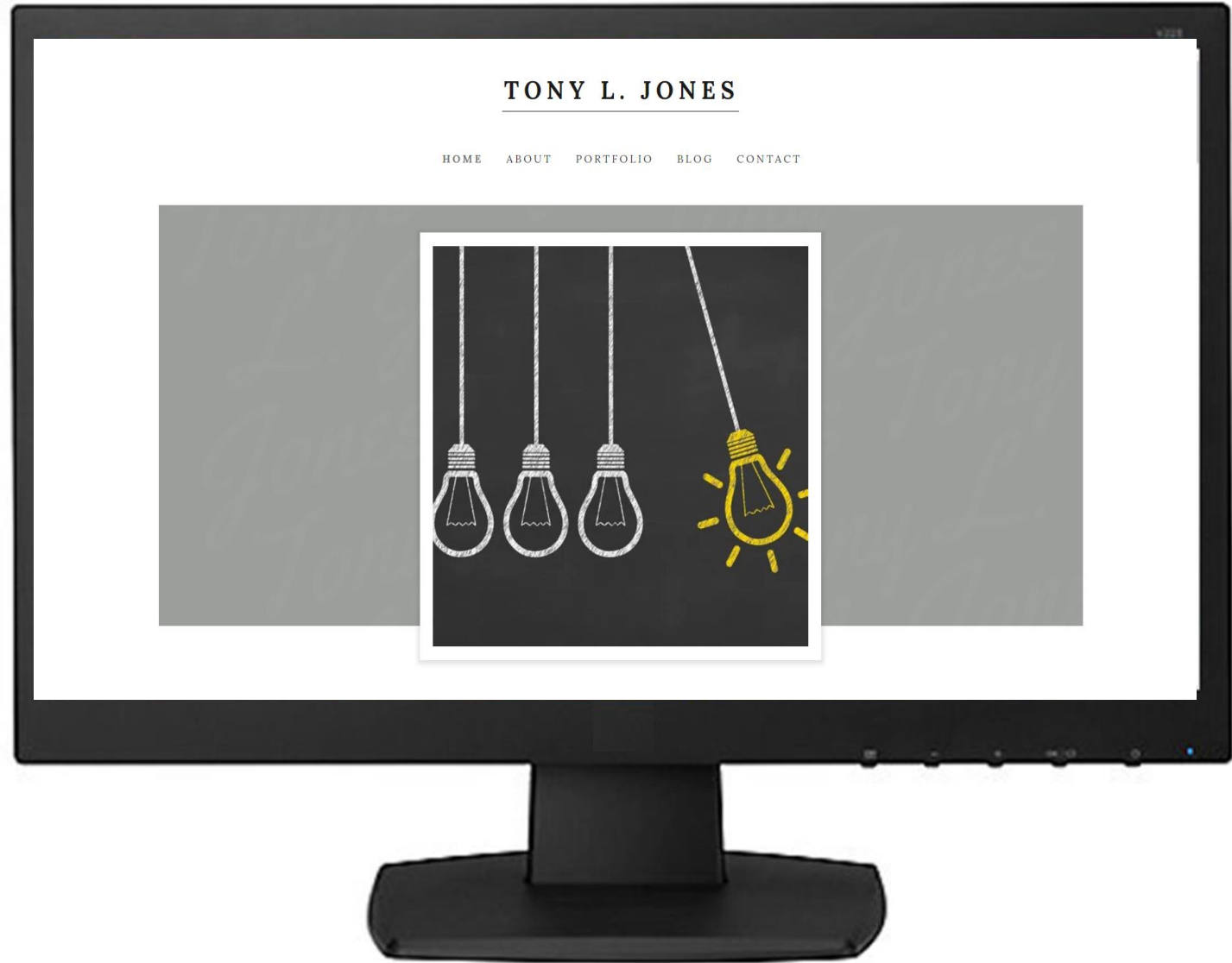GAUGE A BETTER UNDERSTANDING OF OPERATING SYSTEMS AND HOW THEY FUNCTION.

NAVIGATE HOW TO GET ONLINE AND START USING THE INTERNET TO ACCESS JOB SEARCH RESOURCES.

PART 1: BASIC PARTS

MONITOR

Images and text on the screen. Most monitors have control buttons that allow you to change your monitor's display settings, and some monitors also have built-in speakers.

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COMPUTER CASE

The computer case is the metal and plastic box that contains the main components of the computer, including the motherboard, central processing unit (CPU), and power supply. The front of the case usually has an On/Off button and one or more optical drives.

Optical Disc Drive

Often called a CD-ROM or DVD-ROM drive, this lets your computer read CDs and DVDs.

Power Button

The power button is used to power the computer **on** and **off**.

Audio In/Out

Many computers include audio ports on the front of the computer case that allow you to easily connect speakers, microphones, and headsets without fumbling with the back of the computer.

USB Ports

Most desktop computers have several USB ports. These can be used to connect almost any type of device, including mice, keyboards, printers, and digital cameras. They will often appear on the front and back of the computer.

MOUSE

The mouse is another important tool for communicating with computers. Commonly known as a pointing device, it lets you point to objects on the screen, click on them, and move them.

LEFT CLICK

This is the primary "click" that you will use. This is clicking on the left mouse button. When someone says, "click here," that usually means to left click.

RIGHT CLICK

This is used to change options or perform specific functions that aren't usually necessary for beginner.

KEYBOARD: MAIN PARTS

The main part of the keyboard includes the alphanumeric keys (letters and numbers) and the spacebar.

KEYBOARD: FUNCTION KEYS

The function keys are labeled F1 through F12. Some programs use these keys as shortcuts for common tasks. For example, in many programs, F1 opens the Help file.

KEYBOARD: MAIN PARTS

The Escape (ESC) key allows you to stop a function or action. For example, if a page is taking a long time to load, you can press the Escape to stop loading it.

KEYBOARD: ESC Key

The Tab key is used to create indents in word processing programs. Also, if you are filling out a form online, you can use the Tab key to switch to the next field.

KEYBOARD: CTRL +ALT+DEL

The Control, Alternate and Shift keys are designed to work in combination with other keys. Typically, you hold down Ctrl, Alt or Shift and then type another key to perform a specific task. For example, in many programs, typing Ctrl+S will save a file.

KEYBOARD: ENTER KEY

The Enter key executes commands. For example, while on the internet, you can type a website address and then press Enter to go to the site. It is also used to start a new line in word processing programs.

KEYBOARD: ARROW KEY

The arrow keys are used for many different purposes, including moving the cursor, scrolling a document and controlling a game

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THE
END

THANK YOU!