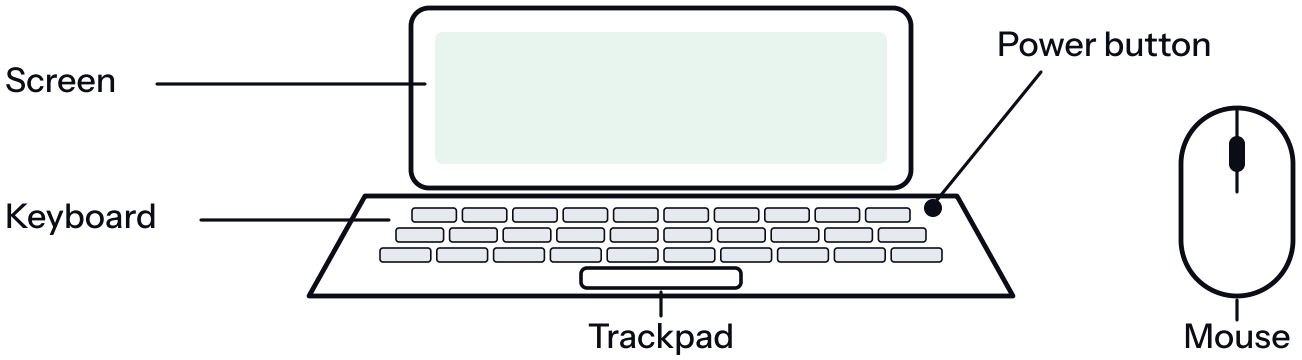
COMPUTER CENTER ONLINE · FREE GUIDE · LEVEL 1

Using a Computer: The Basics

What the parts are, how to start and stop, and how to open, save and close things.



Turn it on and off

Press the power button once and wait. When the sign-in screen appears, choose your name and type your password.

To turn it off, use the menu instead of the power button. On Windows, choose Start, then Power, then Shut down. On a Mac, open the Apple menu and choose Shut Down. On Linux, open the main menu and choose Shut Down or Power Off.

Mouse and trackpad

Slide the mouse, or one finger on the trackpad, to move the pointer. Click once to choose something and double-click to open it. A right-click, or a tap with two fingers, shows more choices. Scroll with the wheel or two fingers.

Windows and icons

An icon is a small picture that opens a program or a file. Each program opens in a window. The buttons in the top corner of a window make it smaller, make it larger, or close it.

Type, save and close

Click where you want to type. Save your work often, give it a name you will recognize, and choose a folder such as Documents. When you finish, close the window.

Shortcuts that help

Action	Windows, Linux	Mac
Copy	Ctrl + C	Command + C
Paste	Ctrl + V	Command + V
Undo	Ctrl + Z	Command + Z
Save	Ctrl + S	Command + S

Enter confirms or starts a new line, Backspace erases the letter before the cursor, Shift makes capital letters, and Esc backs out of something.

If it freezes

Wait one minute and try closing the window. If nothing responds, hold the power button for about 10 seconds until the computer turns off, then turn it on again. You may lose work you had not saved.