# READY

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LESSON 1: GETTING STARTED

OBJECTIVES: Discuss the components of the computer.
Properly turn on the computer.
Explore the Desktop.

♦ Parts of the Computer

OVERVIEW

The physical components of a computer are called hardware. Each piece of hardware allows you to perform certain tasks. Hardware can include:

- **Monitor**: Looks like a television screen and acts as the visual connection to any computer process. The information you type, the mouse pointer movement, and program interfaces appear on the screen.

- **System Unit**: The container for drives, processors, memory, and all of the components that do the actual work in a computer.
NOTES

• **Keyboard:** The keyboard is similar to a typewriter’s (with additional keys). Additional keys include function keys at the top of the keyboard (F1 – F12), command keys to the right of the keyboard, and a keypad for numbers.

![Keyboard Diagram]

**Helpful Hint:**
In order to use the Number Pad, you must be sure the **NUM LOCK** light above the pad is on.

• **Mouse:** For Windows-based programs, the mouse is essential for gaining access to and efficiently utilizing the program.

![Mouse Image]

• **Printer:** There are many different kinds of printers. The most common type is the laser printer. Laser printers are typically able to print several copies per minute, including graphics. There are also ink jet and color printers.

![Printer Image]

Page 2
Starting the Computer

OVERVIEW

Turning on your computer is as simple as pressing a button. However, every computer's power button is in a slightly different place. Somewhere near the button, you should see a circle with a vertical line down its center.

STEPS

1. Press the Power Button located on the system unit. Lights will come on.
2. If the monitor does not turn on, press its Power Button.
3. Wait until you are asked to enter your Login information.
4. If necessary, enter your Login (or User) name and press the **TAB** key. If you were the last person to log in, your Login or User name will appear automatically. If not, you will have to click in the Login name area and clear the previous entry using the **BACKSPACE** or **DELETE** keys on your keyboard.
5. Type your password. It will appear as a series of asterisks, preventing others from viewing it.
6. Click **OK**, or press **ENTER**.
7. You may need to close a **LOGIN** results window by clicking on **CLOSE**.

Terminology

OVERVIEW

- The **Desktop** is the primary Windows display. It consists of a background, several **icons**, the **Taskbar** which includes the **Start** button and **System Tray**. The Desktop may also display the **Office Toolbar**.

- An **Icon** (picture) can represent programs, files, a printer, and other computer information. Beneath each icon is the name of the item it represents. To activate the item represented by an icon, you double-click it with the mouse.
• The Taskbar (gray bar - usually across the bottom) shows what programs are running, if printing is in progress, and displays the time.

• The Start button (located on the Taskbar) gives you the ability to access Help, change settings, start programs, etc.

• The System Tray appears on the far right side of the Taskbar, and contains several utilities. These utilities may include a virus scan, speaker controls, the time, and more.

• The Office Toolbar may appear on your Desktop. This toolbar provides you with shortcuts to various applications. A simple click of the mouse will activate them.

♦ Desktop Icons

OVERVIEW

Windows is an operating system that utilizes icons to make it easy for the operator. Some of the standard Windows icons are:

<table>
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<th>Description</th>
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<td>My Computer</td>
<td>This icon gives you access to your computer’s contents and allows you to manage files.</td>
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<tr>
<td>Network Neighborhood</td>
<td>This icon allows you to look at network items if your computer is connected to a network.</td>
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<tr>
<td>Recycle Bin</td>
<td>The Recycle Bin is a temporary storage space for deleted files. This icon will allow you to retrieve files deleted by mistake.</td>
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<tr>
<td>My Briefcase</td>
<td>When using a desktop computer and a laptop, My Briefcase assists in keeping documents updated on both computers.</td>
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EXERCISE:

1) Turn on the computer.

2) Log on to the computer using the user name and password provided by the instructor.
LESSON 2: THE MOUSE

OBJECTIVES: Learn to hold and use the mouse.
Change mouse settings.

♦ Using the Mouse

OVERVIEW

Holding the mouse appropriately can mean the difference between using your computer efficiently and becoming frustrated with the entire Windows experience. The proper method is to gently rest the palm of your hand on the lower portion of the mouse, grasp either side of the mouse with your thumb and ring finger, and keep your fore finger over the left mouse button and your middle finger over the right mouse button.

By moving the mouse on a flat surface, you move the pointer (arrow tip) within the window. The following operations are available:

- **Pointing:** Positioning the tip of the mouse pointer on an item without pressing a mouse button. Sometimes this action will cause a "Tooltip" to be displayed. You must always point before performing any of the following mouse functions.

- **Clicking:** Pressing and releasing the left mouse button once. This allows you to select an item, and activate toolbar buttons.

- **Double-clicking:** Pressing and releasing the left mouse button twice quickly. Typically this action is used on large icons to open the related object.

- **Clicking and Dragging:** Holding down the left mouse button while moving the mouse. This will move an object or select a series of items.

- **Right-clicking:** Pressing and releasing the right mouse button once. A shortcut menu of options related to the clicked item will appear. Click with the left button to select an option.
Lesson Example

It is time to try out the mouse.

STEPS

1. Click once on the My Computer icon. What happens?

2. Double-click on the My Computer icon. What happens?

3. Close the My Computer window by clicking on the CLOSE button in the upper right hand corner of the window.

EXERCISE:

1) Click and drag the My Computer icon to another area of the desktop.

2) Right-click the My Computer icon. What happens?

3) Move your mouse to a blank area of the desktop and right-click again. What is different this time?

4) Point at Arrange Icons; slide your mouse pointer over to by Name and click to select it.

5) On Your Own: Click once on the Recycle Bin icon.
6) Double-click the Recycle Bin icon.

7) Close the Recycle Bin window by clicking the X in the upper right hand corner.

8) Right-click the Recycle Bin icon.

9) Click outside the gray menu to close it.

♦ Changing Mouse Settings

OVERVIEW

Windows was created and designed to maximize use of the mouse. However, in order for you to get the most out of the mouse, you should tailor it for your physical and visual needs.

STEPS

1. Click on START. Choose SETTINGS, CONTROL PANEL. (You may also open MY COMPUTER and choose CONTROL PANEL.)

2. Double-click on the MOUSE icon.
3. **To change Button configuration**, click the **BUTTONS** tab, click in the circle next to **RIGHT-HANDED** or **LEFT-HANDED**.

4. **To change the double-click speed**, click and drag the pointer on the double-click speed control. In some cases you may test the speed by double-clicking in the Test area.

5. **To change pointer styles**, click on the **POINTER** tab, click on the down arrow next to the scheme box. The available sets of pointers are displayed. Click on the desired set.

6. **To change Pointer speed or add Pointer Trails**, click on the **MOTION** tab. Click and drag the pointer on the option you wish to change. To add pointer trails, click in the box to the left of the option. Click the box again to turn it off.

7. Click **APPLY** to make the changes and leave this window open, or click **OK** to set your changes and return to Windows.

✓ **Lesson Example**

You would like to modify your mouse settings.

**STEPS**

1. Click on **START**. Choose **SETTINGS, CONTROL PANEL**.

2. Double-click on the **MOUSE** icon.

3. On the **MOTION** tab, click and drag the **DOUBLE-CLICK SPEED** pointer toward the **SLOW** side.

4. Double-click the digital clock in the System Tray. If your timing is right, the **DAY/TIME PROPERTIES** dialog box will open.

5. Close the **DAY/TIME PROPERTIES** dialog box.

6. Readjust the **DOUBLE-CLICK SPEED** pointer to the center.
EXERCISE:

1) Adjust the pointer speed and activate the pointer trails.

2) Test these new settings.

3) On Your Own: Turn off the pointer trails.

4) Choose OK to accept the changes.
LESSON 3: BASIC WINDOWS CONCEPTS

OBJECTIVES: Explore the Start Menu.
Define the parts of a window.
Manipulate windows.

♦ Using the Start Menu

OVERVIEW

If you do not see an icon on your desktop for the activity you wish to perform, you may use the Start Menu to access the item.

The Start Menu has seven default commands available. They are:

- Programs: Shows a list of the applications you may open for use that may not have an icon or button on the Desktop.
- Documents: Displays the last fifteen (15) files opened on the computer.
- Settings: Allows you to change various printer and system settings.
- Find: Provides a tool for locating files by name, content, or revision date.
- Help: Allows you to look through documentation of Windows functions.
- Run: Another option for opening files. This is typically used when loading new software.
- Shut Down: Shuts down or restarts your computer or logs you off the network.

2. To select one of the commands, click on the START button, then slowly move the mouse pointer up and down the list. (Notice how the items with a right arrow display secondary menus when your pointer rests on them).

3. To select an item from a secondary menu, slide your mouse pointer straight across then up or down within the secondary menu to get to the item.
4. Click on the item to open.

5. **To close the Start Menu without making a selection**, click on \textit{START}, or click anywhere outside the menu.

\textbf{✓ Lesson Example}

You wish to open an application from the Start Menu.

\textbf{STEPS}

1. Click the \textit{START} button in the Taskbar.

2. Slide your mouse pointer up to \textit{PROGRAMS}.

3. Slide across to the secondary menu and point at \textit{ACCESSORIES}.

4. Slide into the \textit{ACCESSORIES} menu and click on \textit{NOTEPAD}.

5. Close the \textit{NOTEPAD} window by clicking the \textit{CLOSE} button.

\textbf{EXERCISE:}

1) Open the Calculator application, which can be found in Programs, Accessories.

2) \textit{On Your Own}: Without closing the Calculator, open Microsoft Word from the Start Menu, which is found in Programs.
**Parts of a Program Window**

**OVERVIEW**

All program windows in Windows are arranged in a similar fashion. The following is a typical window:

- **Title Bar**: The band across the top of the window that contains the name of the program and the program control buttons.

- **Maximize/Restore Buttons**: Clicking on these buttons will either expand the window to fill all available space or restore it back to its previous size.

- **Minimize Button**: Click once on this icon to reduce the program to a button on the Taskbar. Click on the Taskbar button to return the program to its previous size. Minimizing the program does not close the program.

- **Close Button**: This icon appears as the last button on the right of the Title Bar. Click on this button to close the program quickly.
• **Control Menu Icon** 📜: This icon is in the upper left-hand corner of the title bar. You can close the program by double-clicking on the icon or by clicking once and clicking **CLOSE** from the control menu.

• **Menu Bar**: A row of different lists of functions you may choose. Click once on the menu item to open the menu. Some menu items will include an icon representing the function that may appear in a Toolbar. You may also see keyboard commands that you can use to perform the same task.

• **Toolbars**: Rows of icons representing commonly used menu options. Click the tool you wish to use. If you point to the tool for a moment you will see the tool name. This is called a **Tooltip**.

• **Scrollbars**: Long bars with arrows on either end that allow you to view areas of the window that aren't visible due to the size of your monitor. The vertical scrollbar is located to the right of the work area and the horizontal scrollbar is located below the work area. Click the arrows to view the unseen area. Or, click and drag the gray rectangle within the scrollbar. Or, click an empty gray area on either side of this rectangle.

• **Status Bar**: Area at the bottom of the window that provides information about program use. For example, in Microsoft Word, the Status Bar tells you where your insertion point is in the document, if you have activated certain functions, what language you are using, and if there are grammar or spelling errors.

**Lesson Example**

You would like to manipulate the Microsoft Word window.

**STEPS**

1. Restore the Microsoft Word window by clicking the **RESTORE** button 🔄 in the upper right hand corner of the window.

2. Minimize the window to the Taskbar using the **MINIMIZE** button 🔄 in the upper right hand corner.

3. Restore the Microsoft Word window by clicking the **DOCUMENT** button in the Taskbar.

4. Use the vertical scrollbar to move the page up and down.
EXERCISE:

1) Open the File menu to view its options.

2) Slide you mouse pointer (without clicking) across the names of the other menus. What happens?

3) Click anywhere outside the open menu to close it without activating an option.

4) On Your Own: Point to several toolbar buttons without clicking to see the names of the tools.

5) Minimize Microsoft Word.

6) Identify the following parts of the Calculator window:

![Calculator Window]

Helpful Hint:

To resize both horizontally and vertically at the same time, point to the bottom right corner of the window where you will see gray diagonal lines. Once the mouse pointer is the double-sided arrow, click and drag.

◆ Sizing and Moving Windows

Knowing how to size and move windows is important, particularly when using multiple applications in Windows. You may have to resize and move windows or icons in order to view the contents of open Windows or in order to find an icon hidden behind an application.
STEPS

1. **To resize a window** (your window must *not* be maximized), move the pointer across the edge of the Windows border until it turns into a double-headed arrow \( \leftrightarrow \). Click and drag toward the window to make smaller, and away from the window to make larger. Release the mouse button when completed.

2. **To move a window** (your window must *not* be maximized), point to any blank area of the Title bar (at the top of the window), click and drag the window around and release the mouse when it has been relocated.

♦ **Switching between Windows**

OVERVIEW

Since Windows allows you to open several applications and files at one time, knowing how to bring the one you wish to work on to the forefront is important. All open applications will have a representative button in the Taskbar. All files open in a single application will be listed in the applications Window menu (with the exception of Microsoft Word 2000).

STEPS

1. **To change the active application using the Taskbar**, click once on the button in the Taskbar that represents the application you wish to open.

2. **To change the active application using the program windows**, click the *RESTORE* button on the active application.

3. If you can now see any part of the window you wish to make active, click on it.

4. If this is the one you want, let go of the *ALT* key. If not, tap *TAB* until the dialog box displays the correct application.

5. **To change the active file within a single application**, click the *WINDOW* menu and select the appropriate file.
Lesson Example

You would like to view both applications at once.

STEPS

1. Move the **CALCULATOR** window to the upper right corner of the screen by pointing at any blank area of the Title Bar and clicking and dragging to the desired location.

2. Restore the Microsoft Word window by clicking the **DOCUMENT** button in the Taskbar.

3. Move the **MICROSOFT WORD** window to the upper left corner of the screen by clicking and dragging the Title Bar.

4. Resize the Microsoft Word window to an appropriate size by pointing to any border(s) of the window and clicking and dragging.

EXERCISE:

1) Move the Calculator window to the center of the screen.

2) Click any visible area of the Microsoft Word window.

3) Activate the Calculator window by clicking its button in the Taskbar.

4) Use Alt+Tab to switch to Microsoft Word.

5) **On Your Own**: Alter the size of the Microsoft Word window.

6) Reactivate the Calculator window.
LESSON 4: SHUTTING DOWN THE COMPUTER

OBJECTIVES: Properly shut down your computer.

OVERVIEW

When you’re ready to turn off your computer, it is important to “shut down” the computer properly. This will ensure that Windows has saved all the files and removed any temporary files that may have been created by programs. *Always* use the Shut Down command to safely turn off your computer.

STEPS

1. Close all open applications by clicking the *CLOSE* button in the upper right hand corner of the window. If any applications are minimized, click their associated button(s) and close them.

2. Click the *START* button.

3. Click *SHUT DOWN*...

![Shut Down Windows](image)

4. Click the option you want. You have the following options:

   - **Shut down the computer**: Prepares your computer to be turned off, saving any Windows settings that have been changed and saves any information stored in memory to your hard drive.

   - **Restart the computer**: Saves any Windows settings that have been changed, saves any information stored in memory to the hard drive, then restarts the computer.
- **Restart the computer in MS-DOS mode**: Same as above, but when restarted goes to MS-DOS mode. When finished in MS-DOS mode, type `exit` or `win` to return to Windows.

- **Close all programs and log on as a different user**: Closes all programs as well as your connection to the network allowing someone else to log on your computer.

5. Click **YES** to accept your choice, click **NO** to cancel the process and continue working.

6. If you chose to Shut Down, wait for the screen prompt “It’s now safe to turn off your computer.”

7. Your computer may be set to automatically turn off at this point. If not, press the power button on the system unit. If your monitor still displays information, press its power button as well.

✔ **Lesson Example**

You have finished using your computer for the day.

**STEPS**

1. Close all open applications by clicking the **CLOSE** button in the upper right hand corner of the window. If any applications are minimized, click their associated button(s) and close them.

2. Click the **START** button in the Taskbar, then click **SHUT DOWN**.

3. Choose the **SHUT DOWN THE COMPUTER?** option, and click **OK**.
LESSON 5: GIVE IT A TRY!

OBJECTIVES: Practice features learned in class.

EXERCISE:

Refer to Lesson 1 for assistance

1) Turn on your computer, and log on.

Refer to Lessons 2 and 3 for assistance

2) Click the Start menu, and move your mouse up to Programs.

3) Slide your mouse pointer across to the second menu, and point at Accessories.

4) Slide over into the next menu, and point to Games.

5) Slide over into the resulting menu, and click Solitaire.

6) Move the window into the center of your screen.

7) Maximize the window.

8) Minimize the window.

9) Restore the window from the Taskbar.

10) If you know how to play Solitaire, it's great mouse practice!

11) Close the Solitaire window.

Refer to Lesson 4 for assistance

12) Shut down your computer.
NICE TO KNOW

♦ Using Help

OVERVIEW

Windows and all Windows applications have a Help option to provide you with information about a particular topic. The difficulty lies in knowing the "Windows" name of the topic.

Windows 95
STEPS

1. Click **START, HELP**.

2. Click on the **INDEX** tab.

3. Type the first few characters of the word for which you want to get help.

4. Click the up and down arrows of the scroll bar to see more help options.

5. Click on the entry you want.

6. Click **DISPLAY** and read the help information.

7. Close the Help dialog box when completed.

If you are not sure what to do in a dialog box or what a label means:

1. Click ? on the Title bar in the upper right corner of the dialog box (if available).

2. Your mouse pointer will change to an arrow with a question mark.

3. Point to the item for which you want information and click.

**Helpful Hint:**

The other Help tabs contain the same help topics, they are simply organized differently: the **CONTENTS** tab is arranged like an encyclopedia with several "books" to search through, the **FIND** tab asks for a topic, then breaks that topic into subtopics.
4. Read the pop-up box for information.
5. Click outside the box to turn the display off.

◆ Desktop Properties

OVERVIEW

The ability to change the display gives the user additional ways to tailor Windows to their individual needs, preferences and tastes. It allows the user to change the Background, Screen Saver, Appearance, and Settings.

STEPS

1. Click **START, SETTINGS, CONTROL PANEL**, and double-click **DISPLAY**. Or, right click any empty area of the Desktop and click **PROPERTIES**.

2. To change the background, click the **BACKGROUND** tab.

3. Scroll through the list for **PATTERN** and/or **WALLPAPER**, and click on their names to see it displayed on the sample monitor. A Pattern is superimposed onto the current background color; a Wallpaper completely covers the desktop, and the background color does not show.
4. You may need to indicate whether the selection will appear only in the center of the screen or if it will be stretched or tiled over the entire screen.

5. To set or change a Screen Saver, click the SCREEN SAVER tab.

**Helpful Hint:**

**AT ANY TIME...**
click APPLY to make the change and remain in the DISPLAY dialog box. Click OK to make the change and close the DISPLAY dialog box. Click CANCEL to close the DISPLAY dialog box without making any changes.

6. Click the down arrow next to the SCREEN SAVER option.

7. Click Screen Saver names to see a sample in the sample monitor.

8. Click the up or down arrow to set the number of minutes of idle time before the screen saver appears.

9. Click SETTINGS to change the preset options for each screen saver. It is important to choose the screen saver first, because the settings are different for each. Click OK.

10. To test the screen saver, click PREVIEW.

11. Move the mouse, or press any key, to deactivate the preview.

12. To password protect, click PASSWORD PROTECTED.

13. Click CHANGE, and type a password. Type the password again to verify it, and click OK. (Note: be very careful, you must remember the password to turn off the screen saver and get back to work).
14. To change the color scheme of your Desktop and windows, click on the *APPEARANCE* tab.

![Display Properties](image)

15. Click on the down arrow on the right of the *SCHEME* box, and click on Scheme names to display them in the sample window.

16. **To customize a scheme**, click the down arrow next to the *ITEM* box, and select the area to be changed.

17. Click the drop-down arrow next to the color box to choose a different color. Click the drop-downs in the *TEXT* area to customize text if applicable.

18. Click *APPLY* to make the change and remain in the *DISPLAY* dialog box. Click *OK* to make the change and close the *DISPLAY* dialog box. Click *CANCEL* to close the *DISPLAY* dialog box without making any changes.
Topic: Taskbar Properties

OVERVIEW

You can change several aspects of the Taskbar. You can change its location in the window, it can be hidden when programs are open, and you can turn the clock feature off. You can also customize the Start Menu by adding or removing items.

STEPS

1. Windows 95 - Click `START`, click `SETTINGS, TASKBAR`. Windows 98 – Click `START`, click `SETTINGS, TASKBAR & START MENU`. Or, right click any blank area of the Taskbar and click `PROPERTIES`.

2. Click on the TASKBAR OPTIONS tab.

3. Change the options by clicking the check box to check or uncheck the option.

The Taskbar options are:

- **Always on top**: The Taskbar will always be visible, even if a program is full screen.
- **Auto hide**: Collapses the Taskbar into a thin line at the bottom of the screen. Point to the line to see the Taskbar again.
- **Show small icons in Start menu**: Makes the icons in the Start menu smaller.
• Show Clock: Shows a digital clock on the Taskbar.

4. Click APPLY to make the change and remain in the DISPLAY dialog box. Click OK to make the change and close the DISPLAY dialog box. Click CANCEL to close the DISPLAY dialog box without making any changes.

5. To move the Taskbar, click on any empty area of the Taskbar and drag it to a new position on the screen (top, left, right or bottom).

◆ Rebooting

OVERVIEW

There may be occasions when your keyboard and mouse will not have any affect on your computer. This is commonly referred to as "freezing". Ending the current task and/or rebooting the computer are suggested.

STEPS

1. To end the current task, hold down the CTRL and ALT keys, and tap the DELETE key.

2. Wait for a moment to see if a dialog box appears. If so, click the END TASK button.

3. It is likely that you will need to click another END TASK button.
4. The application will close. Please be aware that changes made but not yet saved will be lost.

5. To reboot the computer, in the event that simply closing the affected application does not fix the problem, hold down the CTRL and ALT keys, and tap the DELETE key.

6. Wait several seconds to see if the dialog box appears. If so, click the SHUT DOWN button. If not, repeat CTRL + ALT + DELETE.

7. Wait for the Login dialog box to appear and proceed as if you have just turned on the computer.

8. When you reopen the application you were working in when the problem occurred, you may get a recovered copy of the document. Be sure to save it.
Glossary of Terms

OVERVIEW

A large part of learning to use computers effectively is learning the terminology surrounding the technology. It can be very much like learning a foreign language. If you are familiar with certain terms, using the computer and even asking for help can be easier.

CD-ROM

Compact Disc-Read Only Memory drives (usually drive D:) allow the computer to run large programs from a CD-ROM without having to load the program onto the hard drive. CD-ROMs come pre-loaded and cannot store additional information.

Click

Press and release the left mouse button once.

Click and Drag

Hold down the left mouse button and move the mouse.

Close Button

This icon appears as the last button on the right of the title bar. Click on this button to close the program quickly.

Control Menu Icon

This icon is in the upper left-hand corner of the title bar. You can close the program by double-clicking on the icon or by clicking once and clicking CLOSE in the control menu.

Database

An application that produces and maintains lists of information (such as DBase, Foxpro, Approach and Access).

Dialog Box

Small boxes containing options for continuing with a process. For example, when you choose to shut down your computer, a dialog box opens to offer several options.

Double-click

Press and release the left mouse button twice quickly.

Electronic Transfer of Information

Applications that send information from one computer to another (such as E-Mail) over a LAN (Local Area Network) or WAN (Wide Area Network).

Floppy disk drives

Allow you to put in a storage disk that is portable. Floppy drives are usually the A: drive or B: drive.
| **Folder** | Divides storage devices (drives) into categories for organization. |
| **Formatting Toolbar** | Usually the second toolbar in which you may change fonts, bold, underline, center text, etc. |
| **Gigabyte (Gb)** | A gigabyte is a billion characters of information. |
| **Graphics Packages** | Programs for creating and manipulating illustrations (such as Harvard Graphics, Freelance and PowerPoint). |
| **Hard disk drives** | Drives inside your computer that are generally not removable. They store the programs and data you type into your computer. The drive inside your computer is usually drive C. |
| **Hardware** | The physical equipment that you use to perform tasks, i.e. the different parts that perform computer functions. Hardware includes the monitor, keyboard, mouse, system unit, speakers, and other devices. |
| **Icon** | A picture that can represent programs, files, a printer, and computer information. Underneath many icons is a brief description of its function. |
| **Internet** | The Internet is an immense network that connects computers at schools, commercial institutions, governments and research labs around the world. Most of the information on these systems can be accessed through an Internet provider using a desktop computer loaded with Internet software and a modem. |
| **Keyboard** | The keyboard is similar to a typewriter keyboard (with additional keys). Additional keys include function keys at the top of the keyboard, command keys to the right of the keyboard, and a keypad for numbers. |
| **Maximize & Restore Buttons** | Clicking on this button will expand the window to fill all available space or restore it back to its previous size. |
| **Megabyte (Mb)** | A megabyte is a million characters of information. |
**Menu Bar**
A list of functions at the top of a program window. Click once on the menu name (or use Alt and the underlined letter). When you click on a menu option, the menu will list the common options. If you wait for a few seconds, the full menu appears, or you can click on the double down arrow button.

**Minimize Button**
Click once on this icon to reduce the program to a button on the taskbar. Click on the taskbar button to return the program to its previous size. Minimizing the program does not close the program.

**Modem**
Equipment by which your computer may communicate with other electronic devices such as a fax or Internet servers.

**Monitor**
Looks like a television screen and acts as the visual connection to any computer process. The information you type, the mouse pointer movement, and program interfaces appear on the screen.

**Mouse**
For Windows-based programs, the mouse is essential for gaining access to and efficiently utilizing the program.

**My Briefcase**
When using a desktop computer and a laptop, My Briefcase assists in keeping documents updated on both computers.

**My Computer**
Provides access to your computer’s contents and allows you to manage files.

**Network Neighborhood**
Allows you to look at network resources.

**Pointing**
Positioning the tip of the mouse pointer on an item.

**Printer**
Produce paper or "hard" copy of computer files.

**Publishing Programs**
Software used to produce newsletters and brochures (such as PageMaker and Microsoft Publisher).
**RAM**  
Random Access Memory is the internal memory of your computer that holds the programs and documents that you type. When you lose power, you lose whatever is stored in RAM - that is why it is important to frequently save any important information.

**Recycle Bin**  
The Recycle Bin is a temporary storage space for deleted files. Double-clicking on this icon will allow you to retrieve files deleted by mistake.

**Shut Down**  
Shuts down or restarts your computer or logs you off the network.

**Software**  
A list of instructions that tells the computer how to perform certain functions. These programs are often called Applications.

**Speakers**  
Allow you to hear audio playback via your computer.

**Spreadsheet Programs**  
For producing budgets and other accounting tasks (such as Lotus 1-2-3, Quattro Pro and Excel).

**Standard Toolbar**  
The top toolbar where you open, save, print files, etc.

**Start Button**  
Gives you access to Help, changing system settings, and starting programs, among other things.

**System Unit**  
The container for drives, processors, memory, and all of the components that do the actual work in a computer.

**Taskbar**  
Shows what programs are running, if printing is in progress, and displays the time.

**Title Bar**  
The band across the top of the window that contains the name of the program and the program control buttons.

**Windows**  
An operating system that utilizes icons to make it easy for the operator. Windows allows you to run many programs at the same time (called multi-tasking).

**Word Processing Software**  
Produces documents such as letters and memos (software would include WordPerfect, Microsoft Word and Lotus WordPro).