

# **Basic Computer Skills for Beginners**

Mesa Regional Family History Center

# Know your Keyboard

- **Most keys on the keyboard are the same as an electric typewriter.**
- **The four arrows (lower right side) move the cursor up, down, left and right.**
- **Backspace - eliminates a space or letter to the left of the cursor.**
- **Delete - eliminates a space or letter to the right of the cursor.**
- **End - places cursor at the end of the line.**

# Keyboard for Windows

- **Ctrl – Control Key** is used to access many shortcuts using the letters on the keyboard. With one finger hold down the Ctrl Key (bottom left or right) and use another finger to touch the short-cut key
- **Ctrl Key + A = Select All** (Highlights everything on that page)
- **Ctrl Key + C = Copy** everything Selected (Highlighted) to memory.
- **Ctrl Key + X = Cut** selection from this location to memory
- **Ctrl Key + V = Paste** Copied selection from memory to new location

Think of the computer memory as a place to put post-it notes. When you copy or cut something it goes on a post-it note into the computer memory. As soon as you copy or cut something else it goes on a new post-it note which covers the old note. Only the last copy or cut is remembered.

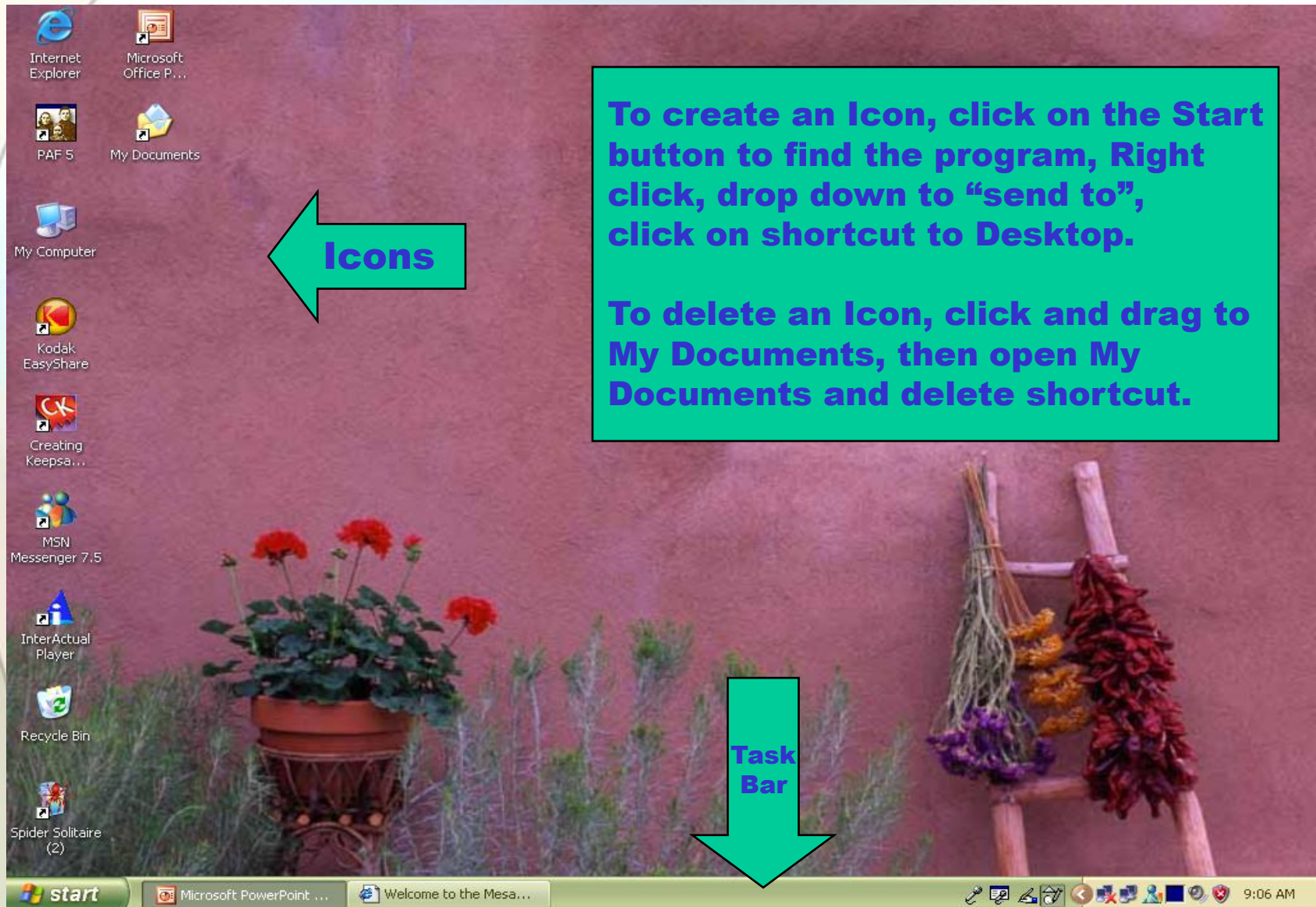
# Keyboard cont.

- More control Key shortcuts:
- Ctrl Key + B = Change selected word or letter to **Bold**
- Ctrl Key + U = Change selected word or letter to Underline
- Ctrl Key + I = Change selected word or letter to *Italic type*
- Ctrl Key + P = Print the current page or screen on your printer
- Ctrl Key + F = Type the word you want the computer to Find for you on the page
- Ctrl Key + Z = Undo last Cleared item

# Know Your Monitor Screen

- **ICONS** on your screen are shortcuts to programs or functions that are used often.
- Some typical Icons are: My Computer, Internet Access, My Documents, Recycle Bin
- **START** button (bottom left) gives menus and access to all computer programs.
- **Small Icons on Task Bar** (bottom of screen) are also shortcuts to functions and programs. Use mouse to hover arrow over Icon to read description.

# Monitor Screen



# Know Your Open Working Screen

The image shows a screenshot of the OpenOffice.org 1.1.0 application window. The window title is "Untitled1 - OpenOffice.org 1.1.0". The interface includes a menu bar with "View", "Insert", "Format", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons for file operations and editing. A second toolbar below that shows font settings: "Default", "Times New Roman", "22", and bold/italic/underline buttons. The main document area contains the text "New Word Document". At the bottom, the status bar shows "Page 1 / 1", "Default", "75%", "INSRT", "STD", and "HYP". The Windows task bar at the very bottom shows the "start" button, open applications like "Microsoft PowerPoint ..." and "Untitled1 - OpenOffic...", and the system tray with the time "8:28 AM".

**1.** Title Bar – Name of File

**2.** Menu Bar – Dropdown menus

**3.** Tool Bars – Shortcut Icons

**4.** Status Bar – current page

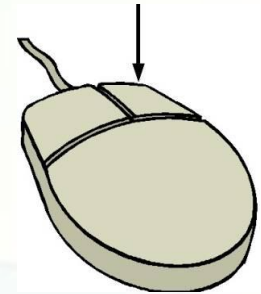
**5.** Task Bar – programs in use

# Know your Mouse

- Rest hand lightly on Mouse, Thumb and Ring finger touch sides of Mouse, Index finger on top left half of Mouse and Middle finger on top right half of Mouse.
- To Click – press lightly with Index finger and quickly release.
- To Double Click – press lightly with index finger twice, quickly release. If this is difficult, single click and press Enter key on keyboard.
- To Click and Drag - press and hold down index finger as you move the mouse. This will Highlight a word or move an Icon.



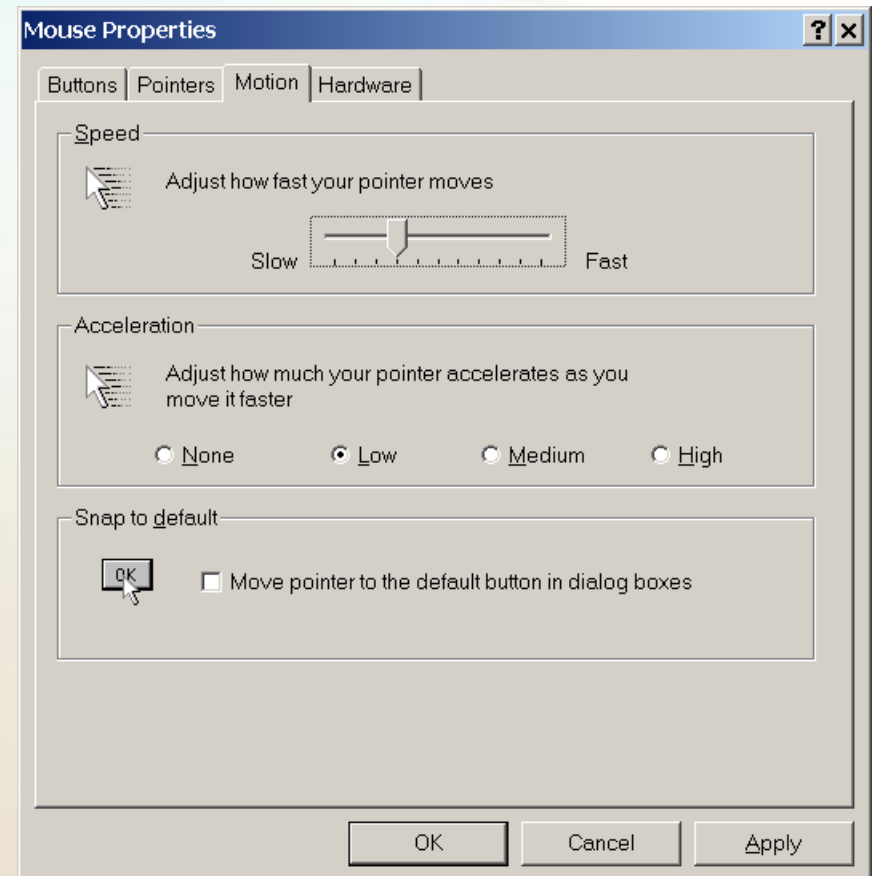
# Know your Mouse con't



- **Right Click** – press lightly with middle finger (on right top half of mouse) and quickly release. This lets you view Menu options.
- **Scroll** – Use Index finger to roll wheel on top of mouse. This will move screen up and down.
- **Control the mouse** – move mouse in a circular motion until you have the arrow or cursor in the correct place. The tip of the arrow must be touching the Icon or Word before you click.

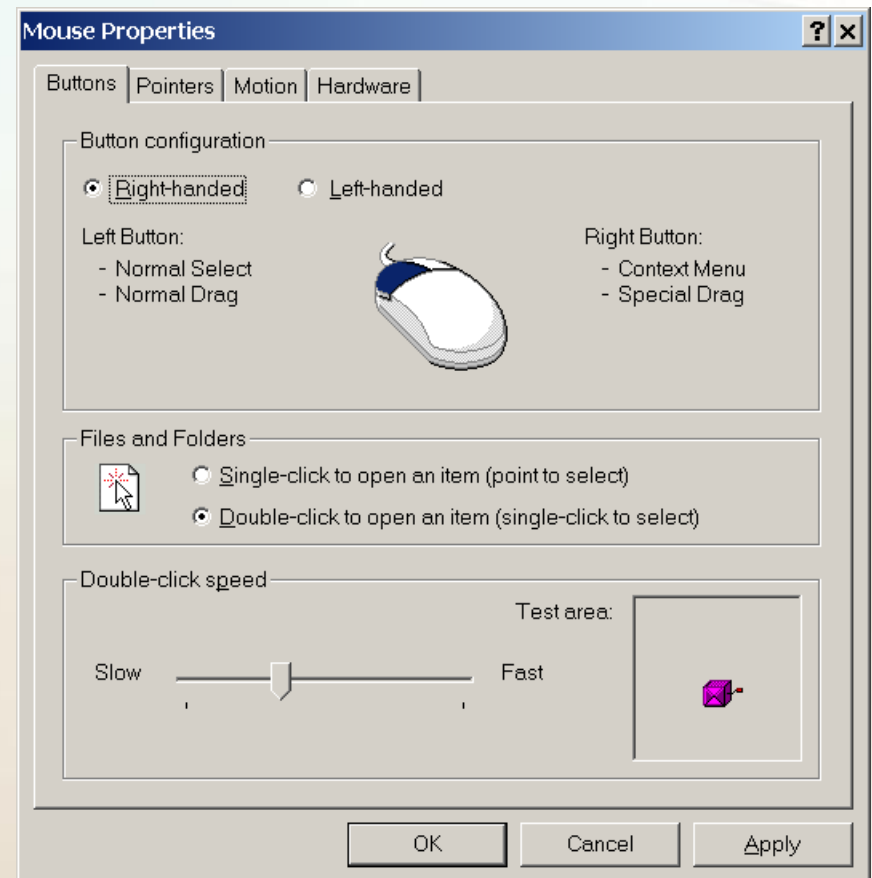
# Mouse Properties – set the speed

- Double click on “My computer”. Double click on “Control Panel”. Double click on “Mouse”.
- Go to Motion tab at top of box, set Speed of mouse and Acceleration.
- Click on Default box if desired.
- Click OK.



# Mouse Properties – single click

- Double click on “My computer”. Double click on “Control Panel”. Double click on “Mouse”.
- Go to Button tab at top of box.
- Choose single click on Files and Folders.
- Beginners can reduce speed for double click.
- Click OK.



# Sample Internet Page

**1.** Title Bar – name of page

**2.** Address Bar – Internet address

**3.** Menu Bar – Click on Tools, click on Internet options, copy and paste address for Home page if desired.

**4.** Click on Favorites Icon for list of Favorite Web sites to appear. Click Small x to close.

# FamilySearch.org

FamilySearch.org - Family History and Genealogy Records - Microsoft Internet Explorer

Address: http://www.familysearch.org/

SEARCH | SHARE | LIBRARY | Sign On | Register | Site Map | Help

Welcome | News | FamilySearch Questions | Product Support | Order/Download Products

**The largest collection of free family history, family tree and genealogy records in the world.**

**Search For Your Ancestors**  
Enter all known information about deceased ancestor.

First Name:  Last Name:

Life Event:  Year:  Year Range:

Country:

[Advanced Search](#)

**Family History Library**

- Special Holiday Events
- Class Schedules

**News & Events**

- African American Genealogy Conference
- Archive of news articles

**Register — it's FREE!**

**Benefits include:**

- ◆ Access all record features
- ◆ Share information with others
- ◆ Receive online newsletter

**African American Resources**

Many useful guides, indexes, and resources for African American genealogy are conveniently available on our new [African American Resources](#) page. Many more resources will be added in the coming months.

**Find a Family History Center Near Your Home**

For United States & Canada, enter a state or province. All others, enter the country. [Advanced Search](#)

**1. Tool Bar – Shortcut Icons**  
Hover arrow over Icon to read function.

**a. Back arrow – returns to previous page.**

**b. Refresh – renews the web site.**

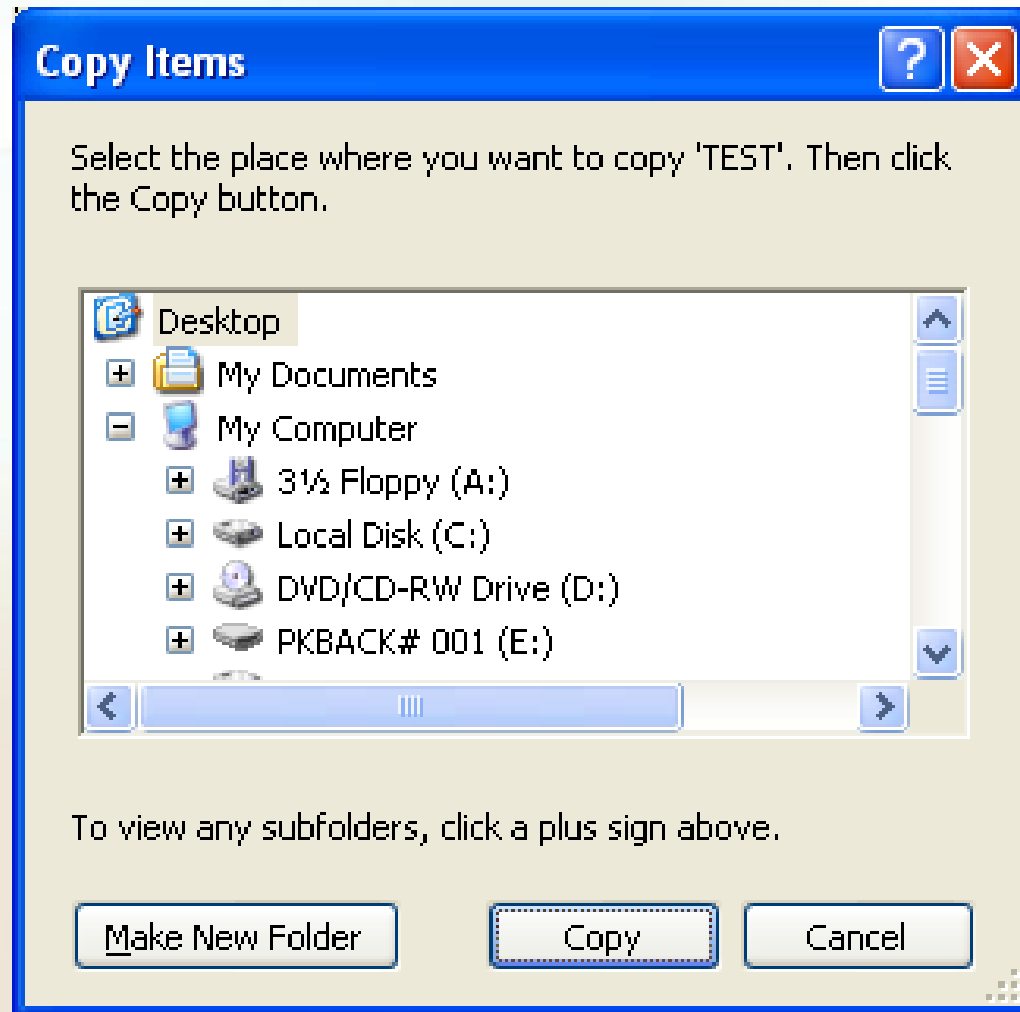
**c. Print – sends page to your printer.**

**2. Register here, free access.**

# Where does the computer store information?

- **Hard Drive or Local Disk (C:)**
  - My Documents, My Folders
- **3 ½ inch Floppy Drive (A:)**
  - Backup, convenient, small capacity
- **DVD/CD-RW Drive (D:)**
  - Backup, long-term storage
  - Not easy to use
- **Removable Disk Drive (E:)**
  - Backup, convenient, large capacity
  - i.e.: Memory stick, Flash Drive, Thumb Drive etc.

# Memory storage choices



# **How to make a New Folder**

- **Open My Documents, Look in left hand Menu Screen and click on New Folder**
- **New Folder appears, type in desired name – ready for use.**
- **To copy a folder - hover mouse over folder, new menu on left appears, select copy and choose destination.**

**Have fun – Explore and Experiment**

**The End**