

Vicnet Internet training course

Workbook 1

How to use the computer



Easy English workbook

March 2011

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About Vicnet Internet training workbooks



This workbook is part of a series of workbooks in Easy English. They provide basic information on how to use the Internet.

You can see all the workbooks on the Vicnet website: www.vicnet.net.au/publications



The workbooks were written by Vicnet at the State Library of Victoria



The funding came from Department of Planning and Community Development



When writing this workbook Vicnet used computers with

- Microsoft Windows 7 operating system
- Internet Explorer version 8



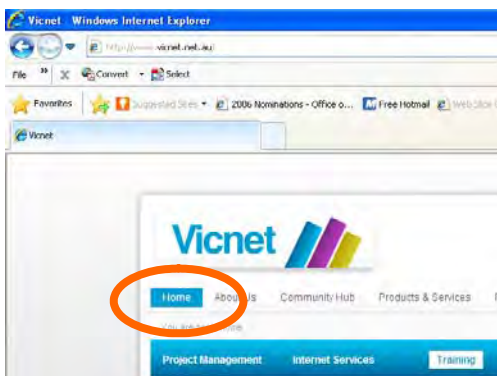
How to use this workbook



This workbook should be used with a trainer. The trainer could be a friend or someone from your school, library, neighbourhood house or other organisation.



Websites on the Internet change often. The text and pictures in this workbook may be different from those you see on the Internet.



A circle is used to show you which part of the picture to look at.

What is in this Workbook

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Parts of the computer



Monitor



Systems unit



Keyboard and Mouse



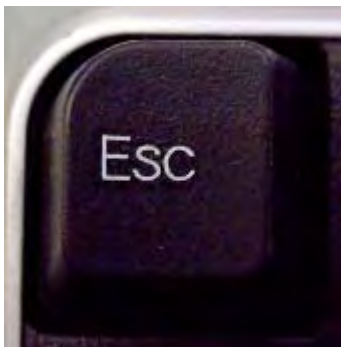
The keyboard



Alphabet keys



Number pad



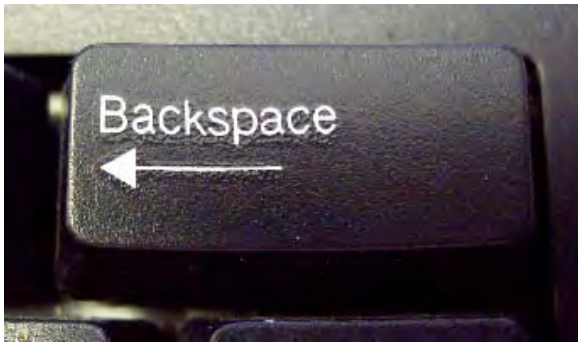
The **Escape** key

It says **Esc** on the key



The **Enter** key

It says **Enter** on the key



The **Backspace** key

It says **Backspace** or **bksp**
on the key



The **Delete** key

It says **Delete** or **del** on the key



The **Spacebar**



The **Arrow** keys

The mouse



The mouse has a

- left button
- wheel
- right button

How to use the mouse

Instructions to use your **right hand**



1. Put your **whole right hand** on the mouse.
2. Put your **index finger** on the **left mouse button**.
3. Put your **ring finger** on **the right mouse button**.
4. Put your **middle finger** on the **wheel**.
5. Hold the sides of the mouse with your **thumb and little finger**.
6. **Move the mouse** on the table.



Instructions to use your **left hand**

1. Put your **whole left hand** on the mouse.
2. Put your **ring finger** on the **left mouse** button.
3. Put your **index finger** on the **right mouse** button.
4. Put your **middle finger** on the **wheel**.
5. Hold the sides of the mouse with your **thumb and little finger**.
6. **Move the mouse** on the table.

Turn the computer on



1. Place your finger over the **on** button on the **systems unit**.

2. **Press** the button once.

The computer will **turn on**.

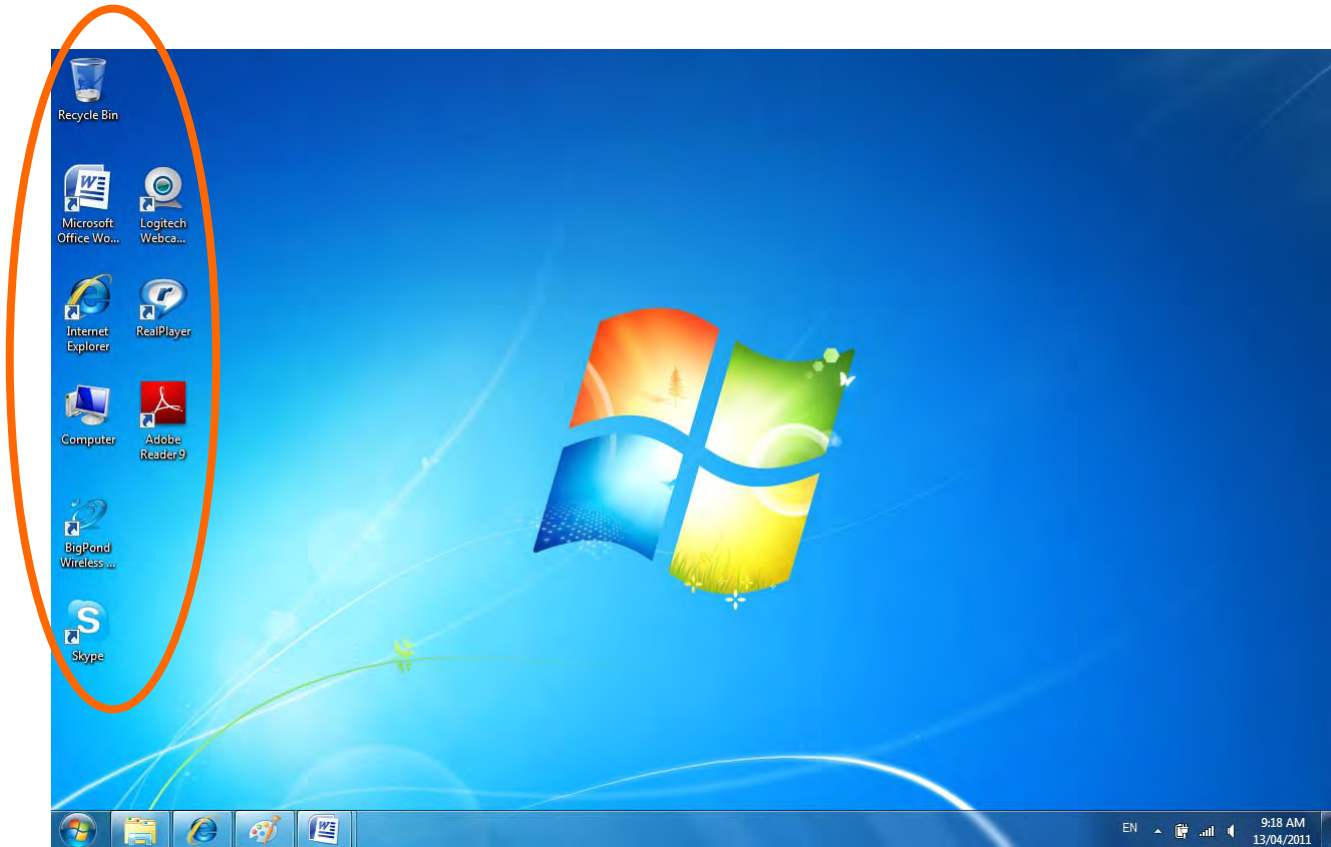
You will see the **desktop**.



The Desktop

What is on the desktop?

Icons



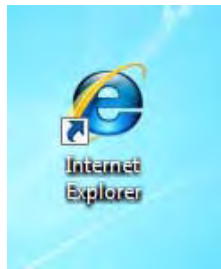
Start button



Task bar



Desktop icons



You can click on an **icon** on the desktop to open a **program**.

Examples of programs are:

- Internet Explorer
- Control Panel
- Microsoft Office Word



Start button

You can use the **start button** to

- Open programs
- Open documents

The different mouse

shapes



You will see **different shapes** on the screen when you move the mouse on the table.



You will see an **arrow** when you move the mouse over the

- desktop
- tools
- menu bar



You will see a **capital letter i (I)** when you move the mouse over normal text.



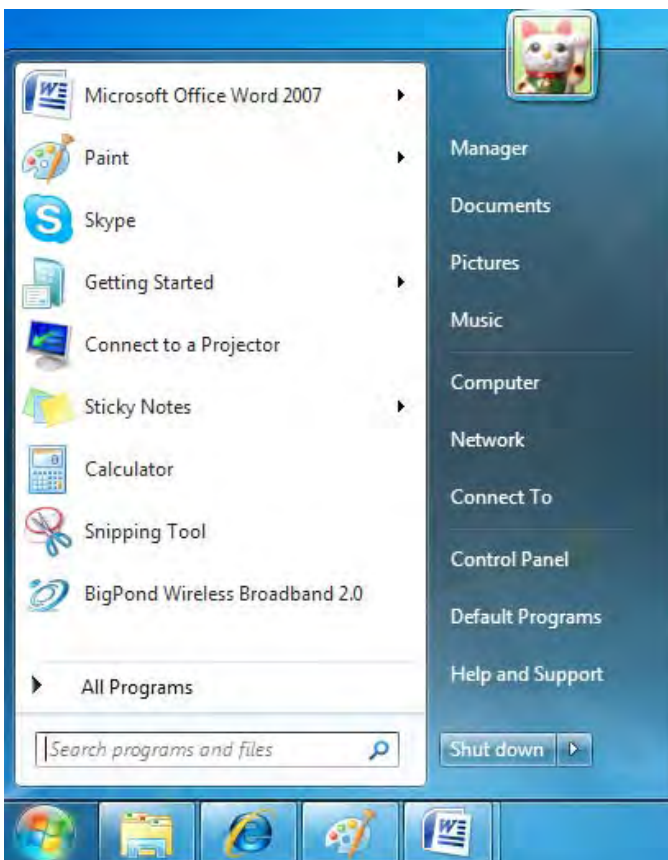
You will see a **hand shape** when you move the mouse over parts of a web page.



Use the mouse and start button

You will use the **left mouse button**.

1. Move your mouse over the **Start** button.
2. **Do 1 click** with your **left mouse button**.



You will see the **menu**.



Open a program



1. Move your mouse over the **Internet Explorer icon** on your **desktop**.



2. **Do 2 clicks** on the **left mouse button**.
This is called a **double click**.



The **program** will open.

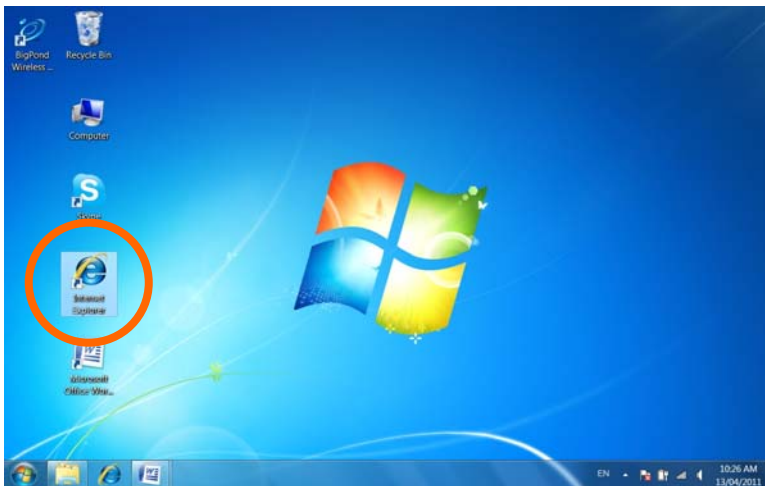
Open a program



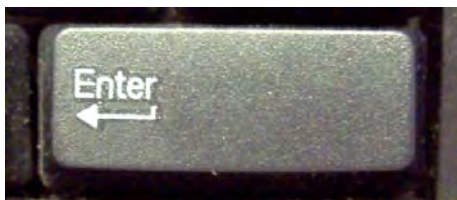
1. Move your mouse over the **Internet Explorer icon** on your **desktop**.

2. **Do 1 click** on the **left mouse** button.

3. This will **highlight** the **icon**. The program will **not** open.



4. To open the program, press the **Enter** key on the keyboard.



Hint

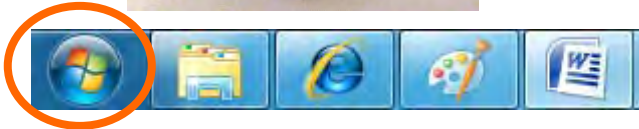
When you click the **right mouse button** on the desktop you will see a **pop-up menu**. You can make this go away.

1. Move the mouse to an **empty area** of the **desktop**
2. **Do 1 click**, OR
3. Press the **Esc key (Escape)** on your **keyboard**

Turn the computer off

You will use your **left mouse button**.

1. Move your **mouse** over the **Start** button.
2. **Do 1 click** with your **left mouse button**.



You will see the **start menu**.

3. Move the **mouse** over **Shut down**.
4. **Do 1 click** with your **left mouse button**.

Windows will **shut down** and your computer will **turn off**.

