

Basic Computer Skills

Unit: 1 – 1

Overview

Devices and Computer Log On

Warm-up: Thumbs Up / Thumbs Down

◆ I have

- used a Mobil (Cell) Phone
- used a Desktop Computer
- used a Laptop
- used a Tablet

◆ I am excited to be here

◆ I am ready to learn

QUESTIONS I HAVE?.....



Unit 1 - Basic Hardware Skills and Objectives

- **1. Distinguish between different types of devices (tablets, desktop and laptop computers).**
- **2. Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen).**
- **3. Log on to and shut down a computer.**
- 4. Demonstrate knowledge of keys on keyboard (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock).
- **5. Identify types of mice: mouse and touchpad.**
- 6. Identify mouse pointer shapes and the functions they represent (spinning wheel (loading), I-Beam (text), arrow (basic clicking), hand pointer (clickable links)).
- 7. Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click).
- 8. Drag and drop.
- 9. Utilize common controls for screen interaction (selecting check boxes, using drop-down menus, scrolling). 1
- 10. Access and control audio output features (volume, mute, speakers and headphones).
- 11. Identify icons on desktop.
- 12. Demonstrate ability to trash and retrieve items using the trash or recycle bin.
- 13. Demonstrate understanding that it is possible to customize a computer for increased accessibility
(customizing a mouse for left-handed use, sensitivity, and changing screen resolution on a monitor).
- 14. Demonstrate understanding that software programs are upgraded periodically to fix bugs and increase utility,
and that different versions may be installed on different computers.
- 15. Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage).
- 16. Identify whether or not a computer is connected to the internet.
- 17. Identify and locate camera and mic on laptops, tablets.
- **18. Turn computer and monitor on and off.**

Unit 1 -1 Basic Hardware Vocabulary

- **Desktop computer (Tower (CPU) / Keyboard / Monitor)**
- **Laptop (Notbook)**
- **Monitor / Screen / Display / CRT**
- **Mouse (wheel, Left button, Right button) Mouse Pad**
- **System Unit (CPU / Central Processing Unit)**
- **Tablet (big smart phone)**
- **ADDITIONAL Terms**
 - Notebook
 - Hard Drive (Floppy Disk)
 - Peripherals (Things outside the computer)
 - Camera
 - Speakers / Microphone
 - Printers
 - Bluetooth

Unit 1-1 - Hardware Standards

1. Distinguish between different types of devices.
2. Identify specific computer hardware.
3. Log on to and shut down a computer.
5. Identify types of mice: mouse and touchpad.
18. Turn computer monitor on and off.

Power Off / Power Down

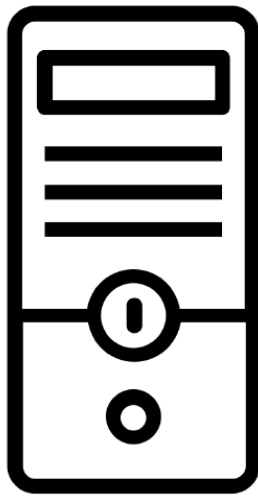
- Shutting Down / Reboot
- Power Off
- Restart
- Sleep

Reference "A"

A Tower (BOX) is almost obsolete today

TOWER

CPU
Central
Processing
Unit



Monitor / Screen / Display



USB (2.0, 3.0)
Flash Drive
THUMB Drive

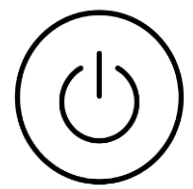


Male



Female

Power



Disk Drives

PORTS (USB) 2.0, 3.0

FLASH Drive

Universal Serial Bus

Keyboard

QWERTY Keyboard

Cursor
Movement

Numeric
Keypad

HDMI



RCA Plugs



USB-C



USB-A

Micro-B Vs. Type-C Lighting Cable



USB-A

Micro USB-B

2020: EUROPE Standard USB Type 'C'



Older Apple



Laptop

Camera

Screen



Mouse Pad / Trackpad

Tablet



Older technology image with
POWER / Home at the bottom
or side

Touch Screen

Virtual or Pop-Up Keyboard

MOUSE (Apple 'bought'/modified Invention)

Point and Click

Drag and Drop

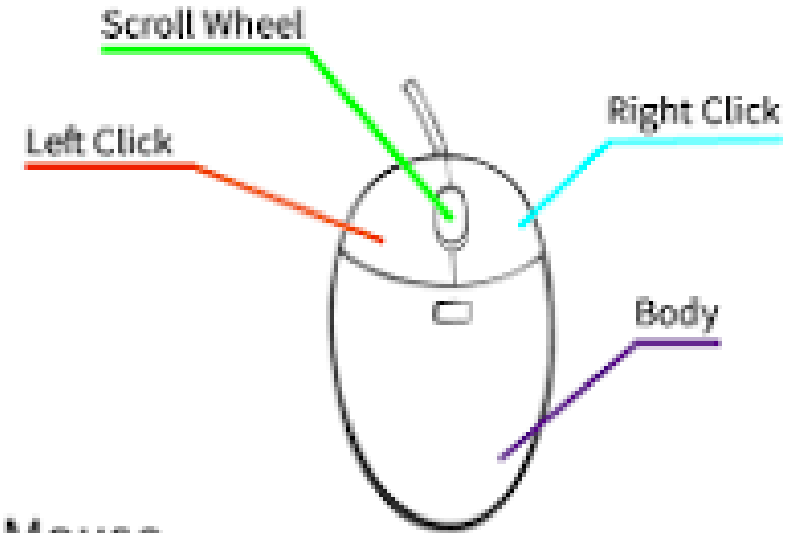
Left Click (select / highlight)

Right Click (Menu options)

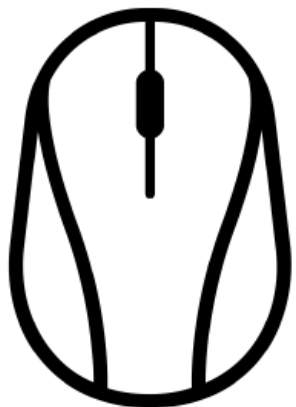
Double Right Click (Open)

Scroll Wheel (rapidly move up or down)

Wired or Wireless



The Mouse



<https://edu.gcfglobal.org/en/mousetutorial/mouse-tutorial/1/>

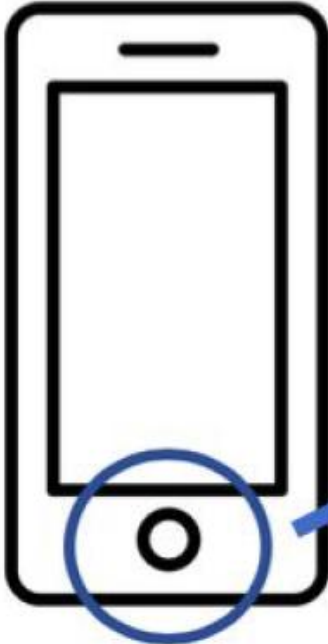
https://www.youtube.com/watch?v=KNKgBBn_Fsg

History: https://en.wikipedia.org/wiki/Apple_pointing_devices

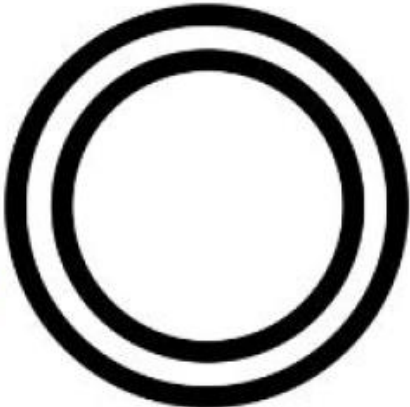
Tablets / Touch Screens

Technology Changes. This is older technology.

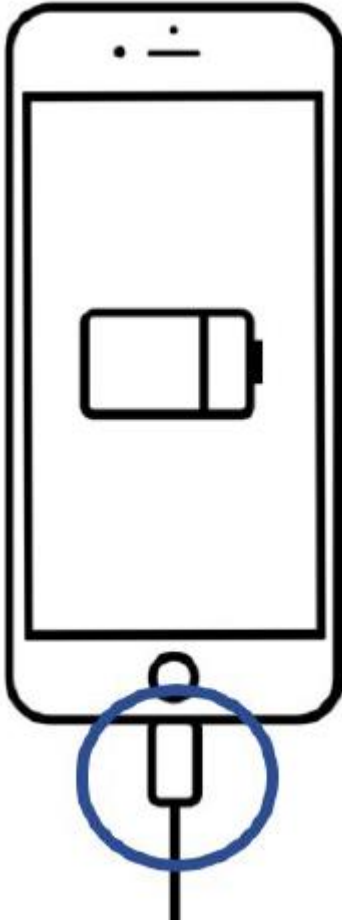
Tablets today may have the power or HOME buttons on the side



HOME



Touch Screen

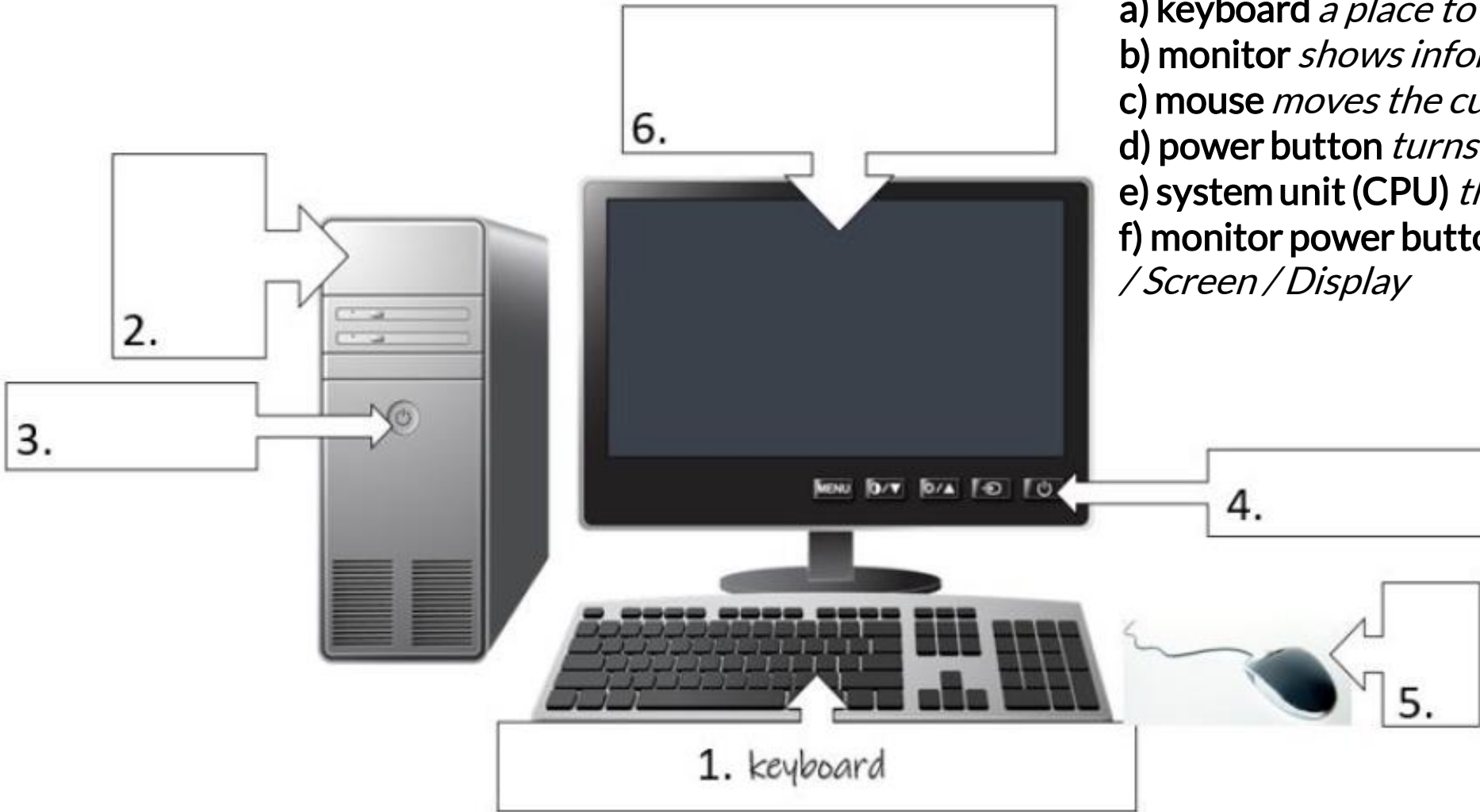


Charging Port

Desktop Hardware Identification Worksheet

Computer Parts and Definition

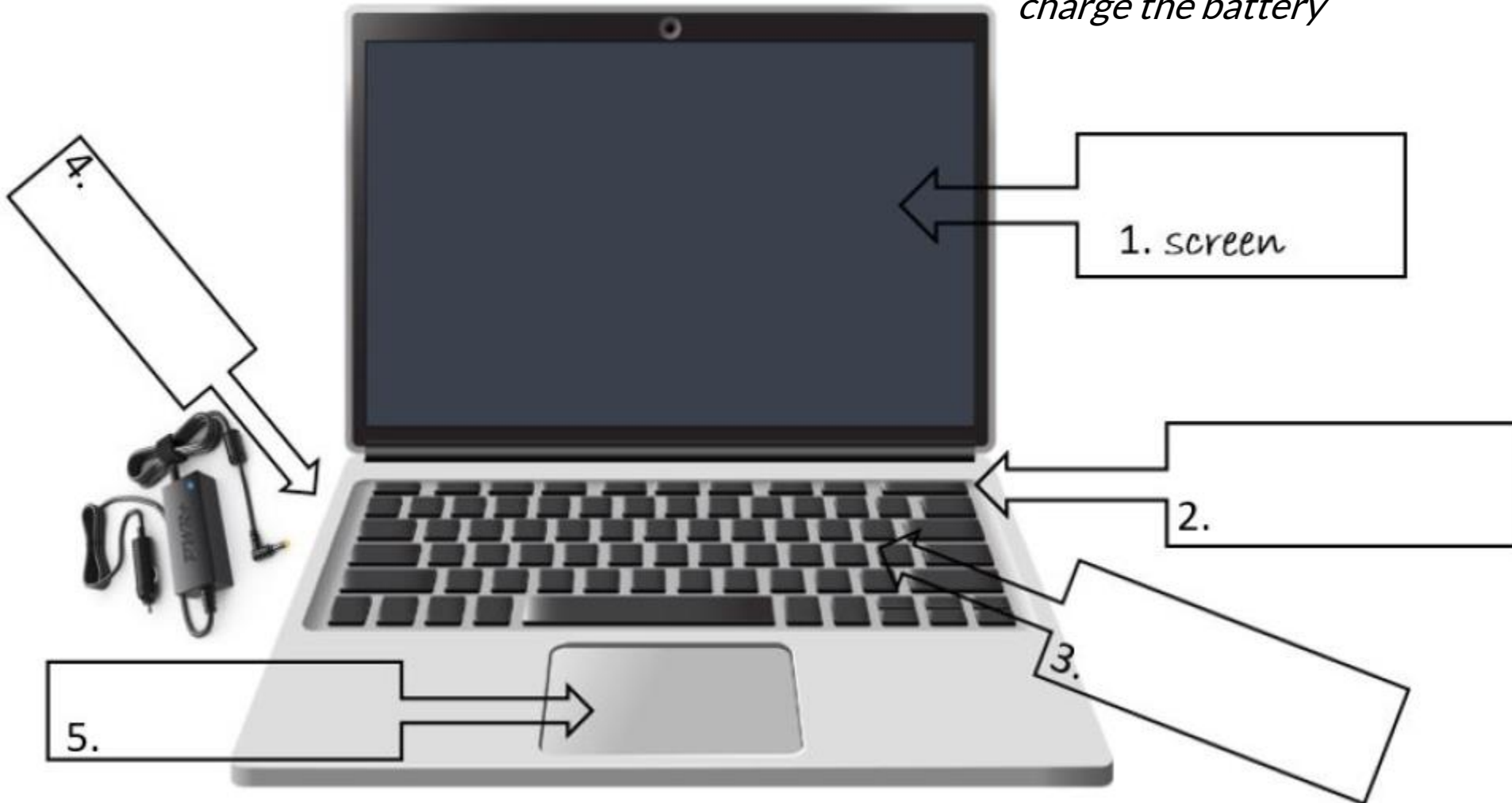
- a) keyboard *a place to type on a computer*
- b) monitor *shows information from the computer*
- c) mouse *moves the cursor*
- d) power button *turns on a device*
- e) system unit (CPU) *the brain of the computer*
- f) monitor power button *turns on and off the monitor / Screen / Display*



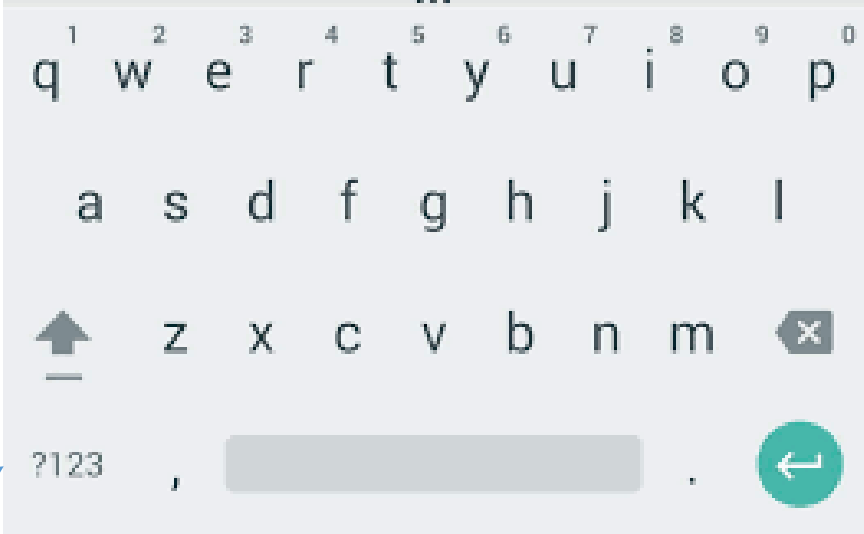
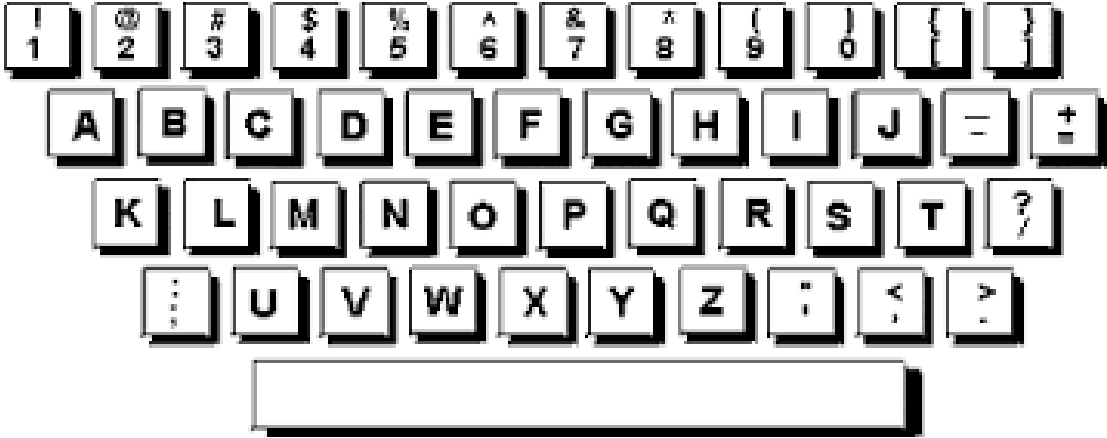
Laptop Hardware Identification Worksheet

Laptop Computer Parts and Definition

- a) screen *shows information from the computer*
- b) keyboard *a place to type on a computer*
- c) touchpad *a place to move the cursor (trackpad)*
- d) power button *turns on a computer*
- e) charging port *a place to plug in the computer to charge the battery*

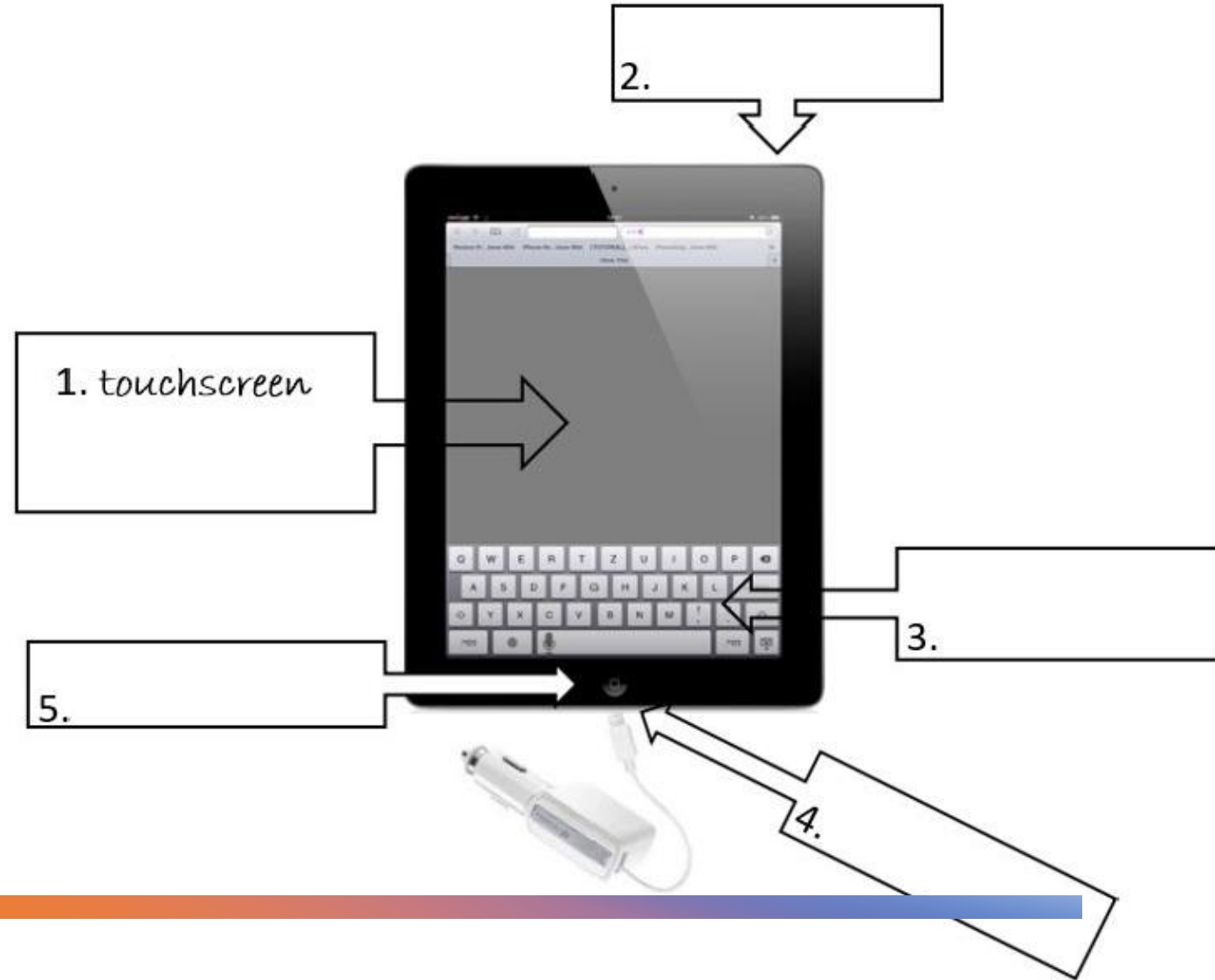


Virtual Keyboard and Alternate Keyboards


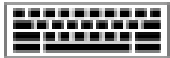
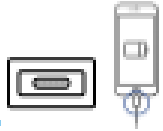






Tablet Hardware Identification Worksheet

- a) **touchscreen** a place to see and click
- b) **keyboard** a place to type on a computer
(Virtual Pop-Up Keyboard / Alternate Keyboard)
- c) **home button** goes to 'home' screen (Older Apple / Tablet or cell phone Function)
- d) **power button** turns on a tablet or a phone
- e) **charging port** a place to plug in the charger











Unit 1-1 – Hardware Matching Quiz

<p>1.Charging Port/Power Port <i>a place to plug in computer/ a place to plug in laptop to charge</i></p>	<p>a. </p>
<p>2.Monitor/Screen/ Touch Screen <i>shows information from desktop or laptop/ a place to move cursor on tablet</i></p>	<p>b. </p>
<p>3.System Unit <i>the brain of the computer</i></p>	<p>c. </p>
<p>4.Mouse/Touchpad <i>allows movement of cursor/ a place to move cursor on laptop</i></p>	<p>d. </p>
<p>5.Home Button <i>brings user to home screen</i></p>	<p>e. </p>
<p>6.Keyboard <i>a place to type on computer</i></p>	<p>f. </p>
<p>7.Power Button <i>allows computer to turn on</i></p>	<p>g. </p>

Handout - A

Directions: Write the name of the computer part next to the picture.

<u>Computer Part</u>	<u>Name</u>		<u>Computer Part</u>	<u>Name</u>
	1.			5.
	2.			6.
	3.			7.
	4.			8.