

Computer Basics



Robert Petrilak
October 2009

WARNING !!!

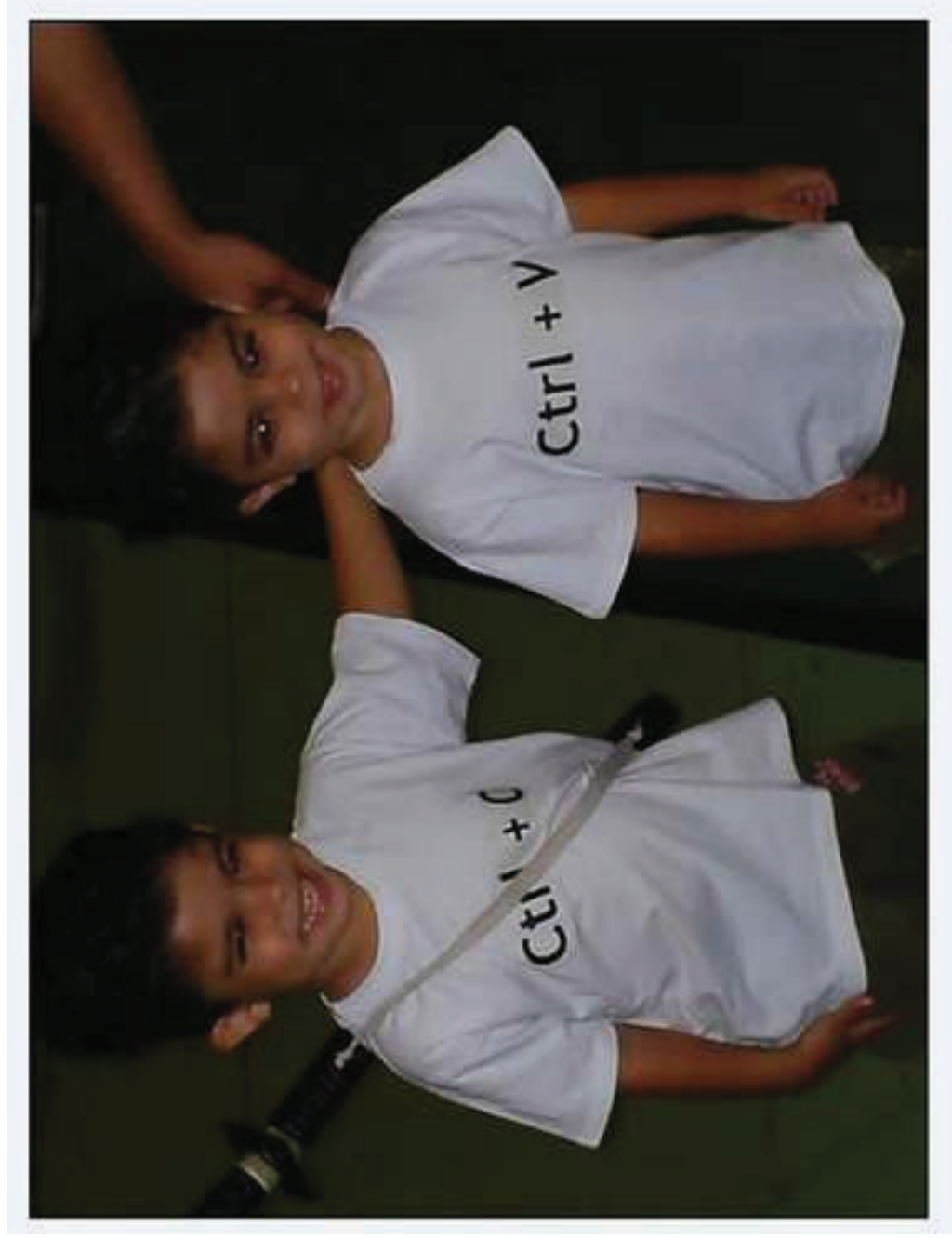
Viewing this presentation
will require you to take
personal responsibility for
learning.

More Than Copy/Paste

- Copy and Paste just makes a copy, clone or twin of an object
 - Select the Object
 - Click File/Edit/ Copy
 - Go to where you want to put the copy
 - Click File/Edit/Paste

OR

Use Shortcut Keys



OK

Let's Get Started

“Your Computer and the Internet
have all the learning tools you
need to go beyond being a
novice user.”

Quote: Bob Petrilak, October 30, 2009

Step 1

Press



Step 2

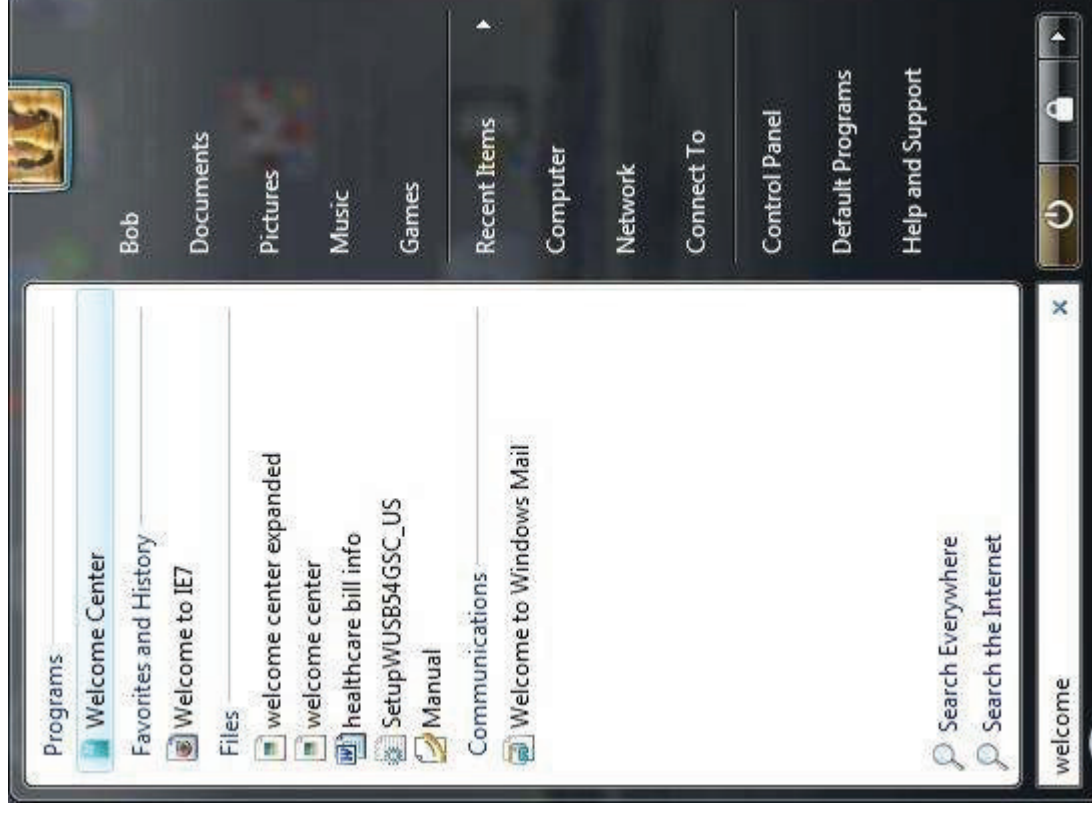
Click On



Step 3

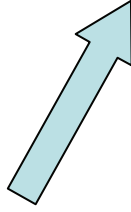
2

Click on
Welcome Center

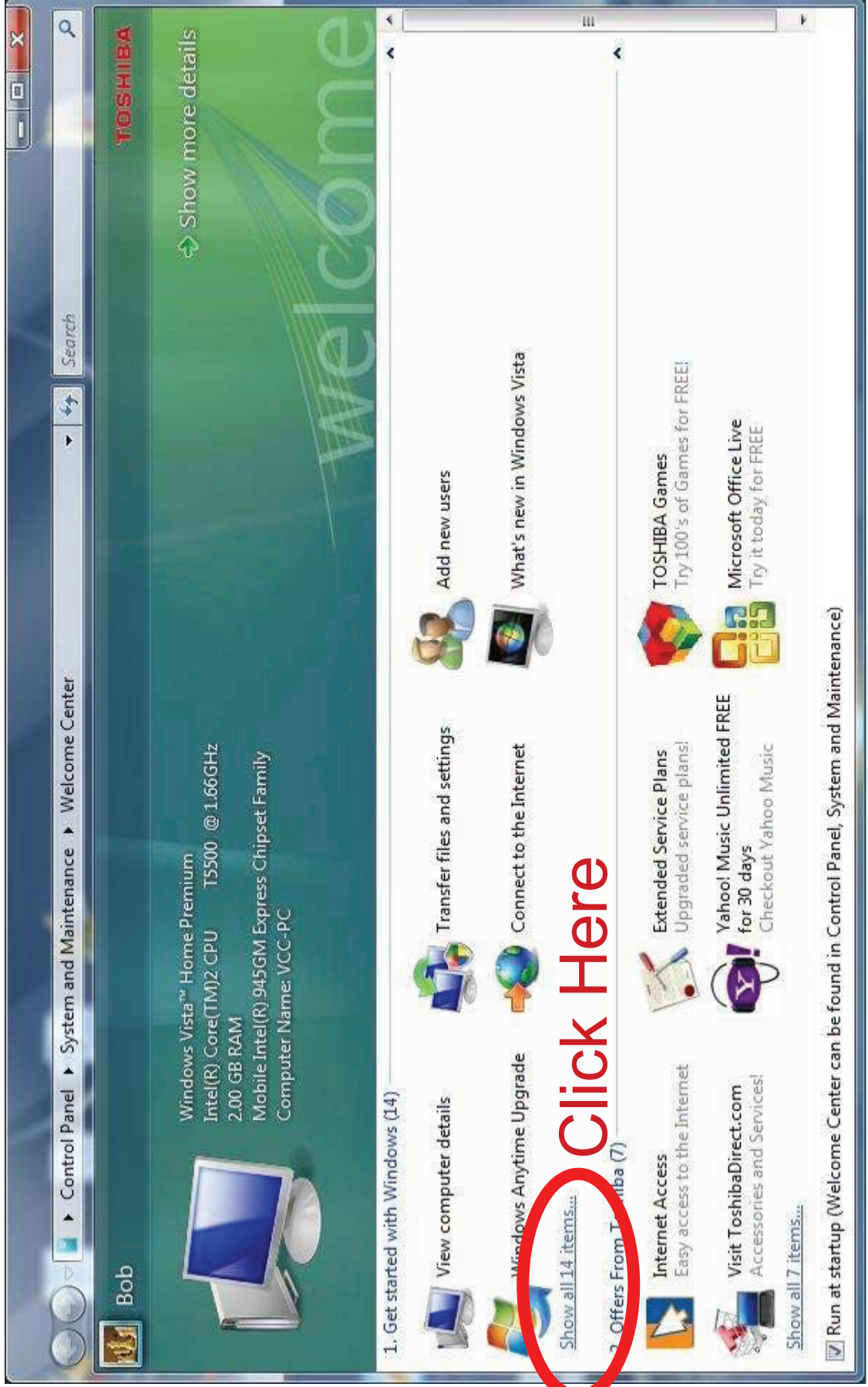


1

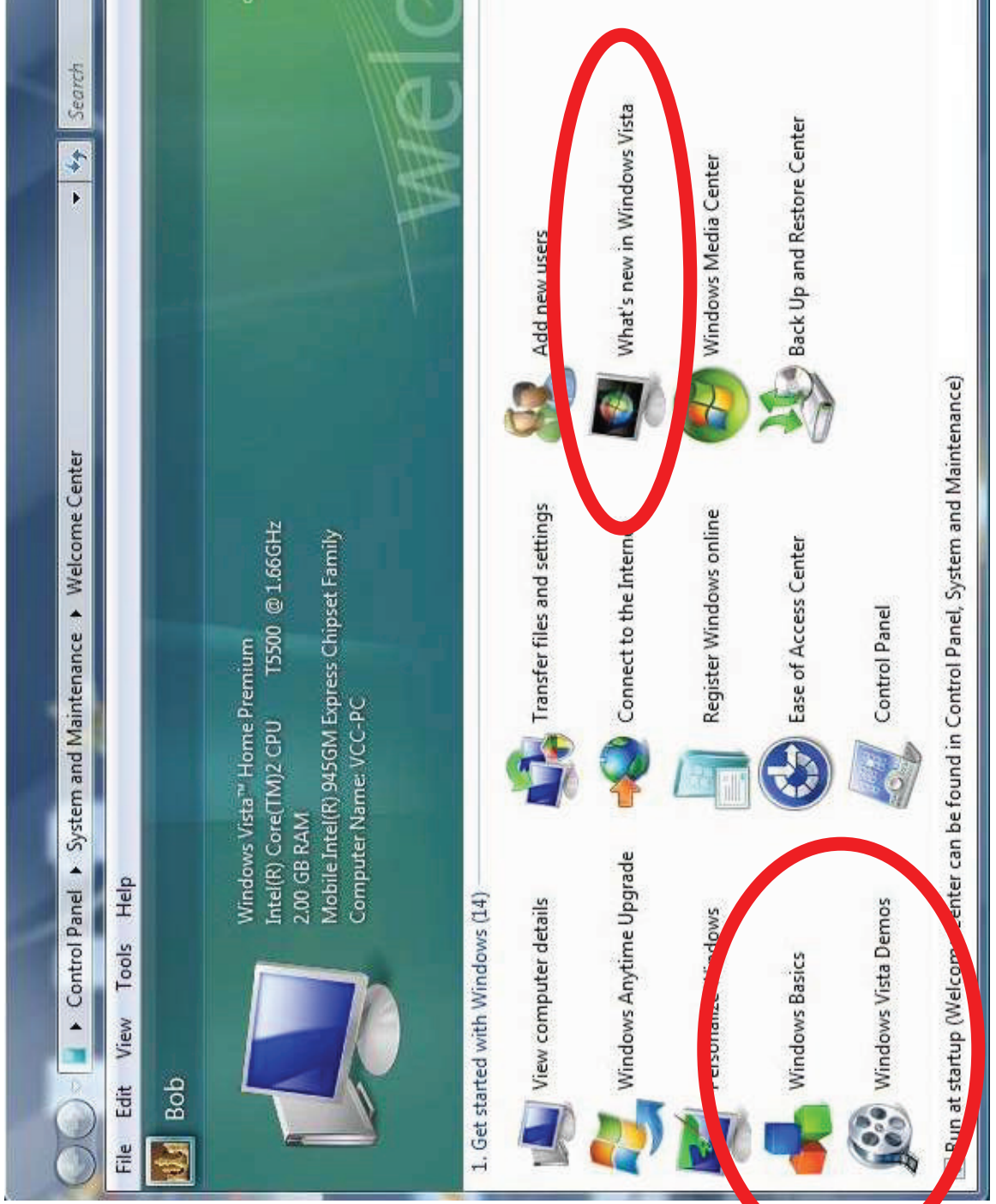
Type Welcome in
the Search Box



Step 4



Step 5



What's New in Vista

What's new in Windows Vista Home Premium

Explore new features for searching, staying connected, networking, syncing devices, and managing files on your computer. Find things fast and focus on what matters to you.

Searching and organizing



In every folder in Windows, the Search box appears in the upper right corner. When you type in the Search box, Windows filters the view based on what you're typing. Windows looks for words in the file name, tags that you've applied to the file, or other file properties. To find a file in a folder, type any part of a file name in the Search box to find what you're looking for. You can also use **Search folders** when you don't know where a file is located or when you want to do an advanced search using more than just a single file name or property.

- Demo: Working with files and folders

Windows Media Center



Enjoy all your favorite digital entertainment—including live and recorded TV, movies, music, and pictures—in one place with the Windows Media Center menu system and remote control. Windows Media Center in Windows Vista includes enhancements for expanded support of digital and high-definition cable TV, an improved menu system, and the ability to create a consumer-electronics-quality living-room experience, as well as new options for multi-room access to your entertainment through Media Center Extenders, including Microsoft Xbox 360.

- Using Windows Media Center: recommended links

Windows Aero



Windows Aero is the premium visual experience of Windows. It features a translucent glass design with subtle window animations and new window colors. Part of the Windows Aero experience is Windows Flip 3D, which is a way to preview your open windows in three-dimensional stacks, as well as taskbar buttons with live, thumbnail-sized window previews.

- What is Windows Aero?
- Using Windows Flip 3D
- What's new with the Windows desktop?

Sync and sharing



Sync with other devices such as portable music players and Windows Mobile devices. With Sync Center, you can keep devices in sync, manage how your devices sync, start a manual sync, see the status of current sync activities, and check for conflicts.

You can also share files and folders with people on your network, even if they use a computer that's not running Windows. When you share files and folders, other people can open and view the files and folders just as if they were stored on their own computer. And they can make changes, if you allow that.

In this article

- Searching and organizing
- Windows Media Center
- Windows Aero
- Sync and sharing
- Security
- Internet Explorer
- Windows Easy Transfer
- Pictures
- Parental Controls
- Mobile PC features
- Tablet PC features
- Networking
- Ease of Access Center

New and Improved Help

Windows Help and Support has been completely updated for this version. It's the place to get quick answers to common questions, suggestions for troubleshooting, and instructions for how to do things. And, when you're connected to the Internet, you can be sure that you're always getting the newest and latest

Windows Basics

Windows Basics: all topics

Windows Basics topics are designed to introduce you to personal computing and the Windows operating system. If you have previous experience using a previous version of Windows, these topics will help you understand the tasks and to

Learn about your computer

- Introduction to computers
- Parts of a computer
- Using your mouse
- Using your keyboard
- Turning off your computer properly

Desktop fundamentals

- The desktop (overview)
- The Start menu (overview)
- The taskbar (overview)
- Windows Sidebar and gadgets (overview)
- Working with windows
- Using menus, buttons, bars, and boxes

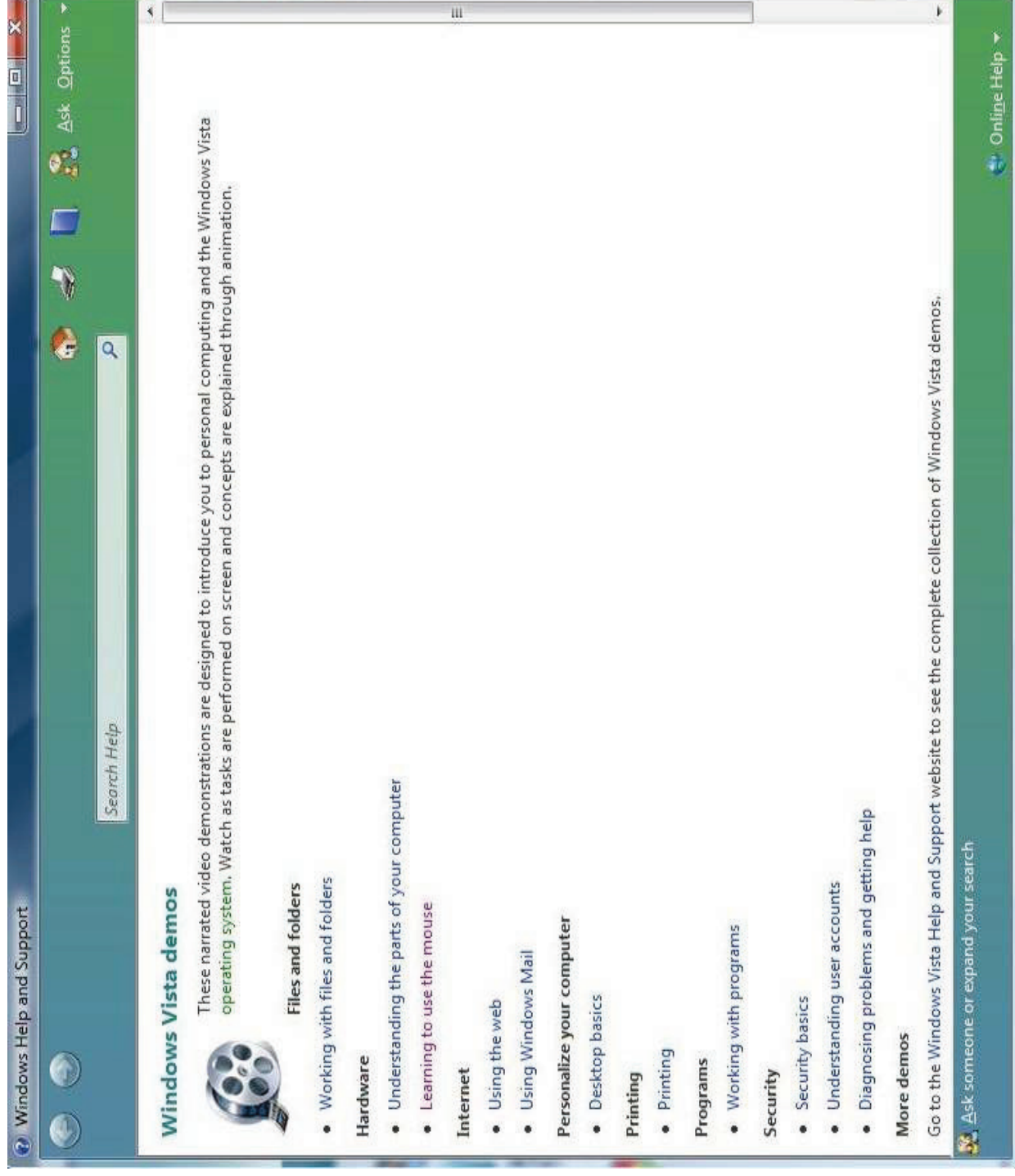
Programs, files, and folders

- Using programs
- Working with files and folders
- Getting started with printing
- Using Paint
- Using WordPad

Internet, e-mail, and networking

- Exploring the Internet
- Getting started with e-mail
-  Ask someone or expand your search

Windows Vista Demos



The screenshot shows the Windows Vista Help and Support application window. The title bar reads "Windows Help and Support". The window has a green header bar with a search box labeled "Search Help" and an "Ask Options" button. The main content area is white and features a filmstrip icon next to the heading "Windows Vista demos". Below the heading is a paragraph of text, followed by several category headings and bulleted lists of topics. At the bottom of the window, there is a footer bar with a search icon and the text "Ask someone or expand your search", and an "Online Help" button in the bottom right corner.

Windows Vista demos

These narrated video demonstrations are designed to introduce you to personal computing and the Windows Vista operating system. Watch as tasks are performed on screen and concepts are explained through animation.

Files and folders

- Working with files and folders

Hardware

- Understanding the parts of your computer
- Learning to use the mouse

Internet

- Using the web
- Using Windows Mail

Personalize your computer

- Desktop basics

Printing

- Printing

Programs

- Working with programs

Security

- Security basics
- Understanding user accounts
- Diagnosing problems and getting help

More demos

Go to the Windows Vista Help and Support website to see the complete collection of Windows Vista demos.

Ask someone or expand your search

Online Help

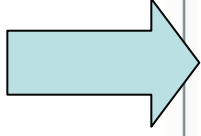
Additional Resources on the Web

- **Basic Computer Tutorial**
 - <http://www.comptechdoc.org/basic/basicitut/>
- **Computer Tutorials for Beginners**
 - [7http://www.homeandlearn.co.uk/BC/BeginnersCompuling.html](http://www.homeandlearn.co.uk/BC/BeginnersCompuling.html)
- **Vista Tutorial**
 - <http://www.learnthat.com/Software/learn/1159/Free-Microsoft-Windows-Vista/>
- **Internet Explorer 8**
 - <http://www.microsoft.com/windows/internet-explorer/videos.aspx>

- **Windows Mail**
 - <http://windows.microsoft.com/en-us/windows-vista/Windows-Mail-setting-up-an-account-from-start-to-finish>
- **Windows Media Center**
 - <http://www.microsoft.com/windows/windows-media-center/default.aspx>
- **Microsoft Office**
 - <http://office.microsoft.com/en-us/training/default.aspx>
- **Family Tree Maker**
 - <http://past.familytreemaker.com/help/default.aspx>

And Finally, Use Google

Enter what you want to learn here.



The screenshot shows the Google homepage with search results for the query "Free Tutorial". The results are listed as follows:

- Free Tutorial
- free tutorials
- free tutorials for photoshop
- free tutorial excel
- free tutorials on excel
- free tutorial photoshop
- free tutorial typing
- free tutorials online
- free tutorial software
- free tutorials for photoshop cs3
- free tutorial for microsoft word

At the bottom of the search results, there are two buttons: "Google Search" and "I'm Feeling Lucky".

Below the search results, there is a section for "coming fashion designers." and a "chart for TODAY" showing a line graph for "Dow 29-Oct 3:59pm (C)". The graph shows a price fluctuating between 9700 and 10000. Below the graph, the text reads: "since prev day close: ↑ 199.89 (2)", "blue: 9,9", and "day's close: 9,762.69".

At the top of the page, there are links for "Advanced Search", "Search Preferences", and "Language Tools". On the right side, there is a "Bookmarks" section with links to "District Governr", "http://www.thevi", "Palo Alto Club School", "The Village Bea", "The Villages do", and "VCC". Below the bookmarks, there is a "Lady Lake Dopp" link.

Now it's up to
YOU

You Can Do It