



Computer 101 - Basics

Reference Guide

Class Objectives

By the end of this session you should be able to:

- Perform Basic Windows Operations
- Identify Basic E-mail Components & Operations
- Download, edit and upload pictures
- Navigate Internet Explorer and Mozilla Firefox Browsers
- Utilize available flexmls® Web software tools

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Notes:

Windows Terminology

Windows Operating System – A software package designed as the platform for operating and running the Personal Computer. Versions of Windows include Windows XP, Vista and Windows 7.

Desktop – The main start screen for a Microsoft Windows based computer.

Start Menu – The menu of available Programs and options found by mouse clicking the “Start” button in the lower left corner of the Desktop.

Icon – A graphical representation of a program shortcut usually found on a Desktop.

Shortcut – Usually in the form of an Icon, clicking on a shortcut usually starts a program or opens a file.

Left-Click – clicking the left mouse button, commonly the primary button clicked when selecting things.

Right-Click – clicking the right mouse button, often opens a drop-down menu of alternate options that may be performed in a given area or within a given program.

Double-Click – usually two quick clicks of the left mouse button to select and/or open a program or file.

Scroll / Scroll Wheel – Scrolling is the action of moving the window on the screen up or down to be able to see all of the content of a page, usually beyond the size of the existing screen. This can be accomplished by turning the scroll wheel available on many computer mice between the left and right mouse buttons. Scrolling a window can also be accomplished by clicking and moving a slider bar located on the right or bottom edge of the screen the desired direction.

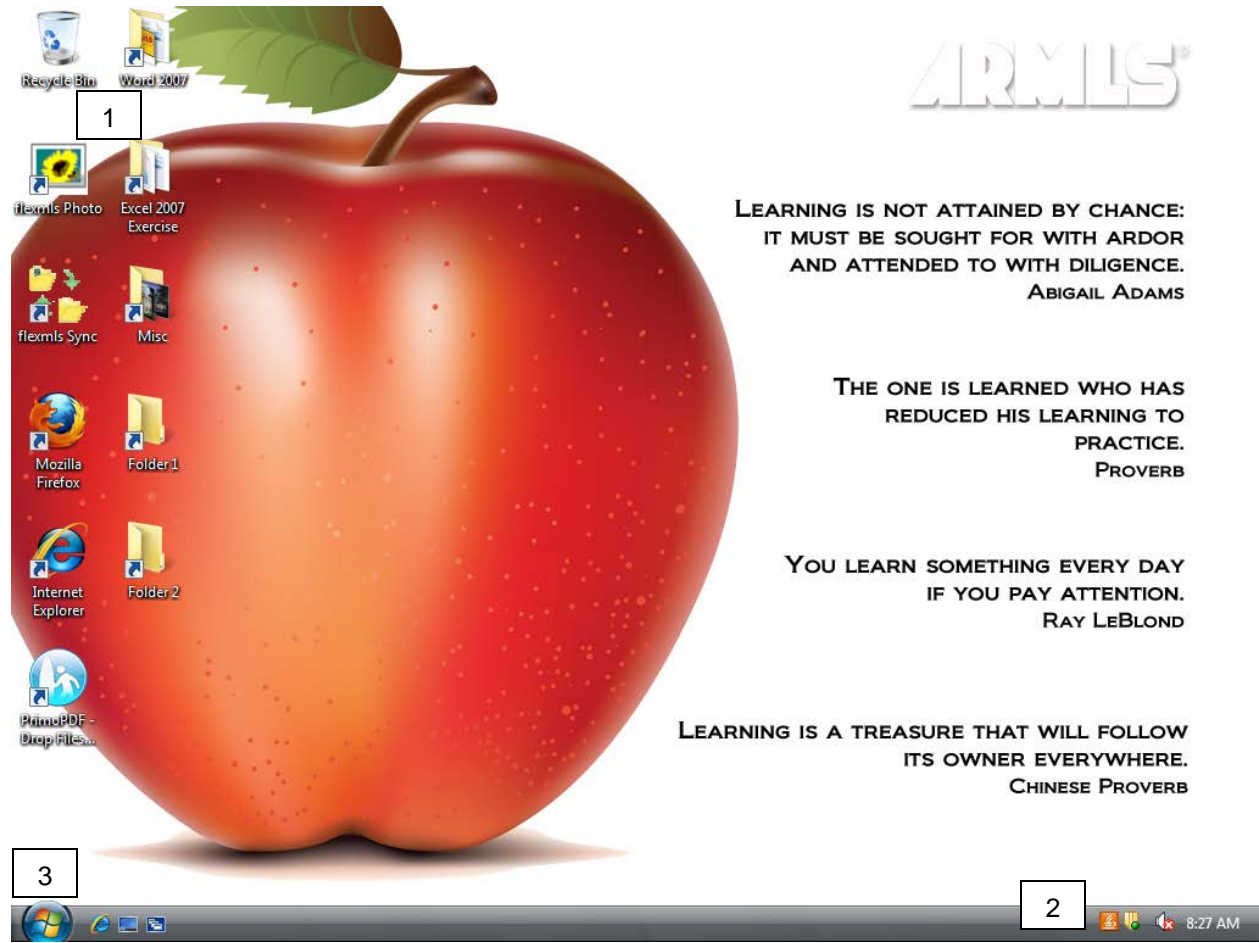
Folder – A location on a computer for storing and organizing files.

File Extension – The three letters at the end of a file name usually directly after a period. (i.e. **.xls** or **.doc**) These three letters identify the type of file or program for the computer.

Minimize/Maximize – The ability to hide or fully open program windows on the Desktop.

Browser – A program designed to easily allow users to access Websites on the Internet. Some popular Browsers include Microsoft Internet Explorer, Mozilla Firefox, Apple Safari and Google Chrome.

Navigating the Desktop



ARMLS®

LEARNING IS NOT ATTAINED BY CHANCE:
IT MUST BE SOUGHT FOR WITH ARDOR
AND ATTENDED TO WITH DILIGENCE.
ABIGAIL ADAMS

THE ONE IS LEARNED WHO HAS
REDUCED HIS LEARNING TO
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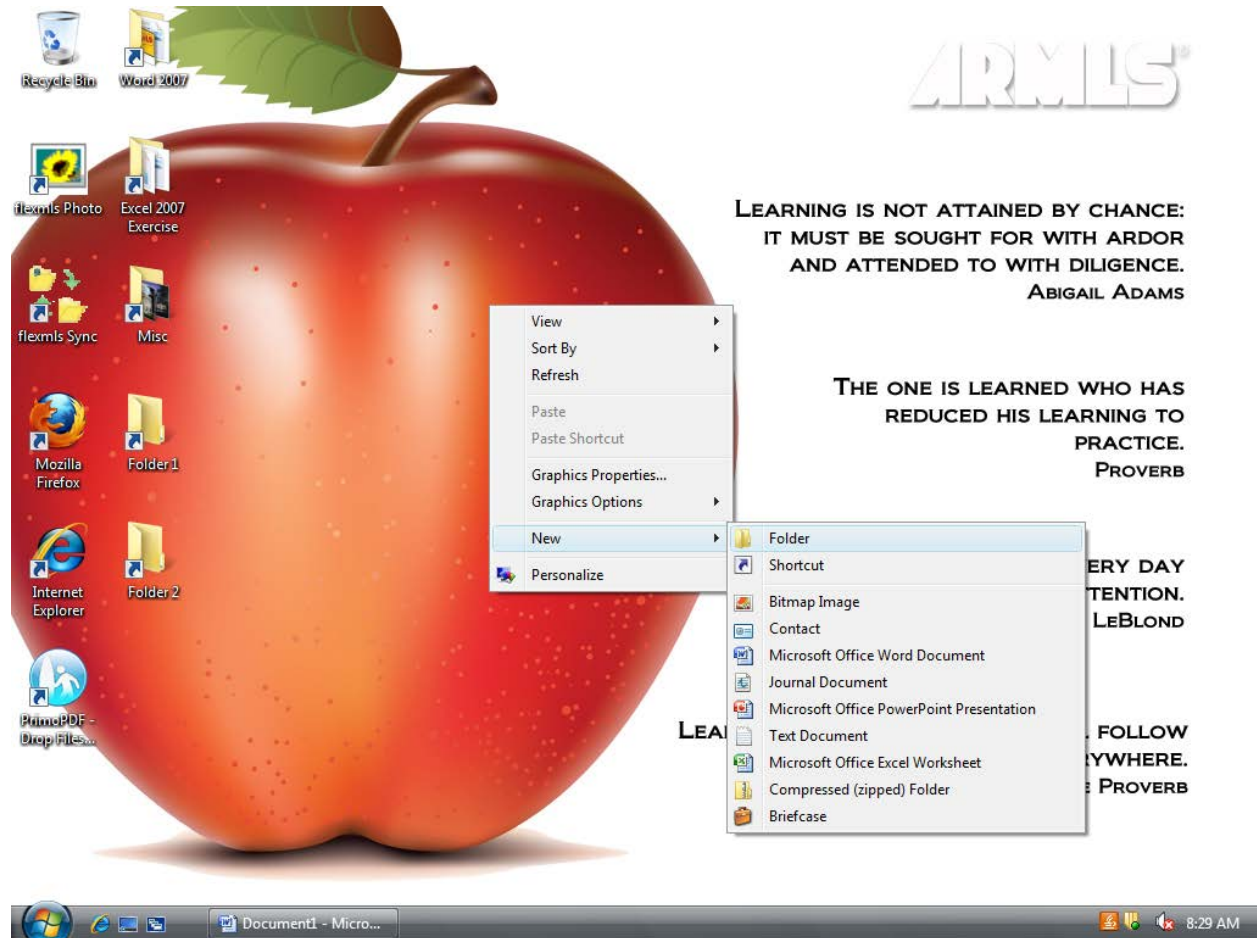
YOU LEARN SOMETHING EVERY DAY
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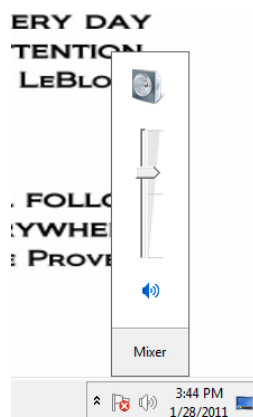
Once you have logged into Windows, the starting point is the *Desktop*. You can perform several tasks from here.

1. Desktop Icons – (shortcuts to programs and areas of the system)
2. System Tray (“sys” tray) – access to background programs
3. *Start* menu – access to all system programs and features

Desktop Adjustments

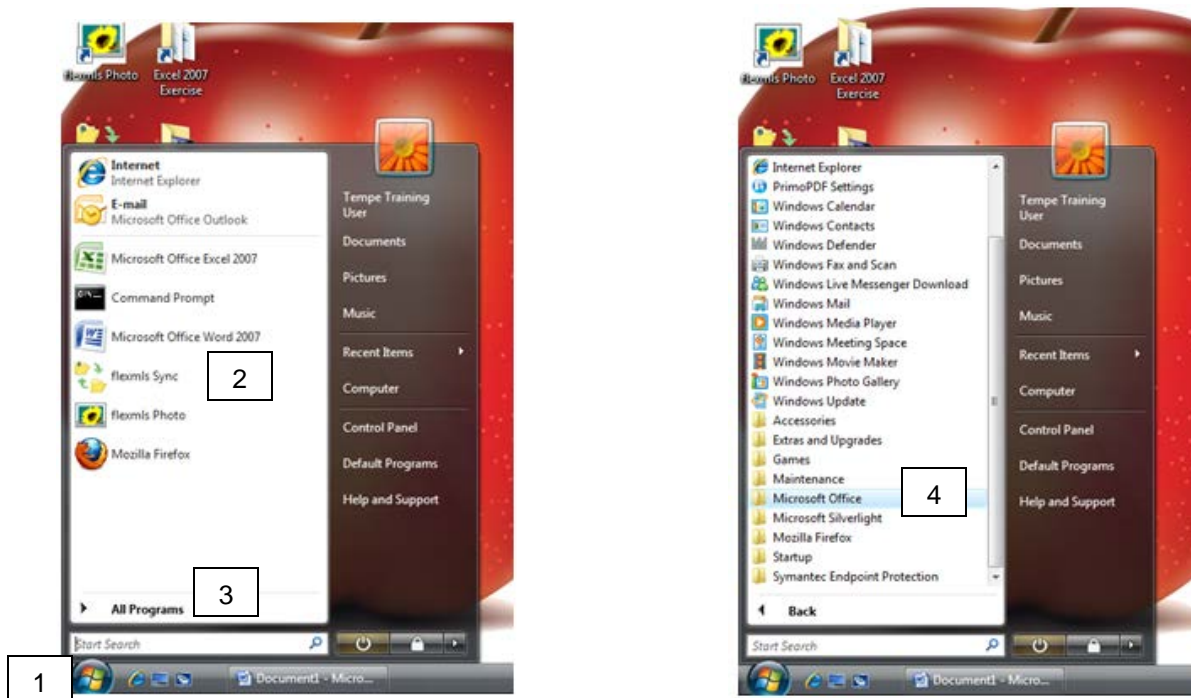


There are several things you can do right from the Desktop including arranging your Desktop Icons, adding new folders, opening new files in *MS Office* and accessing display settings. To access these features, right-click in the middle of your Desktop and the Menu will open.



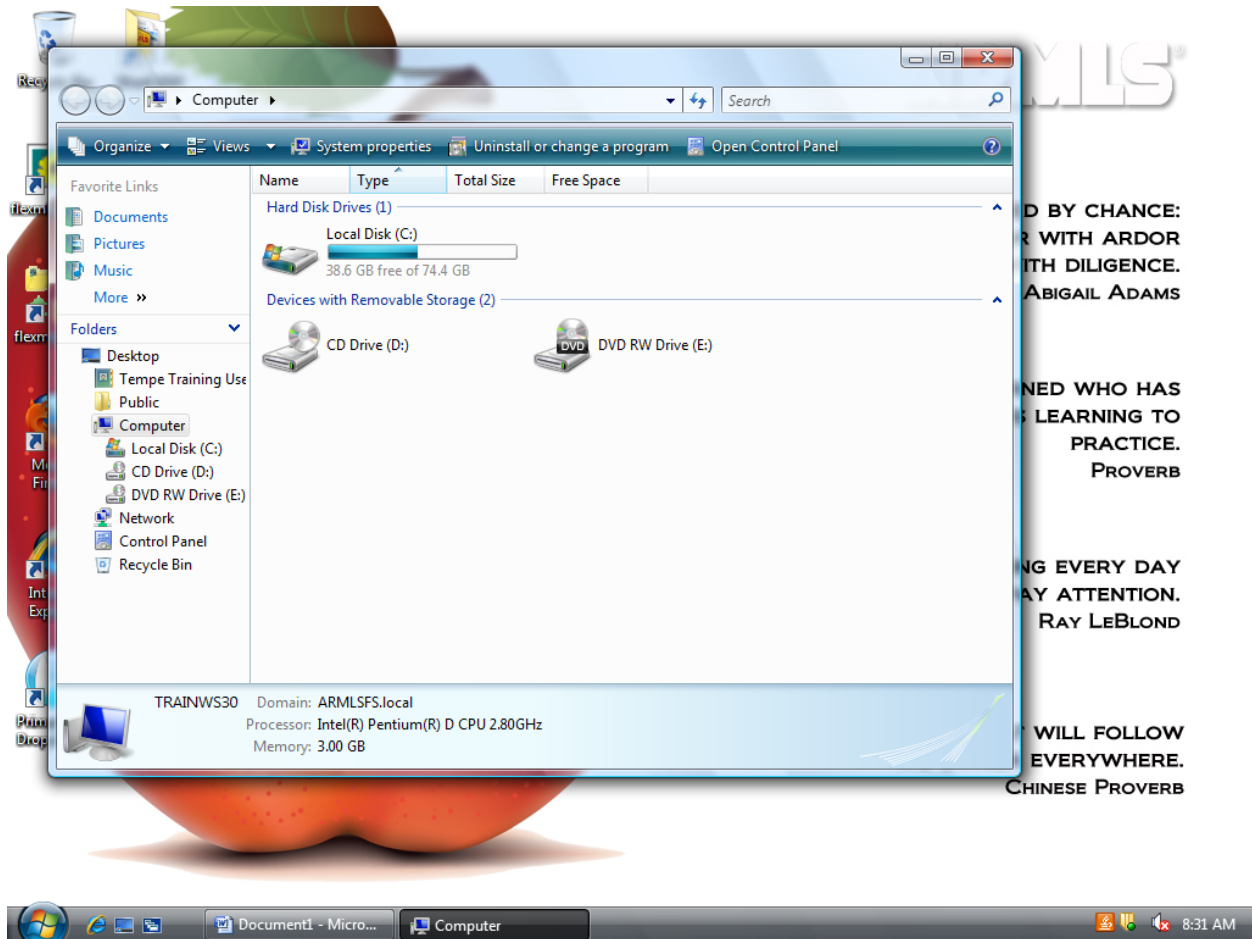
You can also adjust your system volume by clicking on the speaker located in the sys-tray in the lower-right corner of your screen. A volume slider will appear, just slide the slider up or down to adjust volume or check the box to mute your speakers.

The Start Menu



1. The start menu is where all of the programs and system features can be accessed. Simply click on the *Windows logo* (or *Start* button in XP) in the lower-left corner of your screen to open the menu.
 2. You can access the different areas of your computer by clicking the program or shortcut of your choice. A list of the programs most recently used appears in the column on the left.
 3. To access all of the programs, click on *All Programs* and a menu will appear with all available programs on the computer.
 4. Click the folder and a sub-menu will appear. When you find the program you wish to use, click the icon or program name to open.
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Basic Windows Navigation



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The *My Computer* area of Windows shows you the various drives and equipment available and/or connected to your computer. To access information on any of them, double-click the icon and a window will open with its contents.

File Management

New Folders

Figure 1

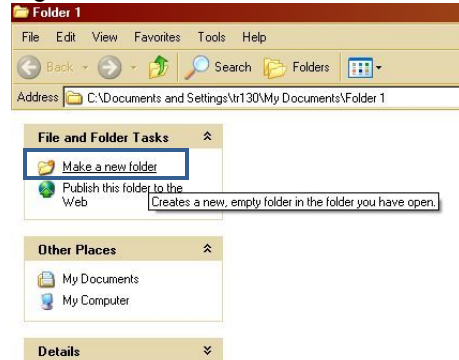


Figure 2

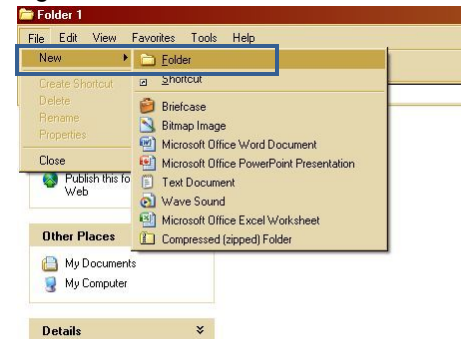


Figure 3

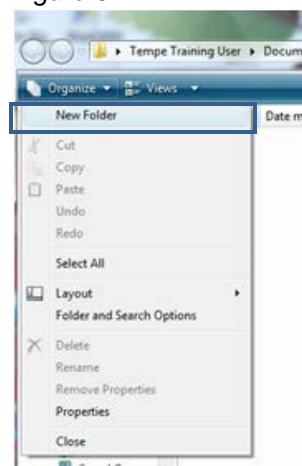
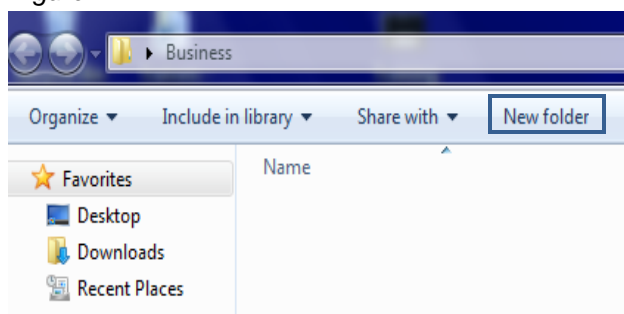


Figure 4



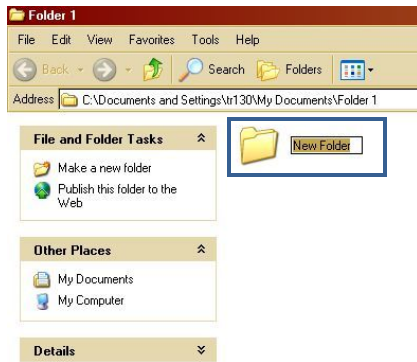
When working with files on your computer, it will sometimes be necessary to create additional file folders to keep your files organized. There are several methods available for doing this.

Method #1: (varies based on Windows version)

Windows XP: Click *Make a new folder* link from the menu on the left of your screen, (figure 1) or from the Menu bar, click *File* then *New>Folder* from the menus. (figure 2)

Vista: Click the *Organize* link in the Menu bar at the top-left of your screen and click on *New Folder* link from the drop-down menu. (figure 3)

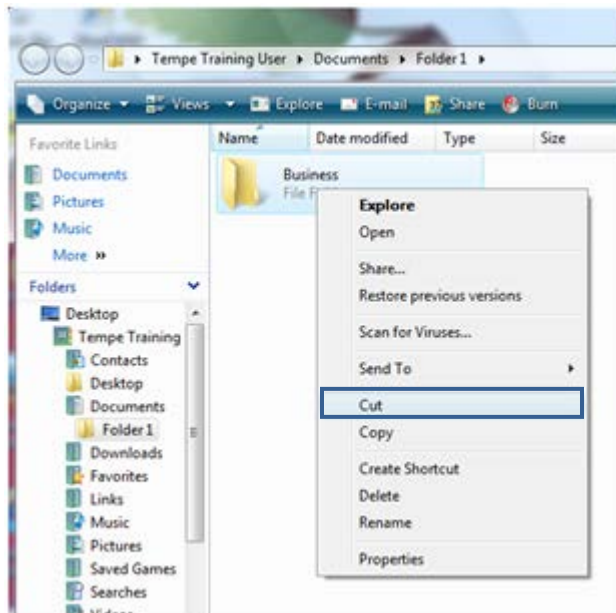
Windows 7: Click *Make a new folder* link on the Menu bar at the top-right of the screen. (figure 4)



Method #2: (works with all Windows versions)

Right-click your mouse in the middle of the page to bring up an options menu, (make sure no other objects are under the mouse pointer when clicking) and select *New>Folder* from the menus.

Cut / Copy / Paste



To move files and folders from one location to another, right-click on the file or folder you wish to copy or move and select either *Copy* (to make a copy) or *Cut* (to move the item from one location to another).

Navigate to the location you wish put the item, right-click again and select *Paste* to place the item in the new location.

You can also accomplish these tasks using the following key combinations. Highlight the folder or information you wish to cut/copy/paste and press the following:

- Ctrl + X = Cut
- Ctrl + C = Copy
- Ctrl + V = Paste

Both keys must be pressed simultaneously. (Ctrl is the “Control” key in the lower left and right corners of the keyboard. Either one may be used for this function.)

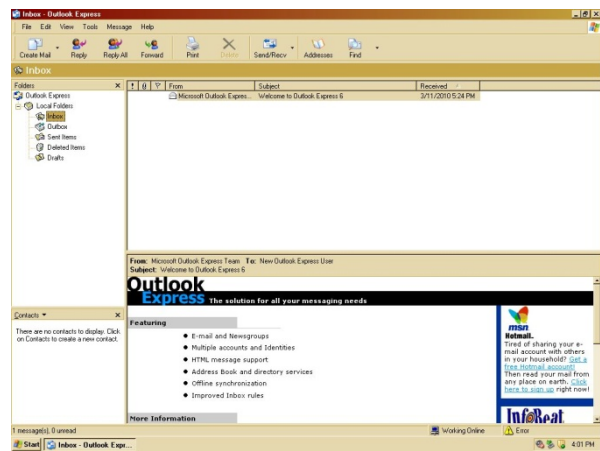
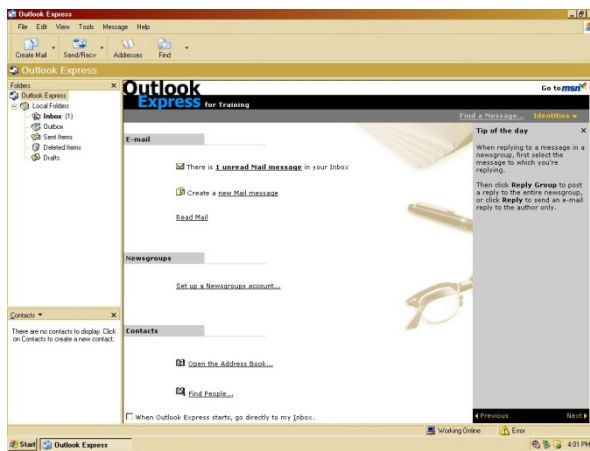
Email Basics

Webmail vs. Local Email Client

Webmail

Webmail provides access to email by first opening a Browser and going online to the Webmail provider's Website where the user logs in to access the email. Examples of popular Webmail providers include Hotmail, AOL, Gmail, Yahoo Mail and MSN. flexmls[®] Web does not interact with Webmail clients.

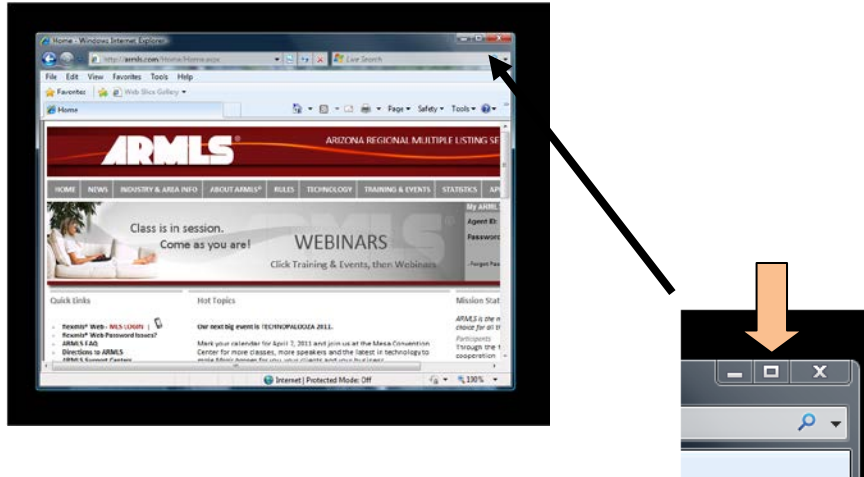
Local Email Clients



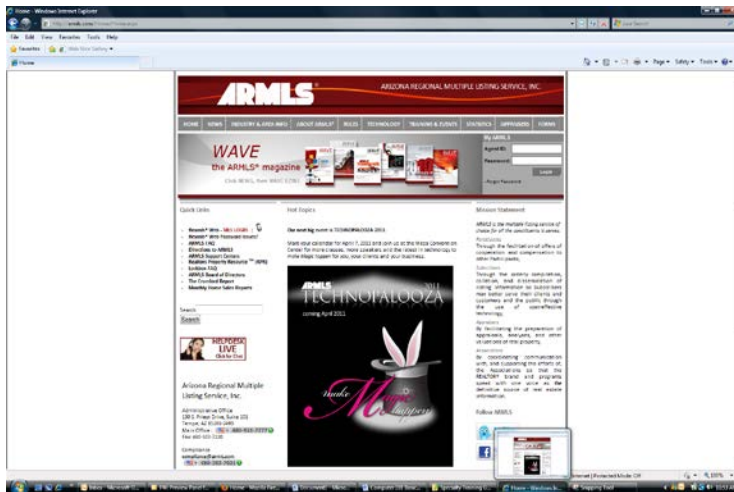
Local Email Clients are actual software packages that handle email and are installed on the user's computer. Examples of such packages include Microsoft Outlook and Outlook Express (pictured above), Eudora and Thunderbird. These email client packages must be configured to communicate with an email server somewhere else to be able to send and receive email. There are several areas of flexmls that will interact directly with a properly configured Local Email Client.

Browser Basics

Internet Explorer



Internet Explorer is the Microsoft version of the Internet Browser. It comes pre-loaded with all Microsoft Windows computers. Upon opening a Browser window, if it does not fill the screen completely, it is recommended that you *Maximize* the screen by clicking the center icon in the top-right corner of the Browser window.



Maximizing will allow your Browser to fill the screen and ensure you are working in the right area.

IE Printer Settings

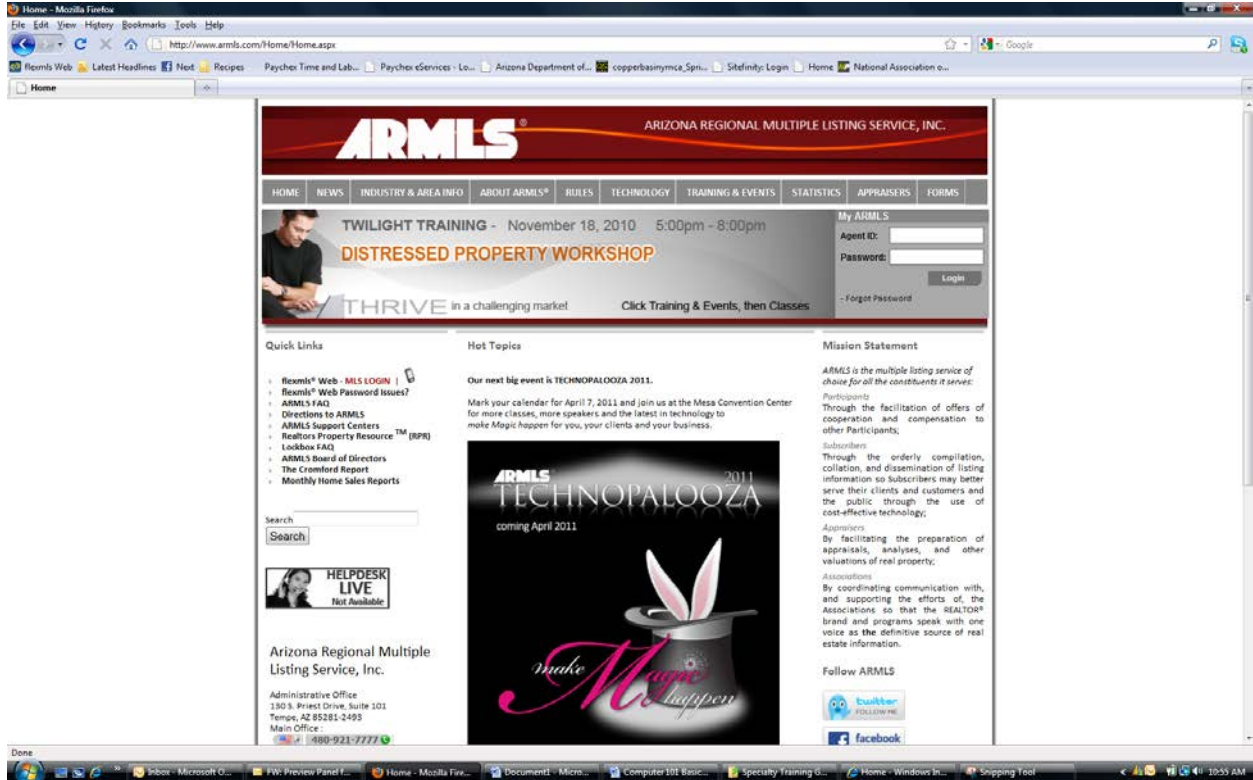


To adjust Internet Explorer's print setting to allow printing of 1 page per flexmls Detail Report;

1. Click *File* in the upper-left corner in the Internet Explorer toolbar
2. Select *Page Setup* which will open a new dialog box
3. Change **all four** Margins to 0,25
4. Change **all** Headers and Footers to *-Empty-*
5. Click *OK* to save the changes

You will only have to adjust this setting once.

Mozilla Firefox



Mozilla Firefox is another Browser option available. It is a free download from the Internet and will run on either a PC or a MAC. It traditionally runs a little quicker than Internet Explorer and often has fewer problems with security. Functionally, both Browsers provide the same access to the Internet and are both supported by flexmls® Web.

Firefox Printer Settings



To adjust Firefox's print setting to allow printing of 1 page per flexmls Detail Report;

1. Click *File* in the upper-left corner in the Firefox toolbar
2. Select *Page Setup* which will open a new dialog box
3. Change **all four** Margins to 0.25
4. Change **all** Headers and Footers to *--Blank --*
5. Click *OK* to save the changes

You will only have to adjust this setting once.

Notes: