

Using a computer

Here are some top tips to help you get started using a computer.

Parts of a computer or laptop

Desktop computer.

- The keyboard lets you type information onto the screen.
- By 'clicking' with the mouse, you can select objects on the screen.
- The monitor, or screen, lets you see what's happening.
- Sound comes out of the speakers. Sometimes these are built in, sometimes they are separate.
- The computer case is where the 'brains' of the computer are stored.



Desktop computer

Laptop.

- The touchpad, or trackpad, is like the mouse on a desktop computer. You use the touchpad to navigate around the screen and select items on the screen.
- Speakers are built into the laptop.



Laptop computer

Turning computers on and off

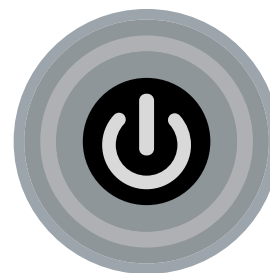
Desktop computer.

- You may need to turn both the screen (or monitor) and the computer case on.
- Look for the power button on the case. Then look for the power button on the monitor.

Using a computer

Laptop.

- On a laptop there is only one power button. Is it often located at the top of the keyboard.



Power button

It takes time for a computer to start up, so you'll need to wait a minute or two. Before you can start using your computer, you may need to enter your password. When you've finished using your computer, remember to shut it down properly – this means not pressing the power button, but following the **shut down** process.

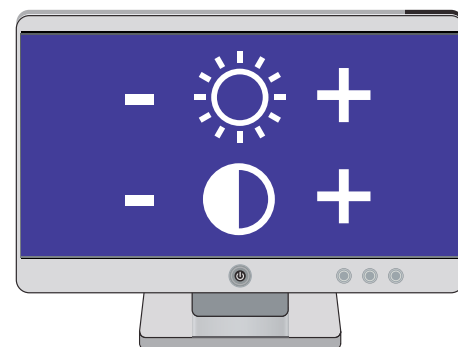
Changing settings on a computer

Brightness and contrast.

On a desktop computer, the buttons for brightness and contrast are usually located on the monitor.

Adjusting font size and screen resolution.

1. Click on the **Windows** button on your desktop.
2. Then click on **Settings**.
3. Now click on **System**, then **Display**.
4. To change the font size, click on **Custom Scaling**.
5. To change the resolution, click on **Resolution**.



The buttons for brightness and contrast are usually located on the monitor

Using a computer

Using programs and managing files

The photos, letters, music and more on your computer are called files. It's best to store your files in carefully named folders so they are easy to find.

How to create a folder.

1. Click on the Windows button on your desktop.
2. Then click on Documents and New Folder.
3. You can name the folder whatever you want, for example 'holiday photos', by clicking in the box and typing in the name.

Computer Safety

Finally, it's important that you stay safe when using your computer.

- Use a comfortable chair.
- Have your keyboard and display screen right in front of you so that you're not twisting.
- Keep the cables tidy so you don't trip on them.
- And keep drinks away from the computer. A spill can be dangerous.



Ensure you're comfortable with a tidy workspace