Introduction to the Computer.

In this class we are going to learn some of the vocabulary and how to properly shutdown the computer, how to use the mouse, how to use the keyboard.

Understanding the computer terms

Today more than ever there are more choices to make when spending your computer dollar. Desktop computers, are too big to lug around. Laptop computers can be very powerful, and do just about anything that a desktop can do. When they lighten up you get into notebooks and netbooks, you are usually talking about a stripped down laptop. And now the newest craze is the tablet. Tablets are more of a consumption device, but can be a great way to surf the web, and do email.

The **processor** is the brains of the computer. Conventional computers usually have an Intel or AMD's x86 processors. Tablets and smartphones usually have a reduced instruction set ARM processor that uses less power than an x86 type chip..

Memory or **RAM** (random access memory) is the working memory. It is not remembered when the computer application is shutdown. This computer advertisement is for 6GB of memory installed. If I were going to purchase a computer, I'd also want to know what the maximum memory the **motherboard** would support and how many open slots there were when the 6GB is already installed. If a computer doesn't have enough memory, your computer will be slow because the computer will use physical storage to emulate additional memory, and physical storage is slow.

Units of measurement
        A bit is the smallest unit of memory/storage units either a 1 of a zero
        A byte is 8 bits

1KB	1 Kilobyte	1,000 bytes
1MB	1 Megabyte	1,000,000 bytes
1GB	1 Gigabyte	1,000,000,000 bytes
1TB	1 Terabyte	1,000,000,000,000 bytes

The **hard drive** size is the amount of physical storage built in to the computer. We can save informational on physical storage units and then retrieve the information in the future. There are also options for removable physical storage.

The **operating system** operating system is the first layer of software in a computer. In the lab we have Windows computers. The computer you are sitting at uses Windows 7. Windows 8.1 is the current offering from Microsoft, not to be confused with Windows RT which is a low power tablet option.

Windows 8 is a touch enabled operating sytstem, that can also be used with a conventional keyboard and mouse. When they say touch enabled, they are talking about
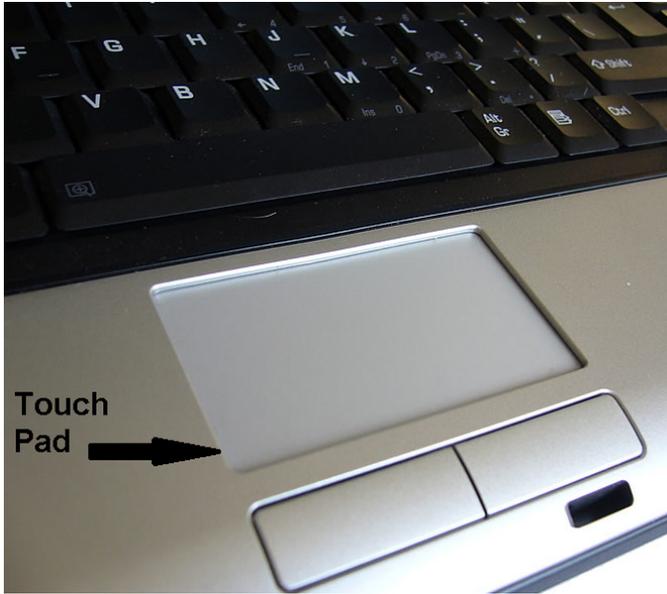
Touch
Pad

a touch screen. Most Windows 8 computers with a touch screen are very expensive, and many new shoppers get confused when they see touch pad listed in computer specifications, not realizing that a touch pad is a mouse alternative

The computer also needs **applications software** to make the computer do productive tasks. A few applications come with the operating system, but you most likely will want to add third party software too.

The **DL DVD±RW/CD-RW drive** says that this has a DL (Dual Layer) DVD drive that is capable of reading and writing DVDs in both the + and – formats and both R and RW types of discs. This unit can also read and write CDs. The ability to write DVDs is a recommended option.

Special features**: HDMI output** means that you connect up with HD high definition audio video equipment like an HD TV.

Most HD TV's also allow you to hook up to the back with a monitor cable too.

Other receptacles may be listed in the specifications

An Ethernet connection is used to connect your computer to the internet. These are pretty much standard on a laptop, but they may be optional on a desktop computer. An Ethernet connection looks like a giant phone cable. Even if you are going to go wireless, you may need to have a computer with an Ethernet connection to make changes to your router.

You'll also find USB slots in your computer. USB stands for universal serial bus. These types of connections are used for many types of hardware devices such as printers, mice, cameras, scanners… Most devices are USB 2.0 compliant, and will plug into any USB receptacle, but there is a new faster standard called a USB 3.0. These are designated by a "**SS"** or :"**3"** added to the USB symbol. All USB ports are powered, but if there is a lightening bolt on the USB symbol it means that it has power while in standby mode. In addition there could be USB ESATA receptacle that is used for external hard drives.

Note: Some devices, especially printers, are very particular about where the printer is plugged in once it has been setup. Sometimes they won't function until the device is hooked back into the same slot used for the initial setup.

If this were a desktop computer we might see PS2 connectors too. PS2 connectors are primarily used for mice and keyboards. The PS2 connector will usually be marked with a keyboard or mouse icon to differentiate it from an old SVideo connector.

Antivirus software is a requirement for a PC. You need a **firewall** and **antispyware**, and you also want to be prevented from going to an infected site. Windows does provide a firewall and security software, but it is just not as good as the third party products. Typically you want an internet suite so that the products work together to give you good protection. Antivirus products typically are purchased for a 1 year subscription and must be updated regularly to be effective.

Viruses are passed through any contact with the outside world. If the computer is on a network or browsing the internet, or inserting a CD/DVD/USB flash drive from another computer you are at risk. There are some products that are free for home use, others have a fee. Even the most expensive is a bargain! You must have malware protection on a computer.

Introduction to Windows

In our classroom we have two different operating system **Windows 7,** and **Windows 8.1.** These are not the only PC operating systems, there are also MAC and Linux operating systems, but Windows is the most common PC operating system.

Each time you turn on your computer, the **Windows operating system** is loaded inside the computer, ready to perform whatever tasks you choose.

The first usable "screen" **Windows** displays to you should look similar to the one shown in Figure 1.1. This is called your **desktop,** a place where commonly employed tasks (application programs) are kept and represented by small pictures called **icons.**   The number of icons displayed on a desktop is determined by the each computer owner according to his/her personal needs.
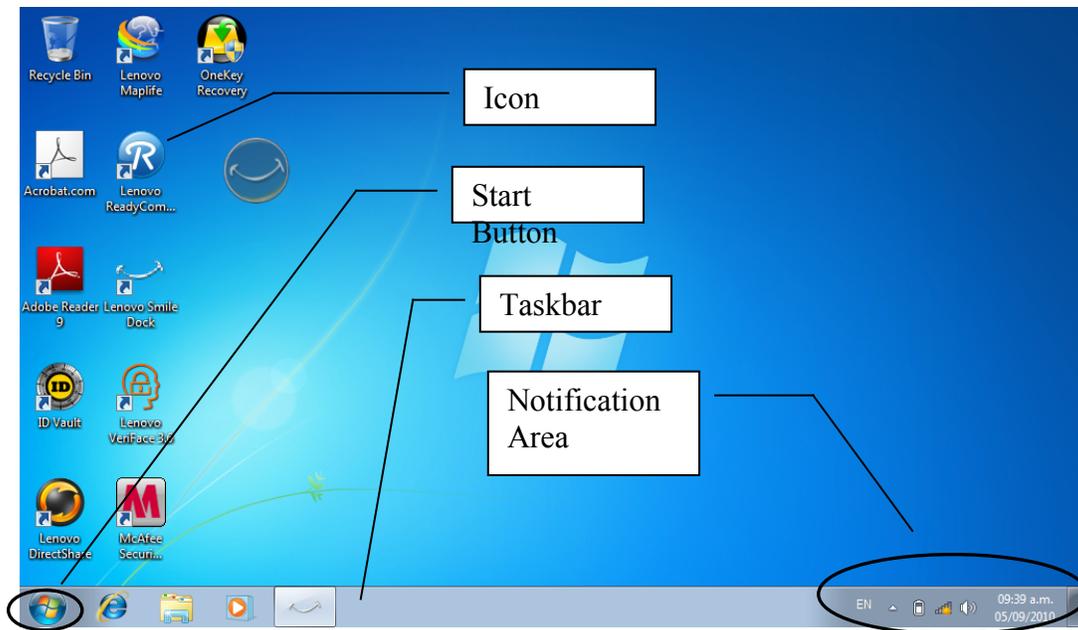
Figure 1.1 The Desktop

Start button

The start button is in the lower left hand corner of the screen. In earlier versions this button said Start, now its just a circle with the Windows system on it.

Desktop

The **desktop** is your PC's work area, just like your desk, countertop or workbench at home. It's where you keep icons for the programs and documents you use often. <u>Activating</u> one of these **icons** starts some action within your computer. You are about to learn how to activate these icons.

Taskbar

The **Taskbar** is a bar located at the bottom of your **Desktop** screen. It has three primary functions. It's used to (1) start a task, program, or object, (2) used to switch between active tasks (because your computer can be doing multiple tasks at the same time) and (3) to provide status information about your computer system. It contains a very important <u>button</u>, the **Start button,** in the lower left corner of the **Task bar**. You will use the **Start button** on a regular basis.

Notification Area

The **notification area** is also often called the **System Tray** by people who used earlier versions of Windows. This is where system messages and icons are displayed.

Mouse Fundamentals

The **mouse** is a pointing device that controls the location of a pointer on the screen**. .** The **mouse** is still the most convenient way to tell you computer what to do mouse "slides" across the surface of your desk or mouse pad. A mouse pad is used to improve your control of the mouse. A modern mouse has two buttons and a scroll wheel that serves as a third button. Fancy mice may have even more buttons.

Video: http://windows.microsoft.com/en-US/windows-vista/Demo-Learning-to-use-the-mouse

Video: http://www.top-windows-tutorials.com/mouse-tutorial.html

Figure 1.2 shows the correct way to hold your mouse. Your hand should be comfortably placed on top of the mouse. Let your palm rest on the mouse. Use your thumb and rightmost two fingers to grasp the mouse loosely. Let your forefinger and middle finger rest on the mouse buttons so that the fingertips are close to the front edge of the buttons. With your hand positioned this way, you will be able to move the mouse accurately.

Figure 1.2 Holding the Mouse (if you are right-handed)

The mouse controls a pointer, which is displayed on the computer display. Moving the mouse with your hand moves the pointer in a corresponding direction on the monitor's "desktop".

Clicking.

You will often be told to **click** the mouse button. This means to push and release the left button with your index finger. By default the mouse is configured for the right handed. The mouse can be customized for the left handed so that the buttons are reversed.

Shutting Down your Computer (the correct way!)

There is an on/off button on your computer. You use this button to turn ON your computer. You should **not** use this button to turn your computer off.
Using the on/off button to turn your computer off can corrupt your operating system, and can lead to a system crash and costly repairs.

The method of shutting down varies a bit on the different operating systems we have in the classroom.
Video: http://getzweb.net/vista/classmaterials/WindowsShutdown.wmv
On Windows 7
1. Click the **Start** button on the **Taskbar** and then click **Shutdown** on the Start Menu
2. Windows will close any open application, save your settings and your computer will shut down.
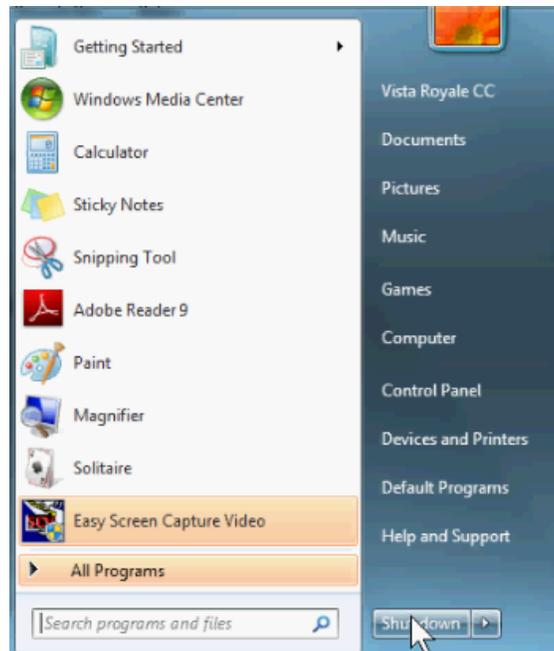
Fig 1.11 Windows 7 Start menu

On Windows XP
1. Click the **Start** button on the **Taskbar** and then click
2. Click on the **Turn Off Computer** on the Start Menu.
3. Click on the **Turn Off** button. in the next dialog b ox
4. Your computer monitor will next tell you when it is safe to shut off all the devices and your computer, if necessary.

On Window Vista
1. Click the **Start** button on the **Taskbar** and then click
2. Click on the **Turn Off Computer** on the Start Menu.
3. If the dropdown box doesn't say Shut down, click on the ▼ and Click on the word Shut Down

4. Click on Ok

Windows 8 and 8.1

You can also use the method introduced in Windows 8. Launch the Charms bar, click on the Settings charm, and then select the Power icon. You should see at least three options: Sleep, Shut down, and Restart. Click on Shut down to exit Windows.

The Charms bar can be summoned from anywhere within Windows 8, whether you're on the Start screen, the Windows desktop, and even from within apps and desktop programs.

But no matter what part of Windows 8 you're working with, you can summon the Charms bar using a mouse, keyboard, or touchscreen by following these steps:

- •Mouse: Point at the top- or bottom-right corners.
- •Keyboard: Press the Windows key + C.
- •Touchscreen: Slide your finger inward from the screen's right edge.

The easiest method to shutdow Windows 8.1 is through the new Start button. Simply right-click on the Start button to display a pop-up menu of features and commands. Click on the command to Shut down or sign out. A submenu appears with such options as Sign out, Sleep, Shut down, and Restart. Click on Shut down to power down your PC.

Practicing mouse moves

Mouse skills are important to the Windows experience. The most basic moves are listed below.

Point	To point with the mouse
Click	Press and release the left mouse button under the index finger.
Drag	Press and hold the left mouse button while moving the button down
Double Click	Press the left mouse button twice in quick succession

Windows includes the game of Solitaire to practice these essential mouse skills. If you have played the game of solitaire before you realize there are a couple of moves available in figure 1.3. Use the double click to move a card to the ace pile. Use the drag to move cards around. Click on the deck to turn up a new card..

Click to turn card

Drag card to pile

Double click to move card to aces pile
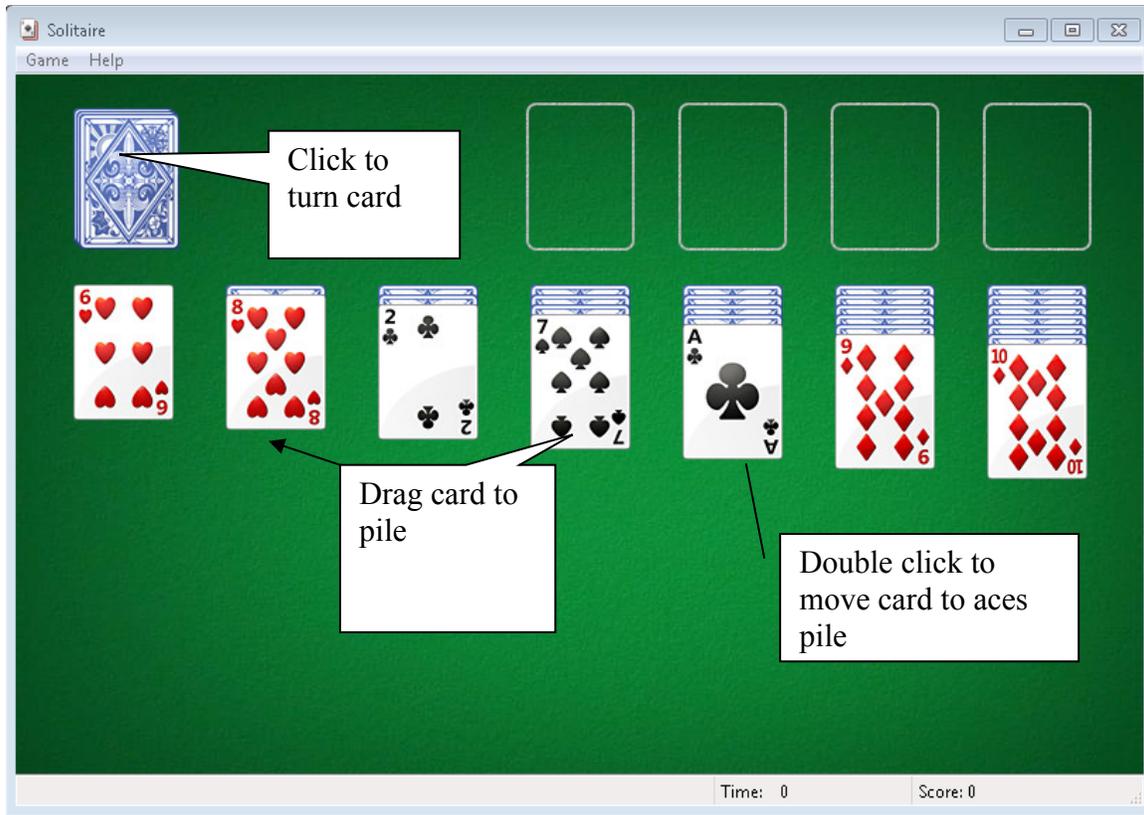
Figure 1.3 Solitaire

Navigating the All Programs Menu

The Start Menu has changed considerably with Windows 7. Windows XP uses the classic menus. Both methods will be described here.

Video: http://getzweb.net/vista/classmaterials/winstartmenu.wmv

To start the game using the New Windows7 Menu

The **Start** button, located on the left end of the **Task Bar**, is used to display a "menu" of tasks. You select these tasks based on what you want your PC to do.
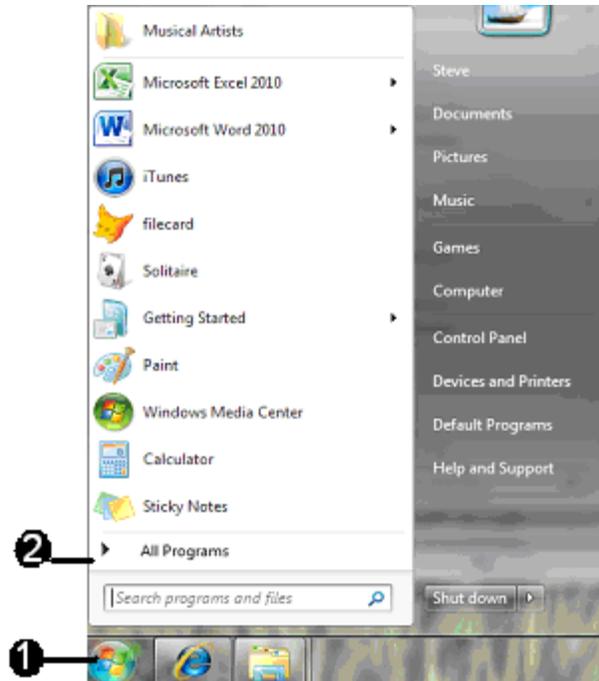
Figure 1.4 Windows 7 Start Menu

1. Move the mouse pointer over the **Start** button and <u>click</u> the **Start** button by pressing the left mouse button <u>once</u> to activate the **Start** menu (see Figure 1.4). The items shown on the **Start** menu allow you to begin selecting tasks for your computer to do.
2. Move your mouse over the **All Programs** item until it is highlighted in blue. Click the button on your mouse, and the All Programs will change to Back and a list of programs will appear.
3. Scroll down to the **Games** folder by placing your mouse over the menu and rotating the mouse wheel until you see the games folder.
4. Clicking on the **Games** folder will alternately display or hide the contents
5. Click on the **Game**s folder and display the list of games and scroll down to Solitare and click the button once again.

Alternatively Type *Solitare in the Search programs and files* box
Select Solitare from the list. This is the more efficient method.

To start the game in Windows 8.1
1 The **Start** button, located on the left end of the **Task Bar**,
2 This will throw you into the tiles screen
4 Click anywhere
5 Type Solitare
right. You are now ready to select something with your mouse from this new menu.

Figure 1.8 Program Groups and Programs (First Level)

The new menu lists groups of programs or individual programs. If a manila folder **icon** is at the left of the name, it indicates that there is a group of related programs in

a folder located in another menu. If not, it's a single program. For example, "Games" is a group of programs (games that came with Windows), and by positioning your mouse pointer on Games, you will display all available Games choices in another menu.

Move the mouse pointer to the **Games folder** (see Figure 1.9).
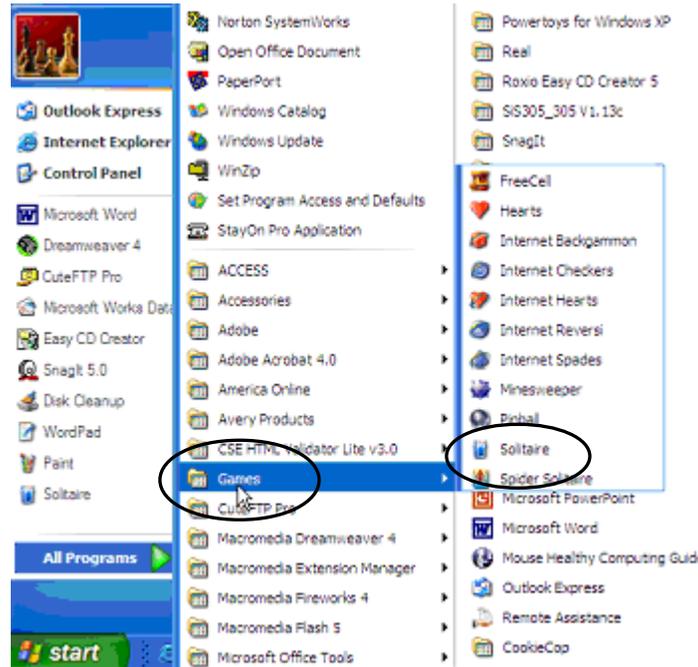
Figure 1.9 Program Groups and Accessories (Second Level)

1. Move the mouse pointer slowly to the right to the **Programs** menu. Then move the mouse pointer to the **Games folder**. The **Games** menu appears.

2.   The **Games menu** appears showing all the icons for the games in your computer.

3. Move the mouse pointer to the icon for **Solitaire** and click it. The Solitaire program will be opened (see Figure 1.10).

Note: A **Solitaire** "button" is added to the **Taskbar** at the bottom of the display, indicating that Solitaire is now running (i.e., is active).
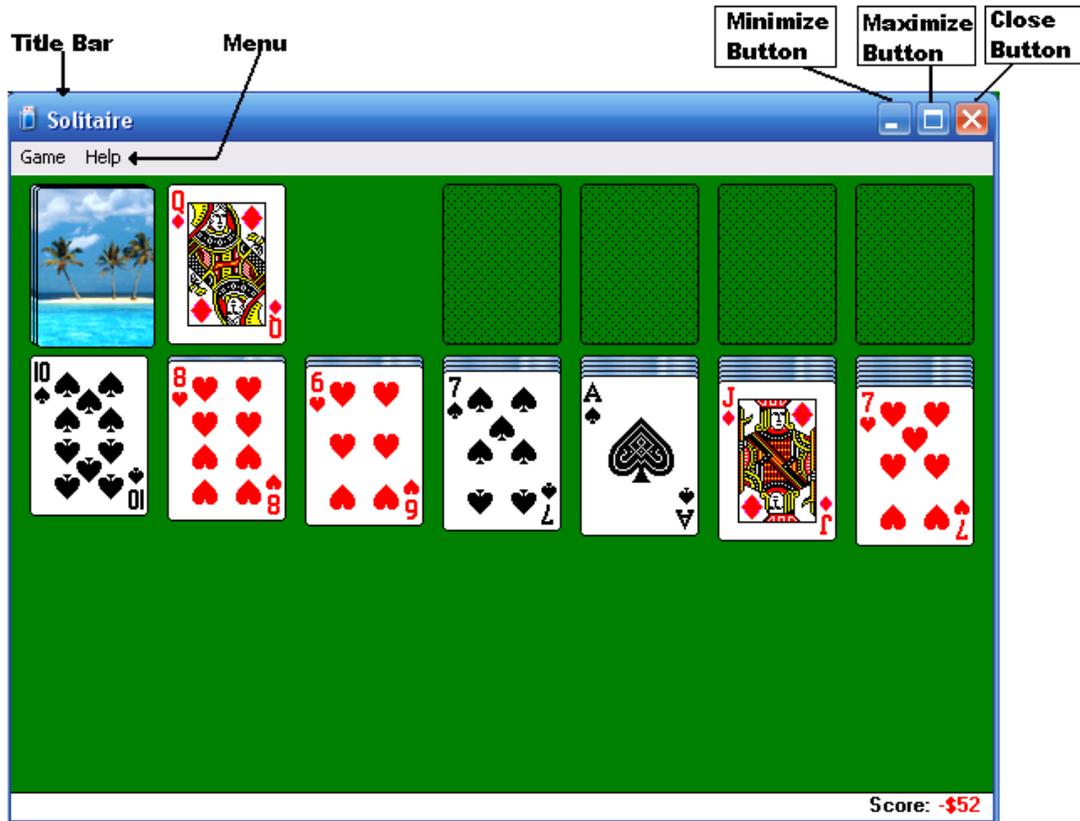
Figure 1.10 Solitaire Window

The Window

The **window** you see on your display has four sides (a frame), just like a normal window in your house. In Microsoft Windows, you look through a "window" into your computer at the task currently active. Figure 1.6 shows the window for Solitaire.

Minimize windows

The **Minimize** button (see the button on the left in Figure 1.7) is used when you want to move an active window off your screen for the moment, but don't want to terminate the program completely.

If you click the **Minimize** button, the Solitaire disappears from the desktop. Solitaire is still running but it is off your screen until you restore it by clicking on the **Solitaire** button on the **Taskbar**. Then it is restored and visible on your screen.

Using the Taskbar this way is an excellent technique for jumping from window to window when you have several windows and/or programs running at the same time.

Maximize windows

If you want to make a window as big as possible, click the **Maximize** button.

Restore windows

The maximize button changes shape whenever clicked. It now has become two small rectangles and is called the **Restore** button. After you maximize your window, click this button and you will "restore" the window to its original size.

Close the window

The button with the **X** is the Close button, used to end the program, i.e. "close the window". When you click it, the program will be removed from active use. You will normally return to the **Desktop** after closing a window with the **X** button.

Most windows have an **X** (close) button at the right end of the Title bar. You should develop a habit of closing windows you are no longer using by using this button.

Restart Solitaire

1. If Solitaire is not "open", click the **Start Button** on the **Taskbar.**

2. Move the mouse pointer up the Start menu to select **All Programs**.

3. Move the mouse pointer to the right to select **Games**.

4. Move the mouse pointer to the icon for **Solitaire** and click it. The Solitaire program will be started (launched). You will now see the "opened" solitaire window.

Get help from Help

A built-in Help function is available for almost every program you will ever use and for the Windows operating system as well. You will find it to be invaluable as you use your computer. Why? Because instruction manuals are seldom shipped with PC's anymore.

The Help function provides three ways to find the information you need: (1) a table of contents, (2) an index of keywords or (3) a search by typing a question.

For example, if you don't know how to play Solitaire, you can use **Help** to tell you the objectives and the rules of the game.
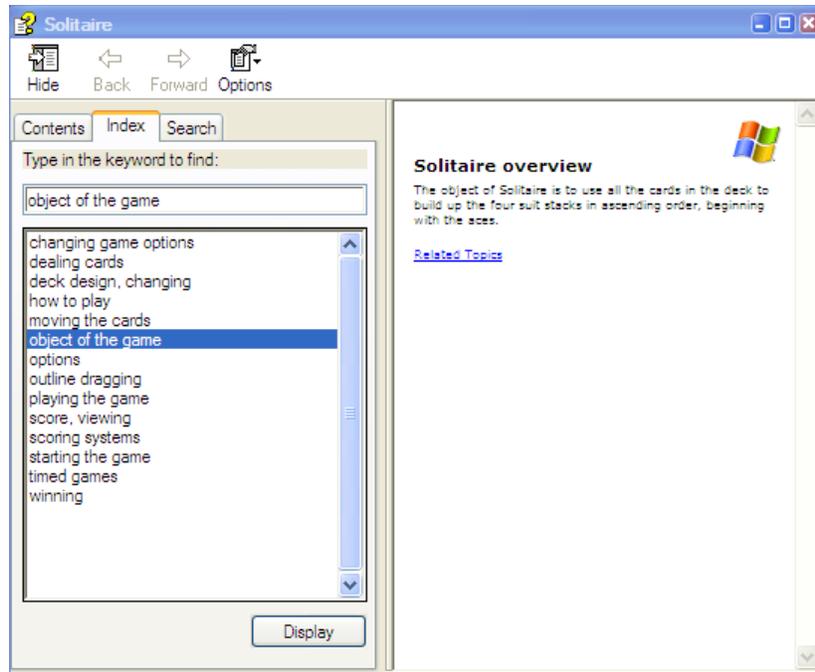
Figure 1.11 Solitaire Help

1. Click **Help** on the **Menu Bar** (the gray bar just below the **Title Bar**) to activate the **Help** window (see Figure 1.11).

2. Click **Help Topics** in the menu. A new window opens with three tabs: Contents, Index and Search.

3. Click the **Index** tab.

4. Click **object of the game** and then click the **Display** button near the bottom of the window.

5. Read the objectives of Solitaire that appear in the box to the right (see Figure 1.9).

6. Continue with other entries in the Help **Index**.

7. Close Help by clicking on the **X** at the right end of the Solitaire Help Title bar.

Customize Solitaire (changing the rules of playing the game)

Almost all windows have a **Menu Bar** under the **Title bar**. Each entry on the menu bar represents one or more functions that you select to give more instructions to your PC. The **Menu Bar** is simply a convenient way to keep these instructions out of the way until needed. Placing the mouse pointer on one of the **menu bar topics** and clicking it results in a drop-down menu such as the one shown in the Figure 1.12.

1.   On the Solitaire **Menu bar**, select <u>**Game**</u>. A new pop-up menu appears.
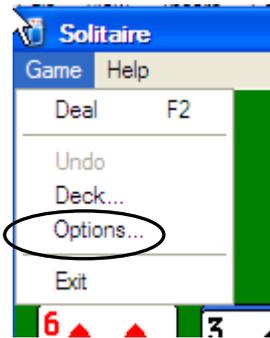
Figure 1.12 Solitaire Game Menu

2.   Click on <u>**Options**</u>. The Options dialog box shown in Figure 1.13 will appear.
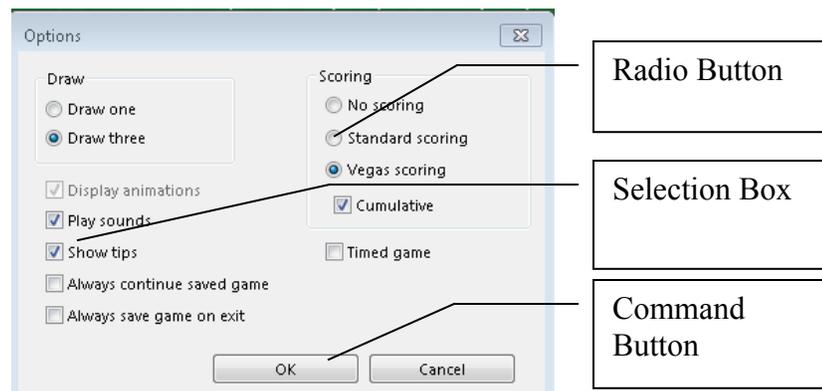
Figure 1.13 Solitaire Options Window

In the next steps you will alter the rules of playing Solitaire. The <u>round circles</u> with black dots are called **radio buttons**. Just as with a push button radio, only one button in each group of buttons can be selected. To select one, click inside the round circle with your mouse. The small square boxes are called **selection boxes** or **check boxes**. Any number of check boxes can be selected in each group of check boxes. Again, you click in the box with your mouse.

To draw one card at a time, and use Standard Scoring to increase your chances of winning, do the following:

1. Click the radio button next to **Draw one** in the Draw section, and **Vegas** in the Scoring section. And **Cumulative**

2. Click the selection box next to **Status bar** if there is not already a check mark there. *Note*: One or more of the boxes may be "grayed out". If so, this means that you cannot make or change that choice at this time.

3. Click the **OK** button to implement your selections. **Cancel** "cancels" any changes

you attempted to make.

Playing Solitaire

Start the Solitaire game by clicking your mouse on **Start**, **Programs**, **Games**, and **Solitaire** as described above.

Use the **Help Menu** item from the **Menu Bar** to get step-by-step instructions and rules.

Turn cards over from the card deck by clicking once on the deck.

Move cards with your mouse by **click/holding/dragging/releasing** cards on top of each other just as you would move these cards with your hands if you were playing with a real deck of cards. You can drag a stack of cards by dragging just the "bottom" card in a stack with your mouse. All of the other cards on top of this card will move as you drag your mouse.

Exit the program

When finished, close Solitaire. Click the **Close** button (**X**) at the right end of the Title bar to exit or close Solitaire or any program.

Mouse Properties in the Control Panel

You can change the behavior of the mouse in the control panel. On your own computer or the computer lab you can change the behavior of the mouse. It is considered to be rude to change the mouse settings on someone else's computer, but you may find that the "kids" or "grandkids" don't know this. It may become necessary to change the settings back if a visitor has been on your computer.

Video: http://www.top-windows-tutorials.com/mouse-properties.html

The control panel is available from the **Start Menu**. In some versions of Windows the **Control Panel** option is a subcategory of **Settings**. If your control panel is using classic view you will see the mouse, if the control panel is set to "Category View, you'll need to select the **Printers and Other Hardware** category before you see the **Mouse** controls.

Once you've found the Mouse controls the Buttons tab, the Pointers tab and the Pointers Option tab make it possible to adjust the mouse for your use.

The Buttons tab
Older adults and youthful gamers often change the double click speed.

Lefties often swap the left and right button functions so that the clicking is conveniently located under the pointer finger..
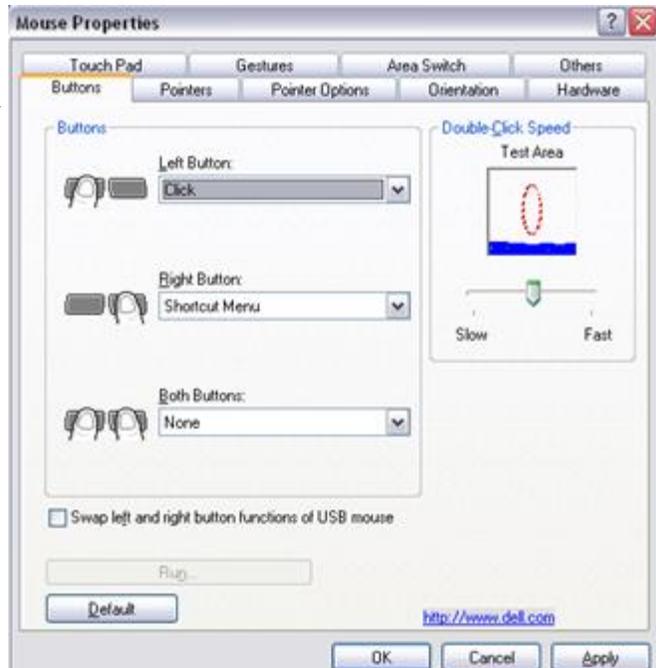
The Pointers tab
You can enlarge the pointers for better visibility.
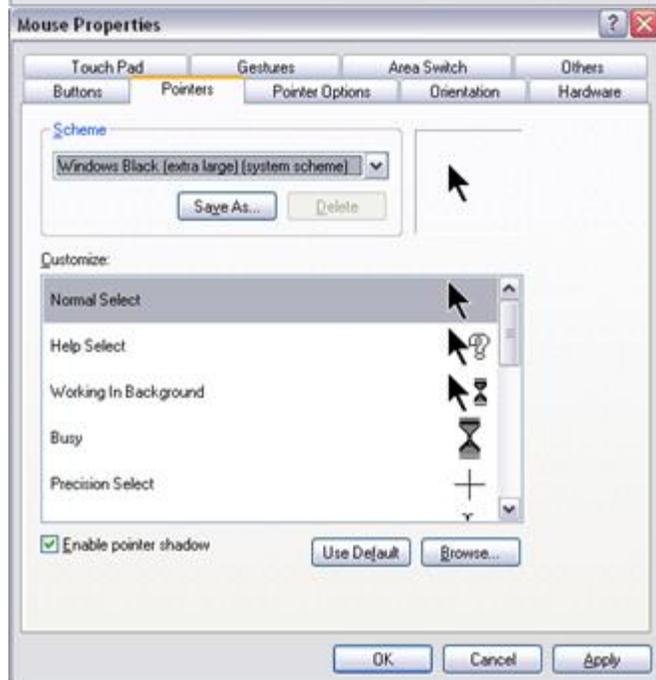
The Pointers Options tab
This is where you set the mouse speed. You can add trails if you have trouble following your mouse on the screen. If you don't like the trails you can still set the location pointer to help you find the lost pointer. Pressing the CTRL key causes a big beacon to hone in on the missing mouse pointer.
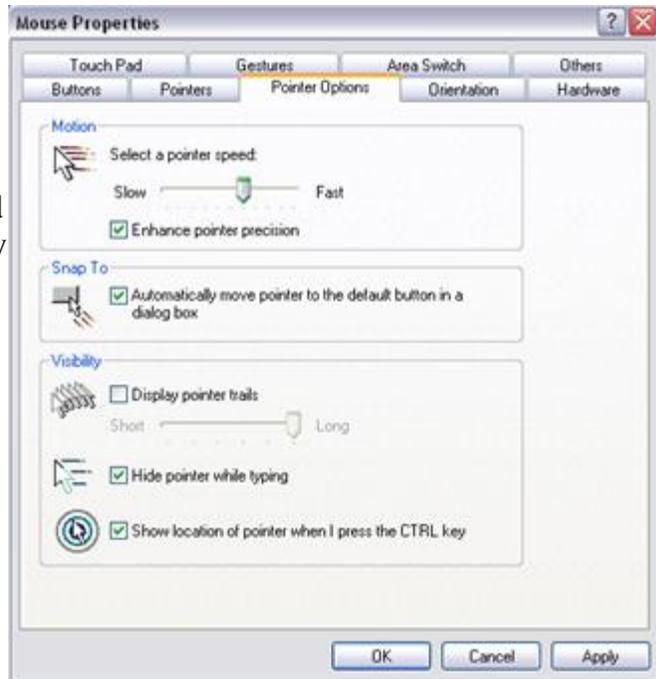
An overview of the Start Menu

Video: http://www.top-windows-tutorials.com/windows-7-tutorial2.html

Review of the Keyboard

A typewriter keyboard is another method used to communicate with computer. Before using the Word Processor we'll briefly review the some of keys on the keyboard.
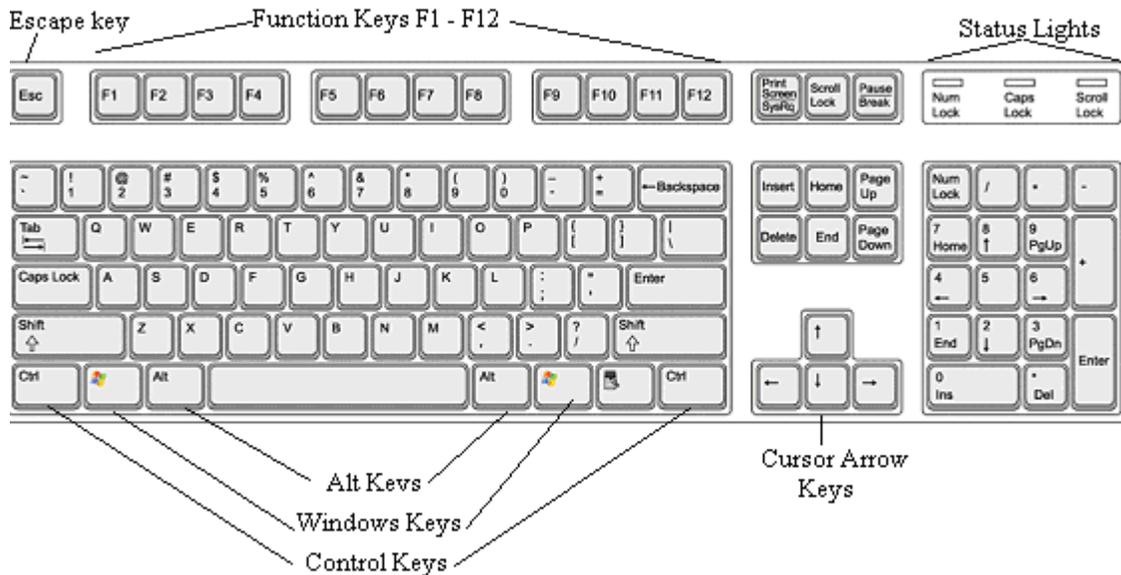
Figure 2.1 Keyboard

You use a keyboard such as the one shown in Figure 2.1 to type instructions that tell your computer what to do and to type in the information you want it to process. All keyboards have alphabet keys, punctuation keys and a spacebar that closely resemble the keys on a standard typewriter. You use these keys just as you would use a typewriter to type a letter. Keyboards also have other keys that aren't found on a typewriter and may not look familiar to you.

The Escape key (ESC)

The Escape key is often used to cancel the current operation.

The Function Keys. F1 to F12

The function keys are used for different purposes in different programs. Early in the development of Windows it was decided that F1 is the designated help key. So almost any program that you will use, pressing F1 will bring up help. To confuse matters, many laptops have a Function Key labeled **Fn** which have nothing to do with the

Ctrl Alt and Windows key

The **Ctrl** (Control Key) the **Alt** key and the **Windows** ⊞ keys, are usually used in conjunction with another key much like the Shift key on the old typewriter. These key combinations are commonly used for keyboard shortcuts.

Some really useful keyboard shortcuts

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo

The Cursor Arrow Keys and the Cursor
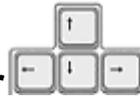
The cursor marks the location where you can type next. It is a short, vertical, blinking bar that is controlled by your mouse or specific cursor movement keys.
Regardless of what you want to type, change, edit, etc., you can only type where the cursor is located, nowhere else. Therefore, it is important to always position the cursor where you want to type. The Mouse and certain keys on the keyboard will move the cursor into the location of your choice.

Moving the cursor with the mouse is simple: position the mouse pointer where you want to type, then click with the left mouse button and the cursor will be positioned where the mouse pointer is.

The cursor can also be moved with any of the following **Cursor Movement Keys:**

> **Arrow Keys** - They move the cursor in the direction of the arrows shown on the keys; left, right, up or down.

> **End -** A cursor control key that moves the cursor to the end of a line. It will move the cursor to the end of the document if pressed in combination with the Ctrl key **(Ctrl+End)**

> **Home -** A cursor control key that moves the cursor to the beginning of a line. It will move the cursor to the start of the document if pressed in combination with the Ctrl Key **(Ctrl + Home)**.

PageUp – Scrolls the document to the previous page .
PageDown – Scrolls the document to the next page.

Delete key

A key that erases the character to the **right** of the cursor. It will also delete whatever has been selected or highlighted on the screen including icons on the desktop, groups of files and folders, etc.

Backspace key

A key (located just above the Enter button, usually with an arrow pointing to the left) that is used to erase characters to the **left** of the cursor.

The space bar

Unlike a typewriter, a space bar actually types a space.

Insert Key

The insert key toggles the computer from insert mode to overlay mode. When you type in insert mode, everything that appears after the cursor moves to the right as you type. When you are in overlay mode, your typing will replace the current character.

The numeric keypad

The numeric keypad makes typing numbers easy and can work like a calculator. In many software programs you must first press the **Num Lock** key to use the numeric keypad to type numbers. The **Num Lock** key works somewhat like the **Caps Lock** key on your keyboard. The Num Lock key is active if the light next to Num Lock on the keyboard is lit.

Keyboard Videos:

Video: http://www.top-windows-tutorials.com/keyboard-tutorial.html

Video: http://www.top-windows-tutorials.com/keyboard-tutorial2.html

Fn key

Fn, short for function, is another modifier key. The Fn key is typically found on laptops due to their keyboard size restrictions.. It is mainly for the purpose of changing display or audio settings quickly, such as brightness, contrast, or volume, and is held down in conjunction with the appropriate key to change the settings. The companion key has an icon on it that will be the same color as the Fn on the keyboard.   On the pictures below the Fn key is printed in red, and the F2 key has a radio tower in red indicating that you can turn wireless on and off by holding the Fn key while pressing F2. On the Dell keyboard shown below Fn+F3 turns the touch pad on and off, which is very handy for making typing easy.

Keyboard Practice

Windows comes packaged with two programs for creating text documents. **Notepad** and **WordPad** are both in the **Accessories** folder in the **All Programs** menu, but we are going to do our practicing with Open Office Writer which is a full fledged word processor. A word processor is a software application program that allows a user to type and edit letters, stories, reports, newsletters and other documents. The program has special features that permit continuous typing without pressing a return key, editing text, changing the format or appearance of the document, checking for spelling errors, inserting graphic illustrations and printing.

1) Double click on the Open Office Writer Icon on the desktop.

Creating a Document

The blinking cursor is in the upper left hand section of the blank page. This is the location where your typing will begin.

Type anything, perhaps your first and last name.

As you type, the cursor automatically moves to the right, always indicating the next location where typing will take place. When you reach then end of a line, continue typing. The word processor will very quickly move the cursor to the left and down one line. This is called **word wrapping**. You do not need to depress a carriage return key (or the Enter button) on your PC to move to another line as you type.

Depressing the Enter button will move your cursor down one line at a time.

Mouse Pointer and Insertion Point

Move your mouse pointer among the letters you have just typed. When it's in the text area it takes the shape of an "I" bar. If you move the "I" bar (mouse pointer) and click the mouse button, the cursor moves to the location where you just clicked.

Note: All editing of text occurs <u>where you place the cursor</u>, not at the mouse pointer location. Once you have positioned the cursor by moving the mouse "I" bar and then click the left mouse button, you may want to move the mouse pointer ("I" bar) out of the way so it won't hide the cursor.

Delete text

Often we make mistakes while typing, requiring us to correct these errors. Correction normally involves positioning the cursor to the left of the mistake, removing the error, and typing in the correct letter.

1. To delete a character to the left of the **cursor**, press the **Backspace** key.

2. To delete a character to the right of the **cursor**, press the **Delete** key.

To delete a section of text, select (highlight) that section, and press the **Delete** key. To select a section of text, follow the instructions below.

Select Text (Highlighting)

Sometimes it is necessary to select text prior to making formatting changes or to copy or move large chunks of text. .

1. Place the I-bar mouse pointer in front of the text you want to edit. Hold down the left mouse button and drag to the right (or down) through the character, word or words, sentence or paragraph to be selected and release the mouse when you have selected the text. The text will be highlighted.
2. If a very large portion of text is to be selected, double click on the first word, and then scroll down to the end of the selection and press the **Shift** key and click on the end point.

3. If you need to select everything go to the **Edit** menu or use the keyboard shortcut **Ctrl** + **A**

4. There is also a cherry picking method where you hold down the **Ctrl** key and then double click on the words you want.

5. You may also use the keyboard to highlight (select) text. First click at the <u>beginning</u> of the desired text with your mouse button. Next, <u>press and hold down</u>

the **Shif**t key and move the cursor to the <u>end</u> of the area you want to select, either by using the cursor movement keys on the keyboard (up, down, left, right arrow keys) or by clicking at the end position with your mouse pointer ("I" bar). The area will be highlighted. Release the **Shift** key.

6. To <u>deselect</u> something that has been selected, click away from the selected text.

The Clipboard
The Windows has a special tool called the clipboard. The clipboard enables applications to transfer data. Because all applications have access to the clipboard, data can be easily transferred between applications or within an application. Data can be in the form of files, pictures or text.

Video: http://www.top-windows-tutorials.com/windows-clipboard.html

The most common way of copying to the clipboard is to select the text to be copied, and then select **Edit->Copy** from the dropdown menu, or select the **copy** icon from the toolbar

Since many programs don't have an Edit menu or Copy and Paste Icons I recommend that you take the time to become familiar with the keyboard shortcuts and the right click method for copy and paste.

Keyboard shortcuts often used with copy, cut and paste.

CTRL+A	Select all
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo

The RIGHT CLICK method
1. Highlight the text or other object to be copied.
2. With the mouse pointer position over the selected text, click the right mouse button.
3. Click on the **Copy** menu (pointer finger)
4. Click on the destination area
5. Right click to bring up the menu
6. Click on the **Paste** option

Moving text by dragging and dropping

Text can also be moved by a technique called the drag and drop. To use this method you need to be very comfortable with the mouse. I wouldn't even be mentioning it except that   newbies, often get into drag and drop mode by accident. If text is dragged from one window to another, the drag and drop acts like a copy. If text is dragged from one spot to another in the same window, it becomes a cut and paste.

1. Highlight the text
2. With the mouse positioned over the selected text release the mouse button and press the mouse button again and drag the text to the new destination
3. Release the mouse button.

The Print Screen

The **Prnt Scrn** key is very helpful if you receive any kind of error message. Simply press the key and the screen image is copied to the clipboard. Then go to an application that will except images and paste the image into the document. Many programs accept images, including your word processor and the Windows Accessory MS Paint.

Video : http://www.top-windows-tutorials.com/print-screen.html