

Computer Basics

LTC Technology Quick Tips

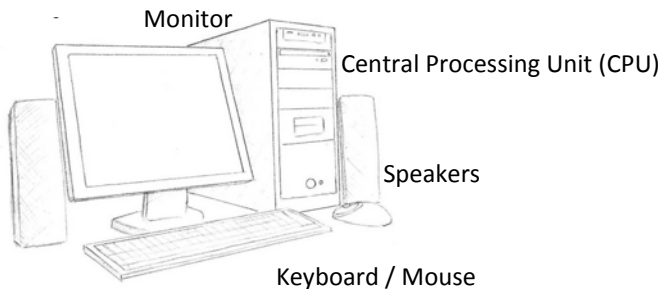


Getting Started

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This Quick Tip will explain some computer terminology and processes. You will learn some fundamental concepts that will help you understand your computer.

Parts of a Computer



Your computer is made of several parts that work together to accomplish certain tasks. There are 4 things your computer does:

- **Receives Input:** Three common ways your computer receives information is by typing into the keyboard, clicking on the mouse, and scanning images with the scanner.
- **Processes Data:** Computers have the ability to do a variety of things with the information you put into it, from calculations to word searches.
- **Stores Data:** Your network drive, hard drive, floppy disks, and cache are all locations where data that you put into your computer are stored.
- **Presents Output:** The monitor, the printer, and speakers are all parts of the computer that output information.

Storage Devices

Storage devices are very useful for sharing and transporting information. The most common types of storage devices are:

- Hard drive (internal computer storage)
- CDs (music or documents)
- DVDs (video)
- Travel drive, jump drive, thumb drive, USB drive, flash drive (all names for the same type of device)

Hardware versus Software

- Hardware refers to the physical components of a computer. These are the parts that you can see, feel and hear. Examples are: the CPU, the keyboard, the monitor, memory, cables, mouse, printer and power supply.
- Software refers to the programs and applications that control the computer and tell it how to operate.

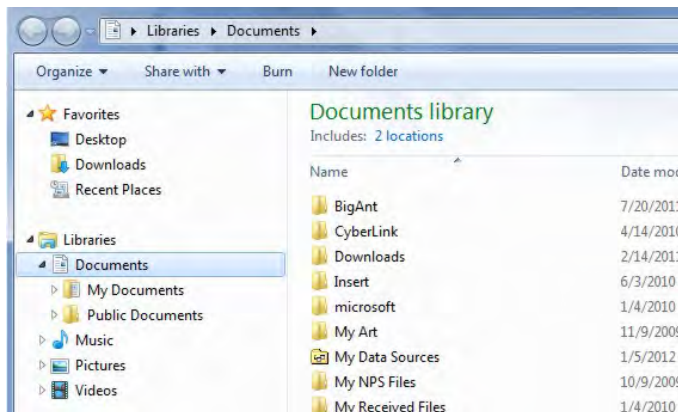
Programs and Applications

A **computer program** is a series of instructions for the computer to make it function, for example an operating system (e.g. Windows [XP, Vista, 7], Linux, etc.).

An **application** is a computer program designed to help people perform a certain type of work.

- Word processing (for typing documents, e.g., Word)
- Spreadsheets (for performing calculations and accounting functions, e.g., Excel)
- Databases (for storing and manipulating data, e.g., Access)
- Presentation (for creating slideshows, e.g., PowerPoint)

Files vs. Folders - Saving Documents



Word documents, Excel workbooks, and PowerPoint presentations can all be saved as files. Files are represented by an icon indicating which application they were created in

Many files may be stored in folders on the computer hard drive or on a travel drive. Documents in Windows 7 is the default folder for saving files. It may contain sub-folders (e.g., My Pictures, My Videos, etc.) that are standard or are created by the user.

Move / Copy / Delete a File

To move or copy a file:

1. Locate the file. Click on "Start" and select "Computer" and navigate to the location that contains the file.
2. Select the file you want to move or copy right click and select "Copy"
3. Navigate to the new location and right click and select "Paste"

To delete a file

1. Locate the file. Click on "Start" and select "My Computer" and navigate to the location that contains the file.
2. Select the file you want to delete and right click and select "Delete." It may prompt you to verify that you want to delete this file.

