

COMPUTERS MADE EASY

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A copy on-line at:

<http://chicoclasses.org/More%20Information/03Computer/01.pdf>

1. Introduction Lesson 1

**NOTE: This write up assumes you have a PC with Microsoft operating system
A Desk Top (external mouse) or Lap Top (built-in mouse)**

- **A red line with a red dot is a command to do on your computer**
Black line(s) below is (are) what happens on the screen

A computer is like a file cabinet.

- Both has folders
- Both have files
- Both store information as documents (files)
- Both can provide information to you

The file cabinet files are physical and store paper.
To get a file, you open the drawer & pull out a file.
You are the operator that gets the file.
All files in the cabinet are the same & all paper.
You can read the information on the papers of the file.

The computer files are stored in computer memory.
You cannot open a drawer & pull out a file from a computer
If you could see the files in the computer, you could not read the information.

If you were sitting on your chair, you could ask me to get a document out of your file cabinet. You would have to tell me where the document was store. With that information I could get the document for you. I am the operation system to get your document.

The computer can do the same thing ... But first it has to be turned on.
When the computer if off, it cannot communicate with you. All the stored information is all stored in the computer, but you cannot get any of it.

1.1 You communicate with the computer

The computer communicates with you using its operation system follows:

- A video display with audio
- A keyboard
- A mouse
- An internet connection
- An optional printer to create a paper document you can put in the file cabinet
- And other ways to communicate with you

1.2 TURN ON THE COMPUTER!!

It takes a few minutes for the of the operation system to be ready to “talk” to you.
It has to connect to the following & establish communication with:

- The video display with audio
- The keyboard
- The mouse
- The internet connection

- The printer
- The other optional connections

The operation system is the first App (Application or program) to run on your computer. But all it can do is connect you to the keyboard & mouse (inputs) and give you information through the video/audio and print (outputs) as you request. It also connects you to the internet.

1.3 What is the internet?

The internet connects you to many computers all over the world and give you access to many of their files. Connecting to the internet allows you to browse all the computers on the internet.

Wait a minute!! Your operating system does not connect you the internet, it only connects to the hardware in your computer that can connect to the internet. You have to find an internet provider to supply the hardware for a price. This usually is a telephone company or a satellite provider. This done and you are connected to the internet as long as you pay the monthly bill.

1.4 Use your browser

Let us talk about the internet and leave your stored information on your computer to later. Your operation system has a special App to connect you to the internet. It is called a “Browser”. Browser are free and the are several. Google, Firefox, Opera and several other brewers are available free from the internet. All browsers have the same basic function. A browser is stored in a special file called an executable file.

If you have a PC and Microsoft Windows 10 operation system, you have Microsoft Edge. We will start with that one.

You have to tell the operating system to go get your browser file and cause it to execute.

How do you tell your computer you want to execute Microsoft Edge to get on the internet?

Using your mouse to click on the Microsoft Edge icon on your screen!!
The Microsoft Edge window will open.

1.4.1 What is a mouse?

A mouse has:

❖ Left button

- Click (push down on the button & release)
- Click/Hold (push down & hold down) & release when done

❖ Right button

- Click (push down on the button & release)
- Click/Hold (push down & hold down) & release when done

The mouse is connected to the cursor on the screen. Moving the mouse moves the cursor on the screen. The cursor is usually a white arrow on the screen and is an icon selector & a pointer. The Click/Hold is used to select an item & move it somewhere else. When you get there, release the button.

1.4.2 What is an icon?

A symbol, picture, group of word (sometime blue with an underline), group of typed word(s) or letter(s), and others use to tell the computer what you want it to do. The Microsoft Edge icon is a small blue square with an “e” in the middle. Usually the cursor changes from an arrow to a hand when over an icon.

1.4.3 What is a window?

Clicking on an App icon, opens the App in a window. The window is the entire screen or part of the screen. The window has two modes: full screen or adjustable size.

2. Let us open the internet

To open the internet, we will use Microsoft’s browser “Edge”.

2.1 Look for the Microsoft Edge icon

Find the “4 black squares” icon at the bottom left on your screen

- Put the cursor on the “4 black squares” icon
- Left click on the “4 black squares” icon

A pop-up window will appear

- Move the cursor to the top of the pop-up window in the left column
- Move the cursor to the right to the line

The line gets wider -This a Scroll Bar

- Left click/hold on the line
- Stay on the wide line & move the cursor down
- Scroll down until you see Microsoft icons
Find the Microsoft Edge icon (an “e” with a blue background)
- Release the left button
This is what the Edge browser icon looks like

NOTE: You used a Scroll Bar in the above that was only visible when the cursor was near.

Some Scroll Bars are always visible (like in a PDF file)

A Scroll Bar is always on the right to scroll vertically,

And on the bottom to scroll horizontally.

When a window is re-sized,

Vertical and/or horizontal scroll bar(s) may appear.

**A mouse may have a Scroll Wheel that allow vertical scrolling.
Rolling the wheel scroll the document up and down.**

**If your mouse has a Scroll Wheel,
You could use it to scroll down the page & find “Microsoft Edge”.**

2.2 Look at the Taskbar at the bottom of the screen

Is the Edge browser icon already pinned to the Taskbar?

If yes, all that has to be done is left click on it to open the Edge browser.

- Move cursor to blank part of the screen
- Left click

Pop-up window closed

2.3 No Edge icon pinned to Taskbar?

O.K. Let us pin it to the Taskbar. Use steps in Section 2.1 to locate the Edge icon.

Then:

- Move the cursor over the Microsoft Edge icon
- Right click
- Move cursor on to “More”
- Move cursor over to “Pin on taskbar”
- Left click

The Microsoft Edge is pinned to the taskbar

NOTE: You can pin & un-pin other Apps (Programs) to the Taskbar this way.


2.4 Open Edge browser

- **Left click on the Microsoft Edge icon on the Taskbar**
Microsoft Edge opens on the Home page
- **Left click on the “X” in upper right-hand corner of the window**
Microsoft Edge closes

3. What is on the Edge browser window?

The Microsoft Edge window is a standard window with some special features.

3.1 Upper right corner – 3 icons

- “-” Hide window: Left click on this icon to hide window
-  Re-size window: Left click on this icon to re-size the window
- “X” Close window: Left click on this icon to close the window

Hide window: Keep contents of window but remove it from the screen

Re-size window: Has two modes: Left click toggles between these two
The icon indicates what will happen when you click on it



This icon indicate window is full screen
Two square icon
A left click will allow re-sizing



This icon indicates re-sizing possible
One square icon
Left click selects Full Screen

Move cursor to edge of window – Double ended arrow appears
Left Click/Hold – Move cursor to change window size
Mover cursor to corner – Double arrow appears
Left Click/Hold – Move cursor diagonally to change size
Release Left button to stop change

Close window: The window is closed

3.1.1 Try this

- Left click in Microsoft Edge on taskbar at bottom of screen
Microsoft Edge window opens
- Move cursor to upper right corner of window
- Put the cursor on top of one of the icons in the upper right-hand corner
You should see a word description of the icon
Some icons have no description
- Move cursor to the Hide icon (“-“)
- Left click
Edge window is no longer on the screen; it is hidden
- Move the cursor to the Edge icon at the bottom of the screen
- Left click
The Edge window is now back
- Move cursor to the Close icon (“X“)
- Left click
The Edge window is now closed

3.1.2 Try this also

- Left click in Microsoft Edge on taskbar at bottom of screen
- Move cursor to Full Screen/Re-size icon (upper right corner of window)
- Left click on the Re-size icon until One Square icon shows
Adjust window size possible
- Move cursor to edge of window
Double ended arrow appears
- Left Click/Hold
- Move cursor to change window size
Window gets larger or smaller in one dimension
- Release Left button to stop change

- Mover cursor to corner
Double ended arrow appears
- Left Click/Hold
- Move cursor diagonally to change size
Window gets larger or smaller in two dimensions
- Make the screen cover about half the screen

- **Release Left button to stop change**

Window covers about half the screen

- **Move cursor to upper section of window in blank area in line with the tabs**
- **Left click/Hold**
- **Move the cursor**

The window moves with the cursor

- **Move the cursor to the “X” in the upper right corner**
- **Left click on the One Square icon**

The window closes

3.2 Upper left corner – 3 icons

My Edge browser has a large picture at the top of the screen.

By Left clicking on the picture, it gets full size or very narrow.

This is a special feature of this browser picture

This feature may not be available tomorrow.

Most all that is below the picture are icons.

Moving the cursor on one & one can select it.

Left clicking on the icon changes what is on the screen

The old contents of the window are removed & new contents is supplied

OR old contents remain & a new window is opened with new contents

The computer programmer can do it either way.

In the web site www.ChicoClasses.org ever left click produces a new window.

A tab for each window appears on the top of the screen.

More about this later.

In the upper left of the screen is a named tab with an “X” on the other end.

The tab has an icon on its left side; this is the icon of the current App or web site.

3.2.1 Try this

- **Left click on “e” in taskbar (Microsoft Edge)**

Microsoft Edge opens on the Home page (Tab “Start”)

- **Move the cursor over an icon below the picture**
- **Left click**

The contain of the window changed.

The old tab is still there.

A new tab has been added.

- **Left click on the old tab icon (“Start”)**
The Home page is back
- **Left click on another icon on the Home page**
The contain of the window changed
The two old tabs is still in there
A new tab has been added
- **Left click on the “X” to the left on the new tab icon**
The new tab is gone
The contain of the window changed back to the Home page
- **Right click on the other icon in the tab field**
- **Move cursor to “Close tab”**
- **Left click**
The tab is closed
Home page is still displayed
- **Move the cursor over an icon below the picture**
- **Left click**
The contain of the window changed.
The old tab is still there.
A new tab has been added.
- **Left click on the “X” to the left on the new tab icon**
- **Left click on “Close all”**
All tabs are closed
Microsoft Edge is closed.

3.3 Special feature of most browsers

- **Left click on the Edge browser icon**
- **Left click on one icon on the home page**
- **Left click one icon on new page**
There are 3 tabs across the top of the window
Look at the section just below the tab section- left side
There are four icons that most browsers have
 - **Arrow left:** Move one tab left
 - **Arrow right:** Move one tab right
 - **Circle arrow:** Refresh the window
 - **Small Home:** Go to Home Page
- **Move curser onto the Left Arrow icon**
- **Left click**

Tab on left opens up

- Move cursor onto the Right Arrow icon
- Left click

Tab on right opens back up

- Move cursor onto the Circle arrow icon
- Left click

Window flashes & is reloaded

- Move cursor onto the Small House icon
- Left click

Home Page tab is displayed

- Move cursor onto “X” to close – upper right corner of window
- Left click

Pop up window appears

- Left click on “Close all”

Window is closed

3.3.1 The internet address of the window

Look at the string of characters in line with the four discussed icons.

This is the internet address of the window. It always starts with <https://www.--->.

If you do not type the “https://” or “www” the browser will usually add it for you.

What if you like this window & wish to return to it later.

You could write down the address & later type it in.

There is a better way - Save it as a favorite!

See the “Star” after the address – That is the Favorite icon

3.3.1.1 Try this

- Left click on Microsoft Edge icon
 - Move the cursor over the “Star”
- What is the name of the icon?
- Move the cursor over an icon below the picture
 - Left click

The contain of the window changed.

The old tab is still there.

A new tab has been added.

- Left click on the “Star”
A pop-up window appears
- Modify the text if you desire
Make the name short & to the point
- Move the cursor over “Add” & Left click
The name is there
- Move the cursor over “X” on the window tab
- Left click
That window closes & the one on the left opens
- Move the cursor over “Star”
- Left click
A pop-up window appears
- Left click on “Name you added”
Favorite window is displayed
- Move cursor onto “X” to close – upper right corner of window
- Left click
Pop up window appears
- Left click on “Close all”
Window is closed

3.4 The internet is like a free newspaper

How does a free newspaper make money? It sells advertising.

The sites on the internet also sell advertising.

Many sites on the internet give some of their service free.

But the add advertising.

Pandora.com is an on-line radio station you can listen for free with advertising.

If you pay a fee, the NO advertising.

The internet is like a free newspaper.

- Both has advertising