

Community Computer Education
September 15th – 7 pm
North Plains Public Library
Class #2: Introduction to Computers

- Using the Mouse Correctly
 - Moving the Mouse
 - Left and Right Mouse Buttons
 - Single and Double Clicks

- Turning the Computer ON and OFF Correctly
 - Log in Screens
 - User Names and Passwords
 - Library Login
 - Shutting Down

- Windows Desktop
 - Background
 - Icons
 - Tool Bar
 - Start Menu
 - Title Bar
 - Menu Bar
 - Minimize and Maximize
 - Close Button
 - Multiple Windows - Active vs. In-active Windows

- Basic Skills
 - Clicking and Dragging
 - Scrolling

- The Keyboard
 - Blinking Cursors
 - Highlights
 - Backspace and Delete Keys
 - Enter Key
 - Shift, Caps Lock, and Tab Keys
 - Arrow Keys
 - Control Key

- What “My Computer” is
 - Locating “My Computer”
 - Files Stored
 - Hard Disk Drives
 - Devices
 - Back, Forward and Up Arrow

