

What is a desktop computer?

Computers come in many shapes and sizes. Here, we'll be looking at the desktop computer.

One of the most common types of computer is a desktop computer, also known as a personal computer, or 'PC'. Some of the important things to remember about desktop computers are:

- They need power from the wall to operate.
- They're usually too heavy to carry around, so they're designed to sit in one place (like on a desk).
- They're controlled with a mouse and keyboard.
- They run programs, also called applications. These programs direct the desktop computer to perform certain tasks, such as browsing the internet.

Parts of a desktop computer

A desktop computer comes in multiple pieces. The main ones are:

- The **computer case**, which contains the 'brains' of the desktop computer. All the other parts of desktop computer connect to the case.
- The **screen**, which lets you see what's happening on the computer. Some desktop computers combine the screen with the computer case, or box.
- The **keyboard** lets you type text, numbers and symbols into the computer.
- The **mouse**, which lets you point to and move items you see on the screen.

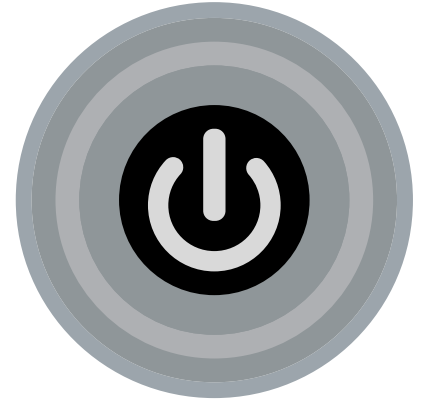


A desktop computer comes in multiple pieces

What is a desktop computer?

How to turn a desktop computer on and off

To turn a desktop computer on or off, you need to press the power button. Look for a button with a symbol that looks like a circle with a line through it. Don't worry if it takes a minute to start - that's normal.

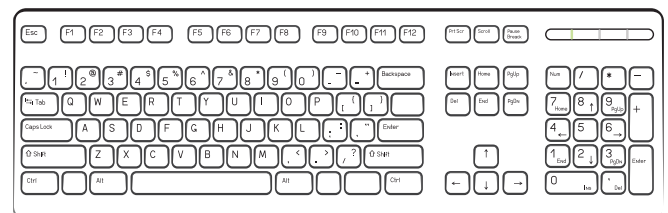


This is the universal power icon

Using a keyboard

Desktops, laptops and some tablets use keyboards for typing in text. Just remember...

- Most keyboards use the same layout for letters. It's called **QWERTY**, from six of the keyboard letters.
- Tap a letter to type it.
- Use the long **Space bar** to make the spaces between words.
- Press **Caps Lock** to type capital letters. Press it again to go back to lower case.
- You can also hold down the **Shift** key while typing a letter to make it a capital.
- Hold down the **Shift** key to type the second symbol marked on the top half of some keys, such as ***** and **?**.
- Press **Enter** to end a line and start a new line.
- Press **Backspace** to delete the last letter you typed.



Use a keyboard on desktops, laptops and some tablets

What is a desktop computer?

Using a mouse

A mouse is a sort of pointing device. You use it to point to the things you see on the screen. It's represented on the screen by a little pointer, called a **cursor**. Here are some tips for using a mouse.

- Just slide the mouse in the direction you want the pointer to go.
- Click on the left mouse button to activate the object you're pointing at.
- Click on the right mouse button to see options related to the object you're pointing at.
- Use the wheel in the middle to scroll a document up and down.
- Double-click on the left mouse button to start a program.



This is a mouse

Not so hard, is it? And once you have mastered the basics of the mouse and keyboard, you're ready to start your computer adventure!