

Keep practicing, try new things and ask for help when you need it. You can do this!

BASIC DEFINITIONS & SKILLS

Desktop: The background image on a computer screen where windows and icons appear. The first screen you see after logging onto a computer.

Double-click: Click the left button on the mouse twice quickly to open an icon, folder or document.

Folder: A collection of documents and icons grouped together, such as the Applications folder.

Icon: A graphic symbol that represents a file, folder, program, or shortcut to a program or device.

Pointer: On-screen symbol (usually a white arrow) used to select items and choose commands. Move the pointer by moving the mouse with your hand or moving your finger around the trackpad.

Select text: Place the pointer immediately before or after text you want to format, hold down the left mouse button and drag the pointer over the text. The text will be highlighted in blue. Once text is selected, you can format it by clicking on a formatting icon.

Software: Programs that run on the computer, such as Microsoft Office, Internet Explorer or Adobe Acrobat.

Right-click: Position the pointer over an object and click the right button; a menu with a list of actions will pop up. Left-click to select one of the menu options.

Web browser: A software application, such as Internet Explorer, used to locate and display webpages.

Window: A framed area on the computer screen that is associated with a particular program.

COMMON DESKTOP ICONS



Internet Explorer:

An internet browser that displays websites.



My Computer:

A directory of areas on your computer.



Microsoft Word:

A text-based application that creates documents such as letters, resumes and essays.



Microsoft Excel:

A spreadsheet application that allows you to organize, sort, format and manipulate data.

MORE WAYS TO DEVELOP BASIC SKILLS

Practice using a mouse or trackpad:

www.pbclibrary.org/mousing/mouserercise.htm

Computer tutorials with videos:

<http://gcflearnfree.org>

Glossary and lessons (in English and Spanish):

jegsworks.com/Lessons/reference/glossary-noframes.htm

Typing Lessons:

Mavis Teaches Typing
(Applications folder on BPL computers)