

## Basic Computer Tips

1. Windows XP tutorials:
  - a. <http://windows.microsoft.com/en-US/windows/help/windows-xp>
2. Windows Vista tutorials:
  - a. <http://windows.microsoft.com/en-US/windows-vista/help>
3. Windows (several) tutorials:
  - a. <http://windows.microsoft.com/en-US/windows/help>

### 4. Using a Mouse

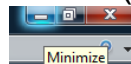
- a. As a default, left click once (always left click once on the internet)
- b. Double click when opening files or clicking on “Desktop icons”
  - i. Practice using the mouse:
    1. <http://www.seniornet.org/howto/mouseexercises/mousepractice.html>
    2. <http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html>
    3. <http://www.pbclibrary.org/mousing/games.htm>
  - ii. It’s OK to lift the mouse and move it back to the left side of the mouse pad. You can even continue pressing the left mouse button while lifting the mouse.

### 5. Keyboarding

- a. Learn/practice typing:
  - i. <http://www.typingweb.com/>
  - ii. <http://www.sense-lang.org/typing/tutor/index.php?lang=EN>

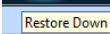
### 6. Minimize/Maximize and Exiting Windows Programs

- i. If you are logged in to a site, be sure to “Sign Out” or “Log Out” before exiting the window
- ii. Use the 1<sup>st</sup> box or “dash or minus” symbol to remove the window from your immediate view (reminder...it will still appear in your task bar)



- iii. Use the 2<sup>nd</sup> box or the “square/double square” as follows

1. Single square to make a “smaller window” larger

2. Double square  to make a “larger window” smaller

iv. Use the “X” in the 3<sup>rd</sup> box to close the window 

## 7. Navigating the Web

### a. Address Bar

- i. When on the internet, you don't have to enter “http://” but you probably will have to enter “www.”
- ii. IE remembers the address you type in for a set time---it also remembers incorrect addresses

## 8. Working with Links

- a. Internet searches can produce “infected” pages. Read the name of the link and see if it sounds OK. Usually “*address.org*” is safe.
- b. Hover over a link to see the web address at the bottom of the screen

## 9. Using Browser Navigation Controls

### a. Favorites/Bookmarks

- i. Click on the yellow star with the green plus to “Add” the page for quick retrieval
- ii. Give it a name that makes sense to you
- iii. Organize by using folders

1. Click on the yellow star to retrieve saved pages



## 10. Files on the Computer

- a. Word/Excel - Save defaults to “My Documents”
- b. Organization is KEY!
- c. Create Folders
- d. Naming convention for folders/files/documents
- e. <http://windows.microsoft.com/en-us/windows-vista/Working-with-files-and-folders> - good tutorial

## 11. Moving, Copying and Deleting Files

- a. Delete - Left click once to highlight the file then choose the “X” or Delete
- b. Moving/ Copying – Left click once to highlight the file then Edit then Copy

- i. Move to the location you want it, Edit, Paste

### **Introducing Email**

#### **12. Web Mail vs. Outlook/Outlook Express**

- a. Web mail – all mail stays on the server of your ISP. It is accessible from anywhere
  - i. Keep this clean
  - ii. Use forwarding to an alternate e-mail for large or excess e-mails
  - iii. Check at least once a week to keep it clean
- b. Outlook/Outlook Express – Once you open/download/receive, that mail remains on your PC and is NOT accessible from anywhere but that PC.

#### **13. Using Electronic Mail**

- a. For work purposes, choose your e-mail name wisely (don't use something like [bigbubba92@mail.com](mailto:bigbubba92@mail.com). It's OK to use something like [First.Last@mail.com](mailto:First.Last@mail.com))
- b. E-mail is NOT texting. Use "sentence case" when typing. Don't use text abbreviations.
- c. Be sure to pay close attention to a "." or "\_" when typing or writing your address
- d. Have an email for "work" purposes and have another e-mail for friends/junk/etc (It's OK to have more than two!)

#### **14. Understanding types of Email Service**

- a. <http://www.fepg.net/emailtypes.html>
- b. www.mail.com, www.hotmail.com, www.yahoo.com, many others

#### **15. Sending an Email Message using Web Mail**

- a. Each "provider" may have a different view
- b. Look for wording such as "New" or "Compose" to create a new e-mail
- c. Look for wording such as "In Box" or "Check Mail" to see your e-mail
- d. E-mail addresses do not have "spaces" in the address.
- e. E-mail addresses will have an "@" followed by ".xxx" (dotxxx)
- f. Working with the Inbox
  - i. Creating messages
  - ii. Replying to Messages

1. Be sure to use “Reply” and not “Reply All” (unless that is what you intend to do)

### **Outlook/Outlook Express**

- 16. Replying to messages**
  - a. Reply will send the message back to the person who sent it to you
  - b. Reply All will send it back to EVERYONE who’s name appears in the “From,” “To,” “CC,” and “BCC”. Be careful when using this...not always necessary nor appropriate.
- 17. Creating folders—Organization—(try not to add them all under the “Inbox”)**
  - a. In Outlook, right click on “Personal Folders” and add folders there
  - b. In Outlook Express, right click on “Local Folders” and add folders there
  - c. Using the Check Mail Command to instantly send/receive/update your Inbox