



PC ESSENTIALS

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COMPUTER ANATOMY






- The **Monitor** displays the visual computer functions
- The **Tower** is home to the motherboard, CPU, memory, and disk devices.
- The **Motherboard** connects all the inner workings of the computer
- The **CPU**, or central processing unit, performs calculations and tasks
- The **RAM**, or random access memory, is for short-term storage of data
- The **Disk Devices**, such as hard drives, dvd or usb drives, are for long-term storage of data

An **Icon** is a small graphic that represent a file or program. Users can click on icons in order to open the file or program they represent.

The **Desktop** is the main background screen on your computer where icons sit and windows open. The desktop on a computer is similar to any desktop. It is a place where you keep important information and tools you will need to complete various tasks.

What it does:

- **Task bar** - a long bar located at the bottom of the screen that shows tasks that are currently running on your computer.
- **Start menu** - usually located on the left side of the task bar.  It lists many of the resources available on your computer.

Pointer	Description
	An arrow is used to select objects
	An I-beam (shaped like an "I") is used to create an <i>insertion point</i> when working within a document.
	A thin arrow with two heads or a set of crosshairs that indicates that an object can be moved or resized.
	An hourglass indicates that some action is underway.
	A pointing finger indicates the presence of a hyperlink on an Internet document or Web page. A hyperlink allows users to open another file or go to different page with a single click.

Double-clicking - two consecutive clicks used to execute an action.

Problems occur with double-clicks when:

- Too much time lapses between clicks.
- Movement of the mouse occurs between clicks (accidental drag and drop)
- Clicking the button with the right (secondary) instead of the left (primary) mouse button.

A **Window** is an enclosed rectangular area where software programs run and their data is displayed. Windows usually have a *title bar*, *toolbar(s)* and a *status bar*.

What it does:

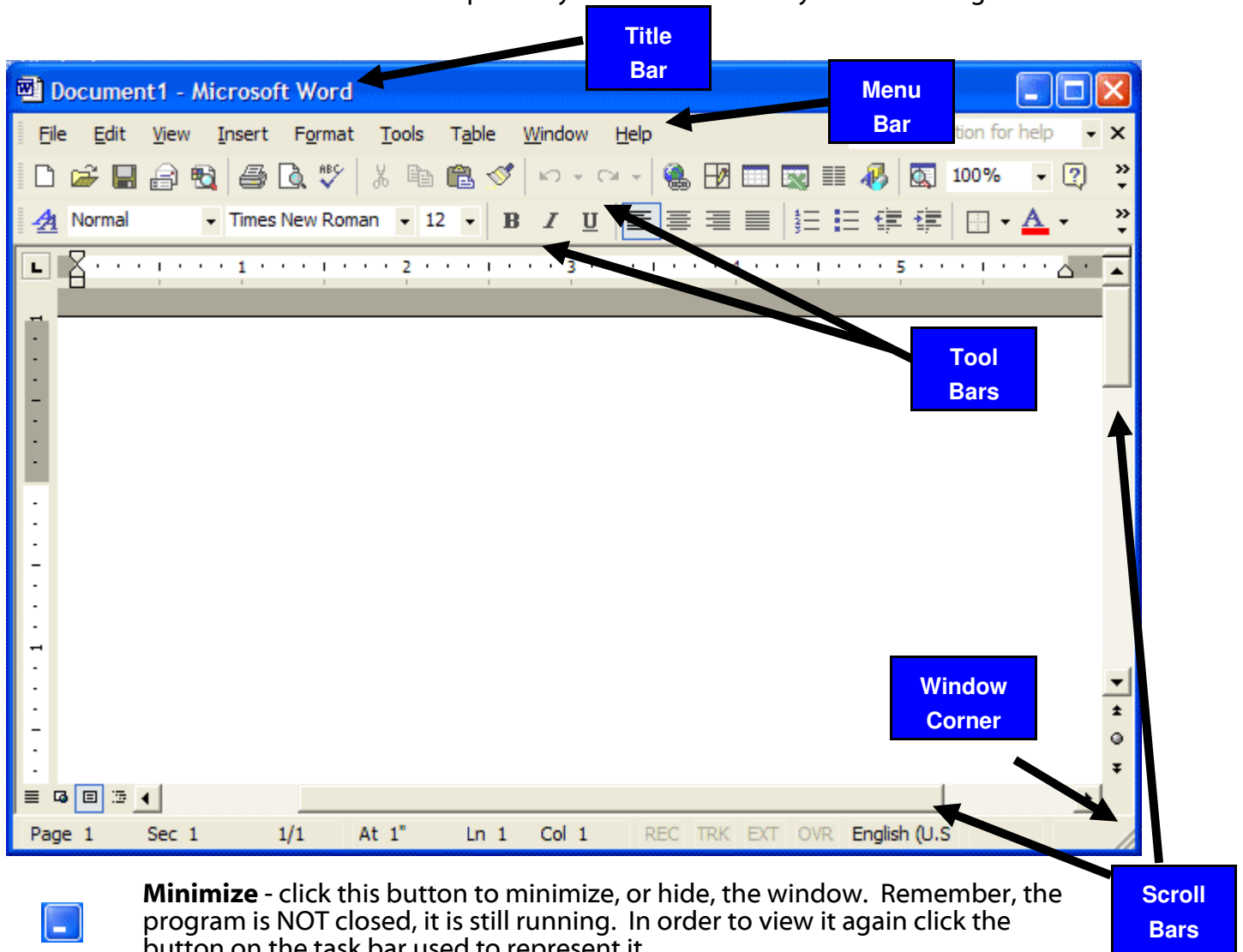
Title bar - displays the name of the resource you are viewing (displays the file name and then the program being used). The title bar is similar to the title displayed on the cover of a book or at the top of each page.

Menu bar - displays a list of menu headings that are applicable to the current program.

Tool bar - allows access to common functions within the current program.

Scroll bar - allows users to move around the window and view its entire content.

Window corner - allows users to more precisely resize the window you are viewing.





Restore - click this button to shrink the window. This option allows you to view more than one window at once.



Closing - click this button to close the window or application you are using.

Dragging - enables you to move text, graphics, files and objects of any kind from one location to another. Simply position the mouse pointer on the object to be moved, press and hold down the primary mouse button (CONTINUE TO HOLD DOWN THE MOUSE BUTTON) and slide the mouse in the direction you wish to take the object. When the object is moved to its new location simply release the mouse button.

Dragging also enables user to resize windows. Mouseover the edge of the window you wish to resize. Place your mouse over the edge of the window, the pointer will turn into either a two of four-sided arrow. Click and drag until the window is expanded or contracted to the desired size.

Selecting Multiple Objects - Two Options

1. Ctrl Key (used to select nonconsecutive items from a list) - click on the first item. While holding down the Ctrl key click on the next item you wish to select. Repeat until all the items you need are selected.
2. Shift Key (used to select consecutive items from a list) - click on the first item you wish to have in the list. Then while holding down the Shift key click on the last item you wish to have in your list. Everything between those two items will be selected.

A couple of "KEY" keys

- Press the *Delete* key to delete characters immediately to the right of the *insertion point* or to delete a selected item.
- Press the *Backspace* key to delete the character immediately to the left of the *insertion point* or to removes a selected item.
- Press the *Shift* key in combination with a letter key to create uppercase letters
- Press the *Enter* key to start a new line or paragraph when working within a document. It can also be used to execute certain commands.
- Press the *arrow* keys to move the insertion point within a document or move from one option or command to another.

Right-clicking - click the right mouse button (also known as the secondary mouse button) once and a shortcut menu will appear. The object or objects under the mouse pointer will determine the commands that will appear in the shortcut menu.

Removable Storage devices allow you to add new information to your computer, as well as save and transport information to other locations (ex. 3 ½ Floppy, ZIP drive, CD-ROM and DVD).

Where and how do I save my files?

A computer is similar to a filing cabinet. If you want to be able to easily locate your work when you need it you HAVE to organize it. **My Documents** is usually where *Windows* attempts to save files and pictures for you (you can change this to a different location). Within *My Documents* you can create, rename and delete files and folders.