SANTA CLARA CITY LIBRARY (408) 615-2900

# Computer Basics

SPECIAL POINTS OF INTEREST:

2012

- How do I use the mouse?
- What is a browser?
- How do I get to the library's homepage?
- What are some fun reasons to use the internet?
- Does the Library have any books or DVDs that can help me learn

### What is this & how do I drive it?





**Tip:** Using a mouse pad with your mouse can help a lot.

A **computer mouse** is a pointing device that functions by detecting twodimensional motion relative to its supporting surface. Physically, a mouse consists of an object held under one of the user's hands, with one or more buttons. - *Wikipedia* 

Different ways to operate the mouse:

- Click: pressing and releasing a button.
- (left) Single-click: clicking the main button.
- (left) **Double-click:** clicking the button two times in quick succession counts as a different gesture than two separate single clicks.
- Right-click: clicking the secondary button. This will present a menu.

**Click and Drag:** Pressing and holding a button, then moving the mouse without releasing.

**Tip:** Practice at your own pace with: Mousing Around Also in Spanish

# Now that I can drive...how do I navigate?

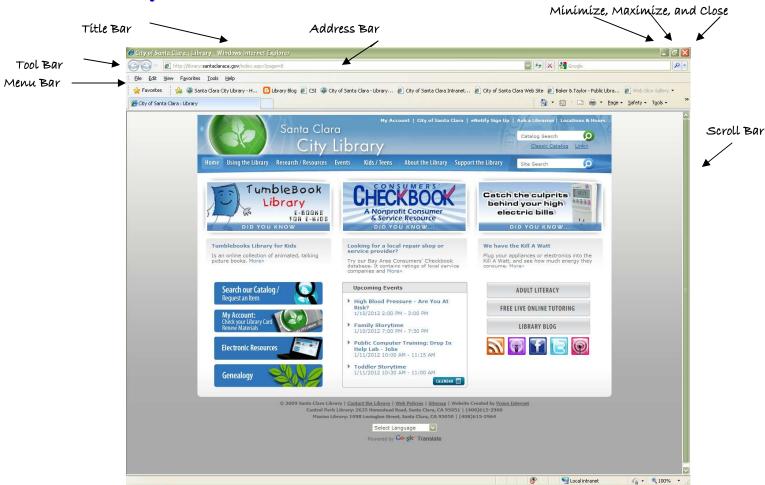
### Words to know:

A **web browser** is a computer program that accesses and displays information available on the World Wide Web. It is simply the box around the content. To use a browser, you must have a computer and a connection to the Internet.

The **Internet** is a network of interconnected computers around the world. The **World Wide Web** is a hypertext-based service used to provide access to government, business, and personal web pages or web sites.

**Hypertext** is text that is linked to other text so that a user can explore related documents by clicking on a highlighted word or symbol. Generally these words or symbols are called hyperlinks or **links**.

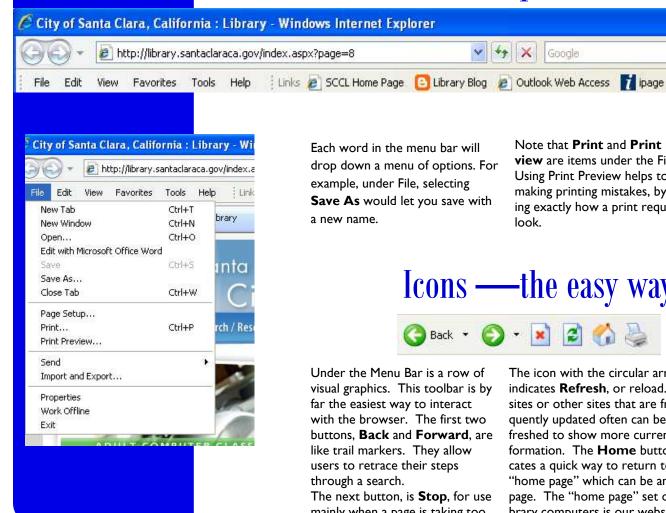
## Anatomy of a Browser:



# The Toolbars—up close

v 49 X

Google



Each word in the menu bar will drop down a menu of options. For example, under File, selecting Save As would let you save with a new name.

Note that Print and Print Preview are items under the File tab. Using Print Preview helps to avoid making printing mistakes, by showing exactly how a print request will look.

### Icons —the easy way

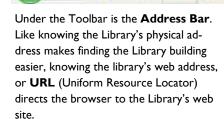


Under the Menu Bar is a row of visual graphics. This toolbar is by far the easiest way to interact with the browser. The first two buttons. **Back** and **Forward**, are like trail markers. They allow users to retrace their steps through a search.

The next button, is **Stop**, for use mainly when a page is taking too long to appear.

The icon with the circular arrows indicates Refresh, or reload. News sites or other sites that are frequently updated often can be refreshed to show more current information. The Home button indicates a quick way to return to the "home page" which can be any page. The "home page" set on library computers is our website. The last button is **Print**. But we advise you to use Print Preview!

### URL! —what's your address?



Website URLs have several parts.

Generally the http:// does not need to be

typed. It indicates the browser is using hypertext transfer protocol, or in other words, looking for a web page! The www stands for world wide web. Not all pages start with www.

http://library.santaclaraca.gov/

The center portion is usually unique to the company or organization.

The last portion is called the domain name. Some examples:

#### Domain Names

- edu Educational institutions
- org Organizations (nonprofit)
- mil Military
- com Commercial business
- net Network organizations
- ca Canada
- th Thailand

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### **Most Visited Websites**

### Google

A search engine that enables users to search the world's information, including web pages, images, and videos. Google also offers unique features and search technology.





### **Facebook**

A social utility that connects people, to keep up with friends, upload photos, share links and videos.



### **YouTube**

A video sharing website. Upload, tag and share your videos worldwide!

**Tip!** Learn how to do something new, just type: How to... in the YouTube search window.

Try: How to Copy and Paste.

<u>Yahoo!</u> is a web portal offering search, news, a directory, groups and more. <u>Yahoo!Mail</u> is the most popular web-based email service in the United States with 310 million users as of October 2011.



### More resources: Off the Shelf!

<u>Call Number</u> <u>Author</u> <u>Book Title</u>

004.678 M14 McFedries, Paul <u>Internet Simplified</u> (2009)

004 W58 2008 Ron White <u>How computers work</u> (2008)

DVD 004.0846 B31 <u>Basic Computers</u> (2007)

004.0846 B31 Adrian Arnold

Internet for the Older and Wiser: get up and running safely on the web (2009)

004.16 5874 Abigail Stokes

"Is this thing on?": A computer handbook for late bloomers, technophobes, and the kicking & screaming 2008

004.16 T77 2011 Gina Trapani

<u>Lifehacker: the guide to working smarter, faster, better</u> (2011)

004.678 L66 2011 John R. Levine <u>The Internet for Dummies</u> 2011

### **Online Computer Skills Training**

Computer Basics: http://rc.dimes.org/alternet/main/com-bas/com-bas.htm

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Thank you for coming to "Computer Basics."

Check back with us for future classes! Tell us

what you'd like to learn!

