

Get started with your computer

You can do many things with a computer

Computers are not like ordinary household electrical appliances. Its vast amount of information and possibilities can overwhelm you. You can do many things with a computer and using a computer can be an enjoyable experience. Let's start with your first computer.

If you're using a desktop computer, you'll need to make sure that the keyboard, mouse, and monitor are plugged into the computer case before continuing. Review the previous article on setting up a computer to learn how.

Turn on the computer



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The first step is to turn on the computer. To do this, locate and press the power button. It's in a different location on every computer, but it will have a common power button icon as shown in the illustration.

Always remember that you need to turn on the screen too.

Turning on the computer for the first time may be different from subsequent visits. Your experience may be different from this article, if you are stuck, you can ask someone for help.

Computer starts up

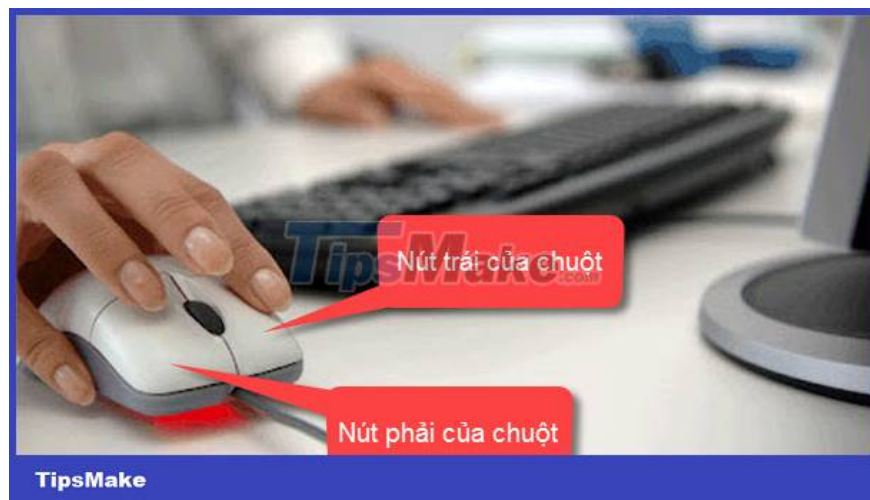


Log in to the computer user's account

Once turned on, your computer will take some time before it is ready for use. You may see several different displays flashing on the screen. This process is called boot - *Boot* and can take from 15 seconds to several minutes depending on the processing speed of the computer.

Once the computer has finished booting, it may be ready to use or may ask you to log in - *Login* . This is to identify yourself by entering your username - *User* or select profile - *Your Profile* , then enter your password - *Password if available* . If you don't already have an account logged into your computer, you may need to create a new one.

Using a computer keyboard and mouse



Interact with the computer primarily with the keyboard and mouse

You interact with your computer primarily with a keyboard and mouse, or a trackpad on a laptop computer. Learning how to use these devices is essential to knowing how to use a computer. Most people are comfortable with the keyboard on the table directly in front of them and the mouse on one side of the keyboard.

Cursor - *Cursor* on the screen. Whenever you move the mouse on the desktop, the mouse pointer, moves along. A computer mouse usually has two buttons, called the left button and the right button. The left button is usually the button used to manipulate or execute commands while the right button usually helps to display the Menus.

You will often interact with the computer by moving the mouse pointer over something on the computer screen, it can be icons - Icons *or* buttons - Some *Button* and you can click them to execute a certain command.

Normally when you click the left mouse button once - *Single Click* on an icon is to select it. Click twice in a row - *Double Click* on an application's icon to open or run - *Run* that application.

Usually when you just hear the word *click* , it means *clicking the left mouse button* . When you need to click the right mouse button, you will be told.

The mouse also has a scroll button in the middle. Its function is mainly to help scroll the screen page, you can use your finger to rotate or press this button to do it.

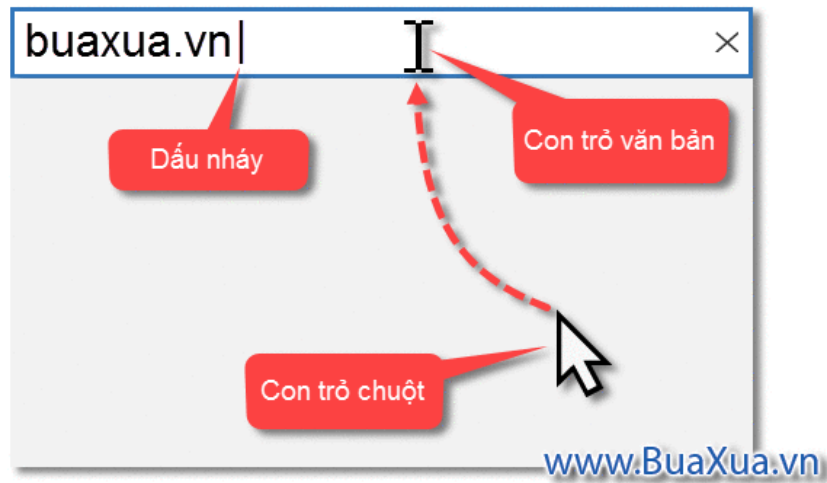
On laptops, you can use the trackpad, located below the keyboard, instead of the mouse. Just drag your finger on the trackpad to move the pointer across the screen. Some trackpads don't have buttons, so you'll press or tap the trackpad.



Using the touchpad on a laptop

The keyboard allows you to enter letters, numbers, and characters into the computer. Whenever you see a blinking vertical line - called an apostrophe or insertion point - *Insertion Point* , you can start typing characters minus the keyboard.

Note that the mouse pointer changes shape as it moves over different object areas. For example, when you move the mouse pointer over the text area - *Text Area* , it will change to the text cursor - *Text Cursor* has a shape like the letter I to let you know that characters can be entered from the keyboard. come in. Or when you move the mouse pointer over an clickable object, it will turn into a hand.



The mouse pointer changes to the text cursor - Text Cursor

1. See instructions How to use the computer keyboard
2. See instructions How to use a computer mouse

Using a computer

The main screen from which you will start is called the desktop - *Desktop* . This is like a Main Menu or a Table of Contents. From here, you can access the applications and features you need to use your computer.

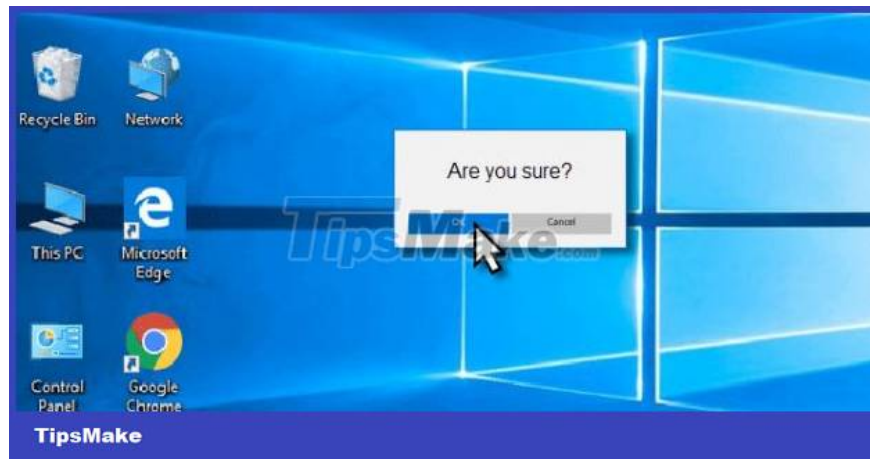
Icons - Icon



Icons are used to represent files or applications

Icons are used to represent different files or applications and commands on your computer. Icon - An *icon* is a small image to represent an application or a file. Double-clicking the desktop icon will open the application or file.

Button - Button



A button is a command that performs a specific function in an application

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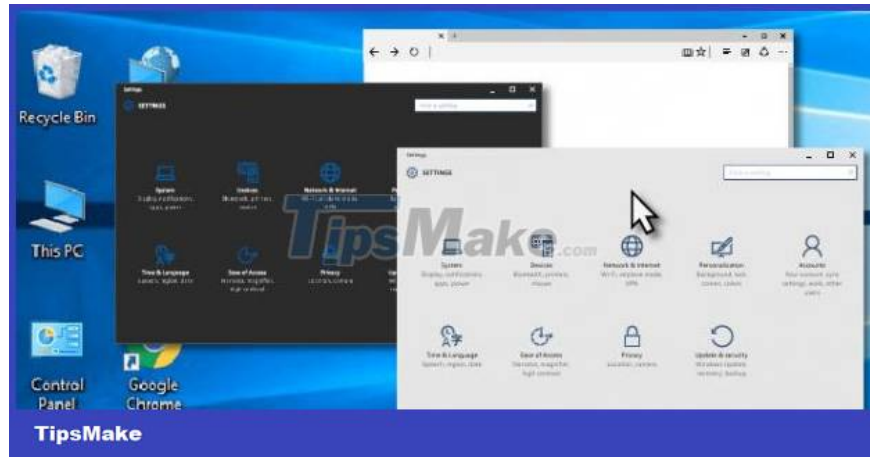
Menu - Menu



A menu is a pre-arranged set of commands and shortcuts

A menu is a pre-arranged set of commands and shortcuts. Click Menu to open and display the commands and shortcuts inside. Then click an item in the Menu to execute it.

Window - Window



Various application windows

When you open an application or folder, it is displayed in its own window. A window is a container - like a picture within a picture - with its own Menus and buttons specific to that program. Multitasking operating systems allow you to have multiple programs open at once, each in a different window, and you can rearrange multiple windows on the desktop and switch between them.

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