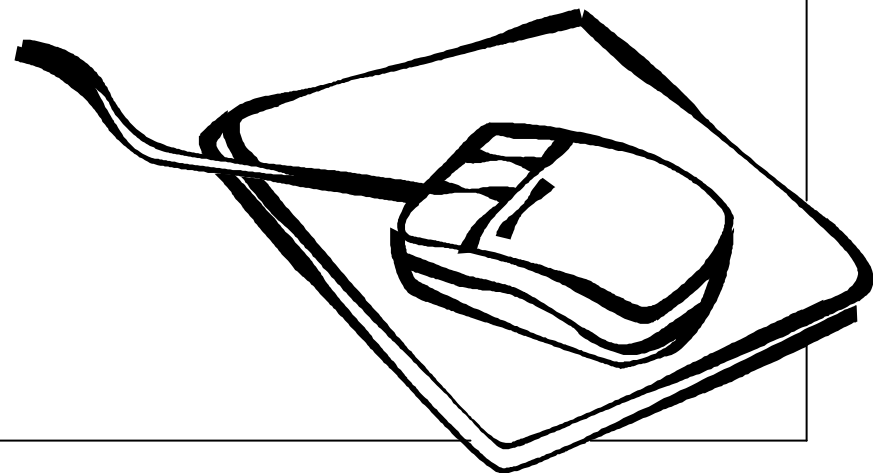
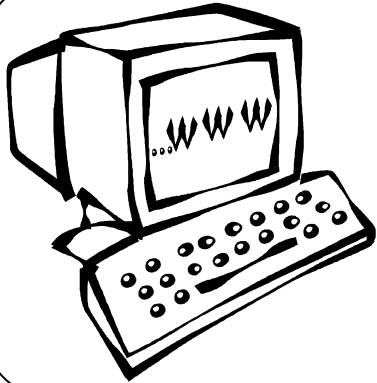


Section 1: Computer Vocabulary

- Parts of the Computer
- The Mouse
- The Keyboard
- The Desktop
- Parts of a Window
- Storage Devices
- Files and Folders

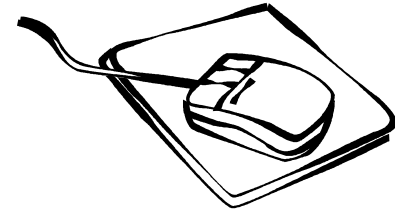


Parts of the Computer

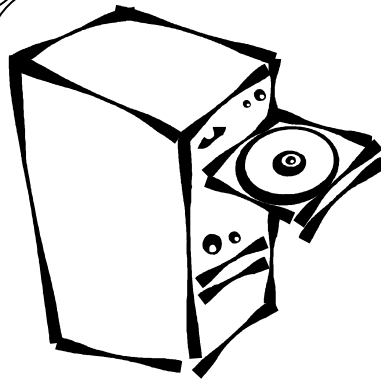


monitor

keyboard



mouse



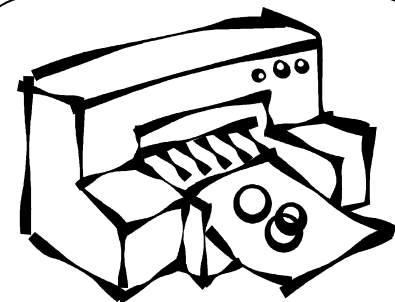
disk drive

power button
(On/off)

computer

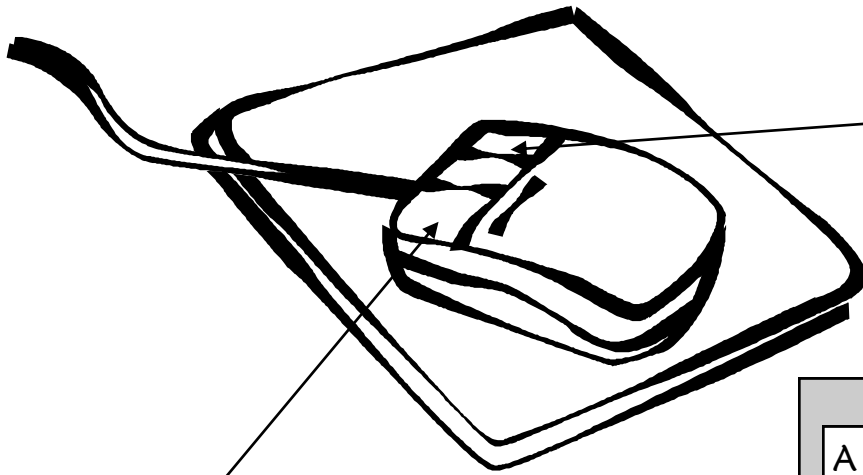
You will come across more computer vocabulary as you go through this book.

Definitions are in boxes with dashes around the edges like this one.



printer

The Mouse



Click -

Press and let go of the left mouse button.

Double-click -

Press and let go of the left mouse button two times quickly.

Drag -

Hold down the left mouse button. Move the mouse to another place and let go.

Right-click -

Press and let go of the right mouse button.



Try It Out!

A good way to practice using the mouse is to play a game on the computer.

To find games on your computer, click on the **Start** button. Choose **Programs**. Then choose **Games**. You should see a list of games, such as Solitaire.

There are also websites where you can practice using a mouse:

- ◆ www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html
- ◆ www.seniornet.org/howto/mouseexercises/mousepractice.html

The Keyboard

Tab-

Moves the cursor to the next stop point - a few spaces if you are typing, or to the next box in a form.

Shift -

To make a capital letter or use the symbols over the number keys.

Space bar-

To leave a space between words.

Backspace-

Erases the letter right before the cursor.

Delete -

Erases the letter to the right of the cursor.

Enter-

Takes you to the next line (if you are typing).



Try It Out!

Practice using the keyboard by opening a Microsoft Word document and trying out the keys.

Here are two websites where you can practice typing:

◆ www.learn2type.com/

(This is free, but you do have to sign up.)


◆ www.sense-lang.org/typing

The Desktop

When you get on the computer, you see the Desktop.
Just like your physical desk, the computer desktop is your workspace.
Desktops look different from computer to computer as people can add their own objects to the desktop.

Icons

Icon-
A picture that stands for something on the computer. For example, the icon for Microsoft Word is a blue “W” in a white square.



Start

Recycle Bin

This is where a file goes when you delete it. It will stay in the recycle bin for a while or until you empty the bin. This way, if you delete something by mistake you have a chance to get it back.

Recycle Bin

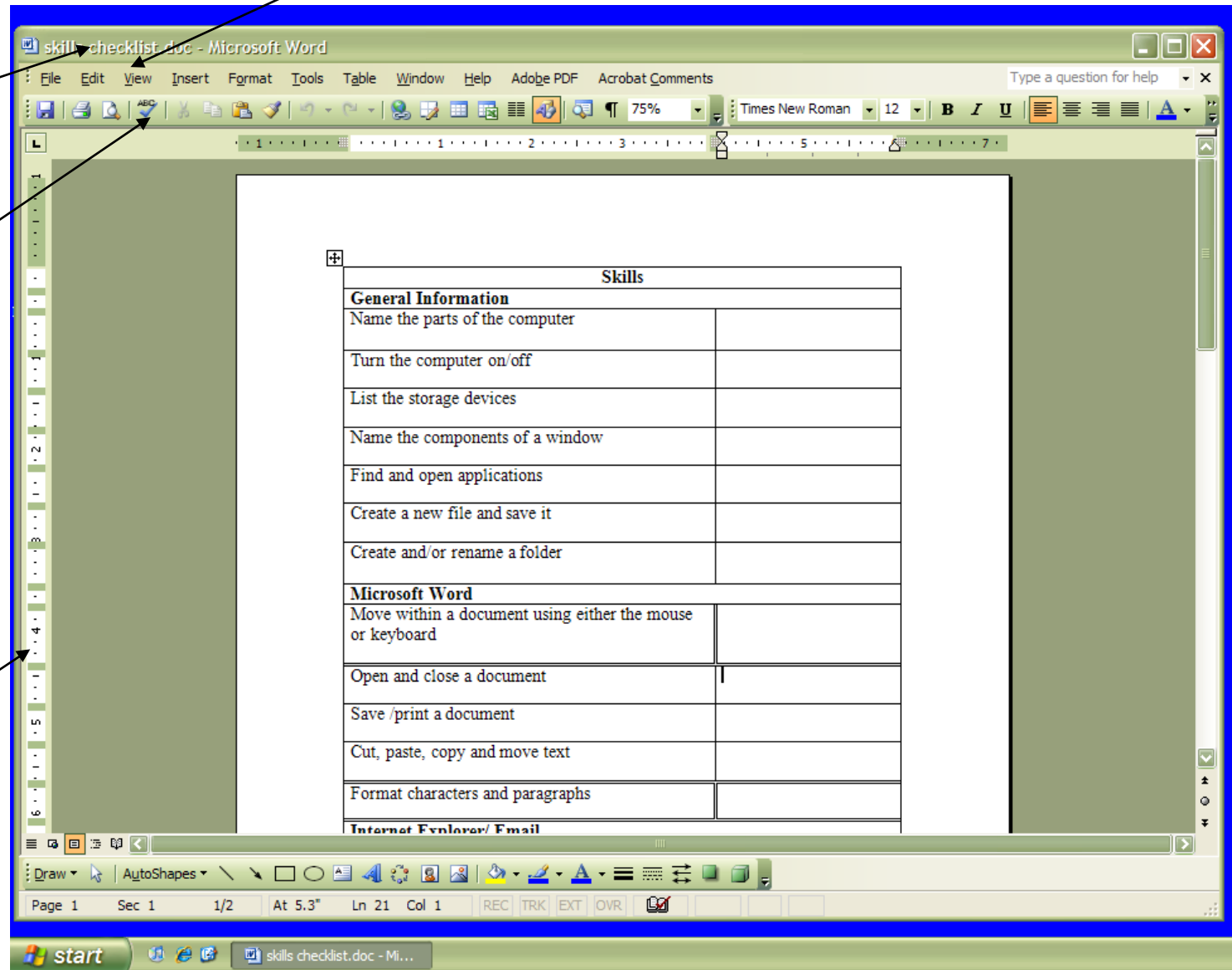
Parts of a Window

Title bar
Shows the name of the window.

Menu bar
Shows you lists of choices. Lets you make changes to your document.

Ruler

Toolbar



Parts of a Window

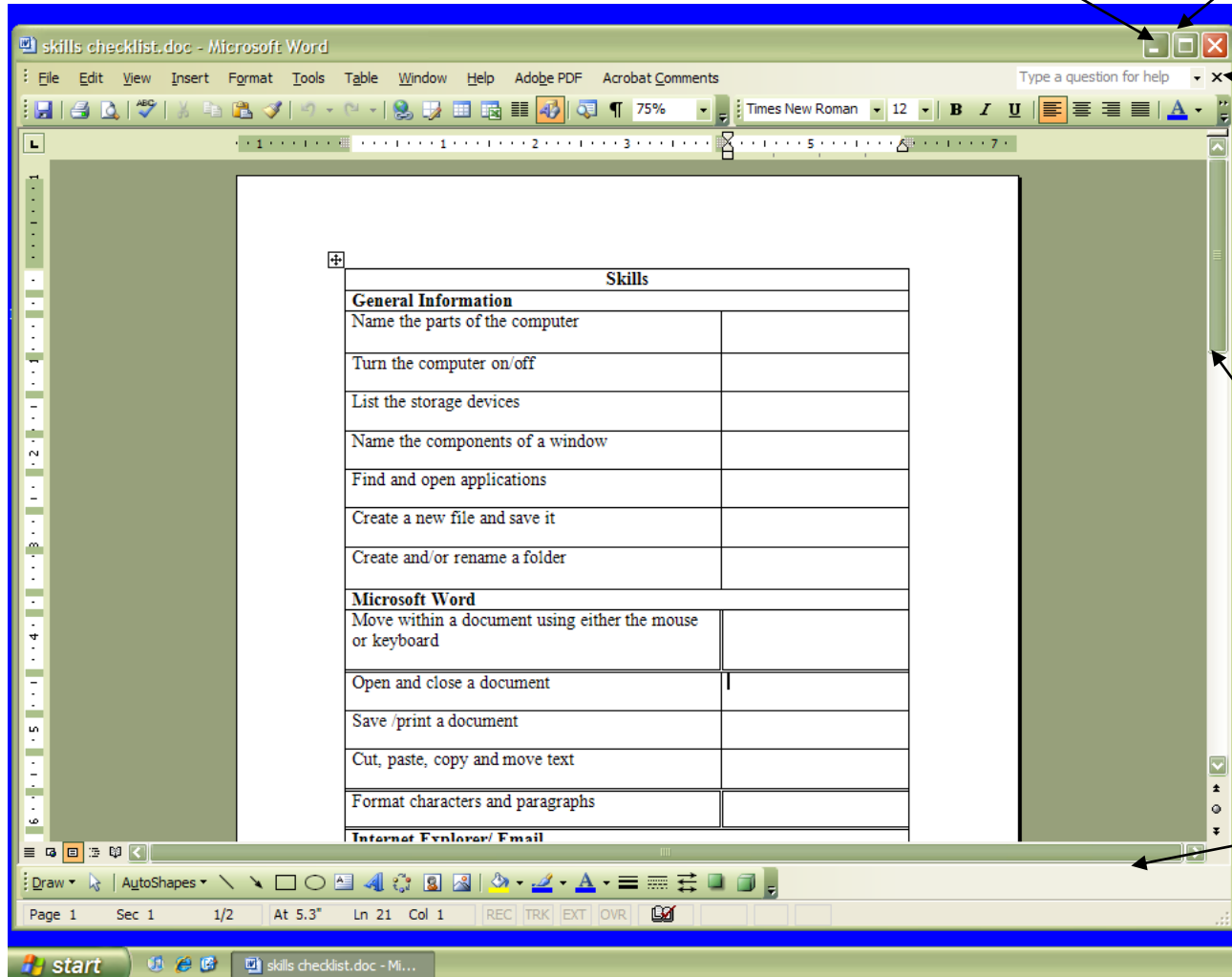
Minimize button-
Shrinks the window down to the bottom of the screen.

Maximize/Restore button-
Opens the window to the full size of the screen.

Close button- Closes the window.

Vertical scroll bar-
Lets you move up and down in the window.

Horizontal scroll bar -
Lets you move from left to right in the window.



Storage Devices

Storage devices-

places to save your work.

To save information, click on **Save** or **Save As**.

You can save your documents to different places. Some are built into the computer and others can be attached to the computer. The amount of storage space is measured in bytes.

Hard Disk -

the hard disk is the main storage space on the computer.

It is inside the computer and has the largest amount of storage space. The size of the hard disk varies. Usually, hard disks are 250 Gb (gigabytes – a billion bytes).

There are also external hard disks of different sizes.



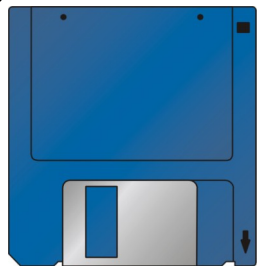
Compact Disc - the compact disc (CD) is another place where you can save information.

In order to save information on a CD, your computer must have hardware to “burn” or write to the CD.

You must also buy blank CD's.

The size of a CD is either 650 or 750 Mb (megabytes – a million bytes).

Storage Devices



Floppy Disk - The floppy disk is also portable, like a CD. If your computer has a floppy drive, you can save information to floppy disks. You will have to buy blank floppy disks. The floppy disk can store 1.44 Mb (megabytes) of information. People do not use floppy disks much any more.

USB-

a way of connecting electronics. There is a place in the front or back of your computer or the side of your monitor to plug in a USB. The place you plug it into is called a USB port.

Flash memory - Another kind of storage device is flash memory. (Also called flash drives.)

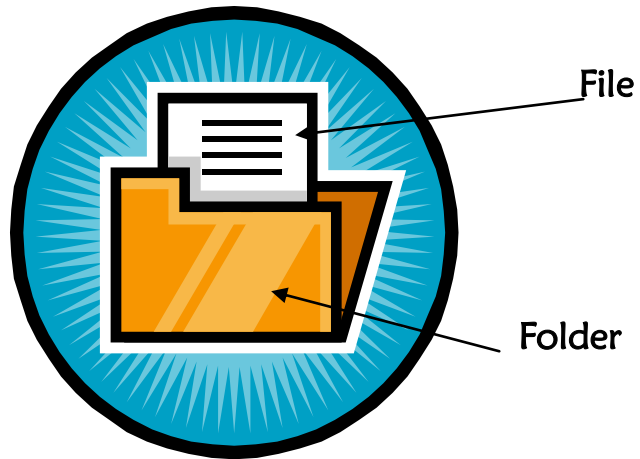
These can be bought in different sizes. The sizes go from 256 Mb (megabytes) to several Gb (gigabytes).

The larger ones are more expensive.

Flash memory devices do not need any special hardware on your computer to be used. They plug into the USB port on your computer.



Files and Folders




Files on the computer contain information. For example, a file could be a letter, a drawing, or a resume.

A **folder** on the computer is like a folder in your physical file cabinet. The folder has a name or label on it and it is used to hold files that go together. For example, you could make a folder called “Favorite Recipes.” This folder would have files that contain recipes that you like.

ⓘ **Try It Out!**

Watch these videos to learn more about parts of the computer. Go to:

www.gcflearnfree.org/computer/topic.aspx?id=142 and click on Computer Basics.

When you are done, click on **Test your knowledge now!**  at the bottom of the page.