

# COMPUTERS MADE EASY

## TABLE OF CONTENTS

1. INTRODUCTION LESSON 02 .....	1
1.1 Try this .....	2
1.2 Let us look at what we have just done .....	3
1.2.1 What is an extension? .....	3
1.2.2 What can be done to a down-loaded file? .....	3
1.2.2.1 If you have a printer, try this: .....	3
1.2.3 Let us try some icons in a PDF file .....	4
1.3 Search engine .....	4
A Search Engine is used to search the internet. Every browser has on its home page. ....	4
1.4 How about email .....	5
1.4.1 Sections of a email .....	5
1.4.2 Compose an email .....	6
1.4.2.1 Some other thinks about sending a email .....	6
2. LET US COPY & PASTE .....	7
3. INTERNET ADDRESSES .....	8
3.1 You have EXCEL .....	8
3.1.1 Open browser .....	8
3.1.2 Back to Internet Address File .....	9
3.1.3 Let us open Bill's web site .....	9
3.2 You do not have EXCEL .....	10
3.2.1 Create Notepad file .....	10
3.2.2 Get internet address using browser .....	11
3.2.3 Add address to Notepad file .....	11
3.2.4 Open Bill's web site .....	12

### A copy on-line at:

[http://chicoclasses.org/ More% 20Information/03Computer/02.pdf](http://chicoclasses.org/ More%20Information/03Computer/02.pdf)

## 1. Introduction Lesson 02

**NOTE:** This write up assumes you have a PC with Microsoft operating system

- 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

In the last lesson we looked at browsers. We only looked at the screen & used the mouse. We clicked on many icons, did not create any. Remember my definition of an icon is something we click on to do something.

## 1.1 Try this

- Left click on the Edge browser  
The Edge browser opens
- Move cursor to top of screen over “Search or enter web address”
- Left click & Type “chicoclasses.org” & hit Enter key  
My web site come up
- Move cursor over on the “Computer Classes” at top of the window
- Left click  
New window & tab at top of screen
- Move cursor over “Letter” at top of window
- Left click  
New window & tab at top of screen  
This is a copy of Introduction Letter that I sent you
- Move cursor over “X” at right of last tab
- Left click  
The letter is closed
- Move cursor over icon on the last tab
- Left click  
We are back to 03 Computer Lessons
- Move cursor over “Internet & Windows” & Left click  
This is a copy of Lesson 1
- Move cursor on to Lesson 1 window
- Right click
- Left click on “Save as”  
Pop up menu on screen  
“Desktop” should be grayed  
If not,
  - Move cursor over “Desktop”  
Use scroll bar at right if necessary
- Left click on “Desktop “
- Left click on “Save” at bottom right of pop up window  
A copy of Lesson 1 is on your Desktop as”01”
- Left click on “X” at right corner of the window  
ChicoClasses.org is closed
- Left click on the file named “01” on your Desktop  
Lesson 1 open
- Left click on “X” upper right corner of the window

- **Left click on “Close all”**

Lesson 1 closed

## **1.2 Let us look at what we have just done**

“chicoclasses.org” is the full Domain Name of my web site.

Domain Names are not case sensitive. “ChicoClasses.org” also works.

### **1.2.1 What is an extension?**

Extension	Means
.org	Organization
.com	Company
.net	Network
.gov	Government

These are some of the extension names & meanings.

### **1.2.2 What can be done to a down-loaded file?**

“01.pdf” is the full name of the down-loaded file.

There are two classes of files:

Executable	Activated by an icon to do something
Readable	Screen readable & printable

An Executable file can used to display or print a Readable file.

Files names have extensions to indicate the type of file. A “.pdf” file is a standard internet file that can be printed, displayed on the screen & send to another via email.

#### **1.2.2.1 If you have a printer, try this:**

- **Right click on “01” on your screen**  
Pop-up menu appears
- **Left click on “Open”**  
PDF opens
- **Move the cursor to the black area just below the top section on the window**  
Some icons appear
- **Move the cursor to the far right over a Printer icon**  
Pop-up window appears
- **Move the cursor down over the “Print” box**
- **Left click**  
The file is printed
- **Left click on the “X” far upper right to close the file**

File is closed

### 1.2.3 Let us try some icons in a PDF file

- Right click on “01” on your screen  
Pop-up menu appears
- Left click on “Open”  
PDF opens
- Move the cursor over the “Square” at the upper right of window
- Left click until window covers entire screen  
Window covers entire screen
- Move the cursor to the black area just below the top section on the window  
Some icons appear
- Move the cursor near the bottom right side over the “+” icon
- Left click several times until the file covers the entire screen  
PDF contains cover the entire window
- Left click on the “X” far upper right to close the file  
File is closed

The other icons on the screen are left for the student.

### 1.3 Search engine

A Search Engine is used to search the internet. Every browser has on its home page. Type in what you wish to find followed by “Enter” & the engine will fill the window with results. Left clicking on something will take to a web site. You have to try several sites before get what you want.

To open a Google Email account, do the following:

- Open your browser  
Your browser is open
- Type “ New Google Email Account” in your search engine  
The engine loaded the results in the window
- Find an entry that says “Create a Google Account”
- Left click on it  
New information appears in the window  
Notice that a new window was not created  
New information was loaded int the same window

The name on the window tab has changed

- **Left click on “Create an account”**

A form to create your Google Account appears

The name on the window tab has changed

Fill in the form & follow the instructions

Write down you new User Name & Password

A good password is your middle name, “^”, your birth year

You can use different symbol instead “^”

- **A Gmail icon should be added to your disk top**

If the icon is not on your taskbar, you can add it there, also.

#### 1.4 How about email

There are many free email providers of the internet.







The all have similar feature. I will use Google here.

If do not have Google email, refer to the section above to add it.

- **Open Google email**

Google mail opens

##### 1.4.1 Sections of a email

	Un-read emails	Left click to read email
	Read emails	Left click to read email
	Compose	Left click to send a email
	Print	1. Print email list (Blank Space icon)
	Delete	2. Delete un-read emails
	Others	Look for icons & check them out

#### 1. Print email list (Blank Space icon)

Sometimes an icon gives a list of things you can do

- **Right click on a “blank space”**

Pop-up menu appears

“Print” is one of the options

- **Left click on “Print”**

2nd Pop-up menu appears

- **Left click on “Print”**

Information on the window is printed

#### 2. Delete un-read emails

- **Left click in square by all emails to be deleted**

Check mark added to square by emails to be deleted

- Put cursor over Email Delete icon
- Left click

Email(s) are deleted

#### 1.4.2 Compose an email

- Left click on “Compose” (Upper left)  
New Message Pop-up window appears
- Left click after “To”
- Type email address  
Email address is typed
- Left click after “Subject”
- Type in email subject & hit “Return” key  
Email subject type
- Left click below “Subject” line
- Type in body of email  
Body of email typed
- Left click on “Send”  
The email has been sent

##### 1.4.2.1 Some other thinks about sending a email

You may want to send a file with an email like the 1<sup>st</sup> lesson - 01.pdf.

- Left click on “Compose” (Upper left)  
New Message Pop-up window appears
- Left click/hold file “01” on your desktop
- Drag it over to the “New Message” Pop-up window in your email
- Release Left button  
File “01” is attached to your email
- Left click the “x” at end of attached file’s name  
The file is deleted
- Left click “X” at end of “New Message “ line  
Compose window is closed
- Left click on “Drafts” on left side of window  
The drafts window is opened  
The email you close is saved  
If you close your email with the “New Message” open,  
The email will be saved in the “draft” section  
You can compete “Draft” emails & send them out of delete them

If you wish to throw an email away,  
there is a Garbage Can icon in the lower right corner of the  
“New Message” Pop-up

There are many more icons in several in your Email App.  
These are left to the student to investigate.

## 2. Let us Copy & Paste

### POP-UP MENU

- Open your email program (App)  
Email open
- Re-size the window to cover the left third of the screen  
Email App covers 1/3 the screen
- Left click on “Compose”  
“New Message” pop-up appears
- Left click in body of email just below “Subject” line  
Cursor in email body
- Type “asdfghjkl” on keyboard  
“asdfghjkl” typed in body
- Move cursor to just to the right of “l”  
Cursor to the right of “l”
- Left click/hold
- Move the cursor to the left edge  
“asdfghjkl” is highlighted
- Right click  
Popup menu appears
- Left click “Copy”
- Move cursor down to blank space
- Right click  
Popup menu appears
- Left click on “Paste”  
“asdddghjkl” is copied to the new line

### Control c & Control v

- Move cursor to just to the right of “l”  
Cursor to the right of “l”

- Left click/hold
- Move the cursor to the left edge  
“asdfghjkl” is highlighted
- Hold down “Ctrl” key (bottom left) & “c”
- Release keys
- Move cursor to blank space
- Hold down “Ctrl” key (bottom left) & “v”  
“asdddfghjkl” is copied to the new line
- Hold down “Ctrl” key (bottom left) & “v”  
“asdddfghjkl” is copied a 2<sup>nd</sup> time to the new line

NOTE 1: In some Apps (programs) a right click gives a pop-up to Copy & Paste

NOTE 2: If you can highlight the text (or photo),

the “Ctrl” (Control) “c”(Copy) & “Ctrl” “v” (Paste) always works.

It works with the internet to copy to an email or text file

### 3. Internet Addresses

With CtrlC & CtrlV you can save internet addresses

#### 3.1 You have EXCEL

- Open EXCEL  
EXCEL open
- Open a New EXCEL file  
New file open
- Use “Save as” to save the file on desktop with “Internet Addresses” as name  
File saved on desktop
- Put cursor in block A1  
Cursor in A1
- Type “Internet Addresses”  
Internet Addresses type in file

##### 3.1.1 Open browser

- Open browser  
Browser open
- Type “chicclasses.org” in browser internet address line  
“chicoclasses.org” type as address
- Hit “Return” key



Chico Classes web site come up

- Click on **chicoclasses** in address line  
Address highlights
- Type “Ctrl c” & hold
- Release

### 3.1.2 Back to Internet Address File

- Put cursor in block A3 & Left click  
Block is selected
- Type “Ctrl v” & hold
- Release  
Address is in block & is blue
- Put cursor on line between A & B & Left click/hold
- Drag cursor to right to about where block E is
- Release button  
Block A is wider
- Put cursor in block B
- Type “Bill’s web site  
“Bill’s web site“ typed
- Save & Close the file  
File saved & closed
- Close browser  
Browser closed

### 3.1.3 Let us open Bill’s web site

- Open Internet Addresses on Desktop  
File open
- Put cursor in block A4 under address & Left click  
Cursor arrow is now a cross
- Move the cross up toward the blue address  
Cross become a hand
- Left click  
Small blue circle appears  
Chico Classes web site opens
- Close web site & Address file  
Both closed

## 3.2 You do not have EXCEL

### 3.2.1 Create Notepad file

- Move cursor to bottom left of screen
- Left click on 4 black squares  
Pop-up window appears
- Scroll down to “Window Accessories”
- Left click on “Window Accessories”
- Scroll down to “Notepad”
- Right click on “Notepad”  
Pop-up Menu appears
- Move cursor over “More”
- Left click on “Pin to Taskbar” in ”More” section  
Notepad pinned to Taskbar  
You now have a Text file Creator (App)
- Left click on Taskbar icon on Taskbar  
Notepad open
- Left click on “File”  
Pop-up menu opens
- Left click on “Save as”  
New Pop-up menu appears
- Move cursor on to ”File name” line
- Hit the “Delete” key on keyboard  
File name line is blank
- Move cursor on to black line
- Type “Internet Addresses”  
”Internet Addresses” typed on File name line
- Left click “Desktop”
- Left click on “Save”  
File is saved on your desktop
  
- Move cursor to top of window just below file
- Left click
- Type” Ctrl C internet address here  
& Ctrl V address in browser address line” then hit “Return” key  
Typing in file

- Hit “Enter” key two times
- Left click on “X” in upper right corner of window  
Pop-up menu
- Left click on “Save”  
File is saved

### 3.2.2 Get internet address using browser

- Open your browser  
Browser open
- Type “chicoclasses.org” in internet address line in browser  
“chicoclasses.org” typed
- Hit “Return” key  
Chico Classes web site comes up
- Put cursor on internet address line  
Address is highlighted
- Press “Ctrl” & “c” keys & Hold
- Release keys

### 3.2.3 Add address to Notepad file

- Right click on “Internet Addresses” file on desk top  
Pop-up menu
- Left click to open  
File opens
- Move cursor to middle of window & Left click
- Press “Ctrl” & “v” keys & Hold
- Release keys  
Chico Classes internet address is in file
- Press the “Tab” key  
Cursor tabs over
- Type “Bill’s Web site” Hit
- “Enter” key two times
- Close the file  
File is closed
- Close the browser file  
Browser file closed

### 3.2.4 Open Bill's web site

- Open Internet Address file on desktop  
File open
- Select address of Bill's web site using Ctrl C  
Address collected
- Open browser  
Browser open
- Paste address in internet address line  
Address pasted
- Hit "Enter" key  
Chico Classes web site opens
- Close the browser & the Address file  
Both files closed