

TASTER *Course*

Are you mystified by computers? Intrigued by their power; yet hesitant to use them? In this issue of Go-Woman! we will cover the computer basics to get you started.



Computer Basics

1. Types of Computers

Desktop (below left) - a personal computer small enough to fit conveniently in an individual workspace.

Laptop (right) - a portable computer small enough to use in your lap.

2. Identifying Components

Mouse - gives you the point and click simplicity that helps make computers easy to use.

Keyboard - is a data entry or control device using a number of keys which are pressed by the fingers to operate.

More about the Mouse

The mouse is used as an input device. A cursor is the visible shape of the pointer on a screen

You will see many shapes of the cursor. Below is list of different type of cursors that you will most commonly see.



pointer cursor indicates, system is idle, ready for use.



cursor turns this shape when placed over a hyperlink, once clicked it takes you to that website.



system is busy doing something. You will see this cursor when you open a new program.



click here to enter text.

Mouse normally has two buttons, a left and a right button. In order to select an item, you must click the left button. In order to open a menu from an item, click on the right mouse button. To open an item, double click using the left hand button.



More about the Keyboard

Some keys have special functions, or uses:

Shift Key – There are two of these. To make a capital letter, hold this key down and press the letter.

F1 – F12 (Function Keys) - Group of 12 keys that perform special functions.

Space Bar – This is a long key and its function is to make a space between words when you press it.

Enter Key – Pressing this key gives you a new line.

3. Peripherals

A Peripheral is a device that is connected to a computer such as a printer, modem, mouse or a keyboard

4. How do you turn ON the computer?

Technology is a fantastic marvel, constantly changing. Computers are no different, but do not allow this to put you off. Although computers are changing the basic functions remain the same. You may struggle to find the ON button, but don't panic. If you struggle, just ask someone.

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