Basic Computer Skills

WELCOME!

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VANCOUVER

- Name
- What do you expect?

AGENDA

- What is a . . .
  - Computer
  - Monitor
  - Mouse
  - Cursor
  - Keyboard
- Make a folder
- Microsoft Word
  - Write a sentence
    - Highlight
    - Change size and font
  - Learn to make bullet points
    - Make a list of your…
    - Highlight
  - Specific Functions
  - Learn copy and paste
- Learn to use the internet
- Email
- Social Networking

WHAT IS A . . .

- Computer

WHAT IS A . . .
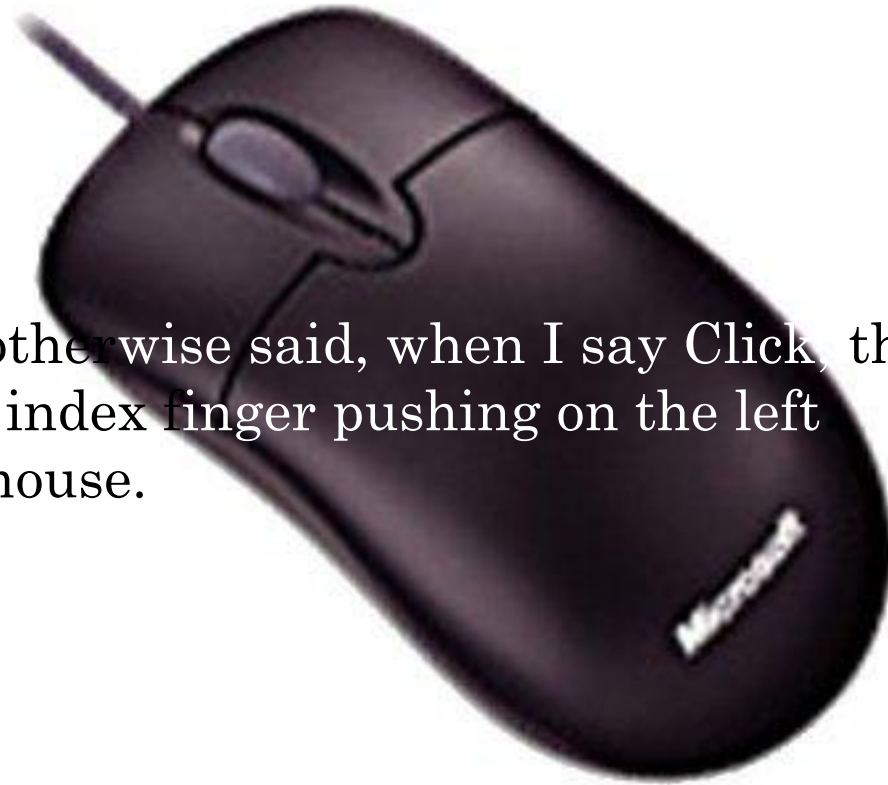
- Computer
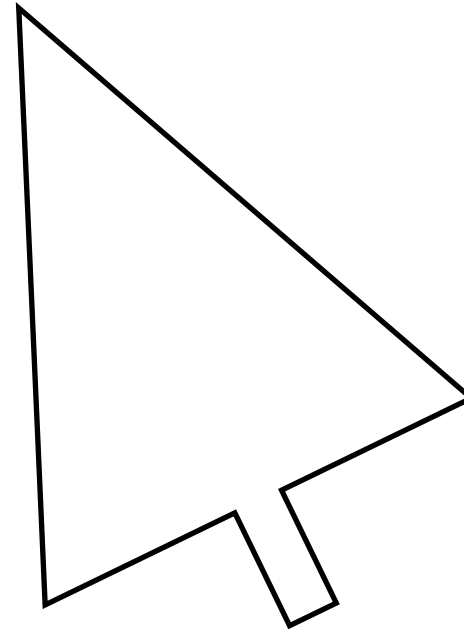- Monitor

WHAT IS A . . .

- Computer
- Monitor
- Mouse
  - Click – unless otherwise said, when I say Click, that will mean your index finger pushing on the left button on the mouse.

WHAT IS A . . .

- Computer
- Monitor
- Mouse
- **Cursor**

WHAT IS A . . .

- Computer
- Monitor
- Mouse
- Cursor
- Keyboard

IMPORTANT KEYBOARD KEYS

- Space bar
- Enter
- Arrow keys
- Backspace
- The alphabet and numbers

MAKE A FOLDER

Microsoft Word

- **Click** on the **START** menu in the lower left corner.
- **Click** on **PROGRAMS.**
- Then **Click** on **MICROSOFT WORD.**

MICROSOFT WORD

- **Type** your name, first and last. Capitalize the first letter of your first and last name using the **SHIFT** key.
  - Charvel Nelson

Microsoft Word

- **Click and Drag** from the first letter of your name to the last". This is called Highlighting. When all the letters are highlighted. Take your finger off the mouse.

- Practice this a few times.

Microsoft Word

- There is another way to highlight the letters.

- **Click** before your name to put the cursor there

- Use your left hand to **Hold Down** the **SHIFT** key. **At the same time** use your right hand to **Press** the **Right Arrow Key** many times until all the letters are highlighted.

MICROSOFT WORD

- Now, **Right Click** on the mouse.
- You will see a drop down menu
- **Click** on the **Copy** button.

MICROSOFT WORD

- **Click** after your name to put the cursor there.
- Now, **Right Click** on the mouse again.
- **Click** on the **Paste** button.

- **Look** at what happened. You should now have two names.
  - Charvel Nelson Charvel Nelson

Microsoft Word

- Highlight all the words on the page.

- Now, **look** at your Toolbar. **Click** on the little arrow next to "Times New Roman."

- **Click** on another font name to change the way the letters look.

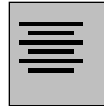- **Change the font** 3 times for practice.

Microsoft Word

- **Click** on the arrow next to the number 12.
- **Click** on a larger number.
- This will change the size of the letters.

Microsoft Word

- **Highlight** all of the text.
- **Click** on the Center button from the Formatting Toolbar.
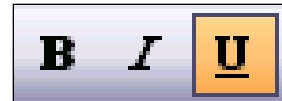- When the text is highlighted, **Click** on the **B** to make the text bold.

Microsoft Word

- **Click** on the *I* button on the Formatting Toolbar to make the text italic.

- **Click** on the Underline button to add a line under the words.

MICROSOFT WORD

- You should have your name typed out twice.
- **Click** after your name to place the cursor there.
  - Charvel Nelson | Charvel Nelson

- On your keyboard, **Press** the **BACKSPACE** key several times to erase your last name.

MICROSOFT WORD

- Charvel | Charvel Nelson

- **Click** between your first names to place your cursor there.

- On your keyboard, **Press** the **Delete** key several times to erase your first name.
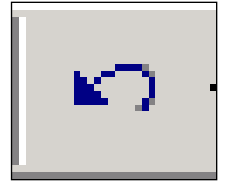 - Charvel Nelson
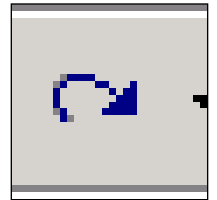
MICROSOFT WORD

- **Click** on the **UNDO** button on the toolbar.

  This button will let you go back one step. It is a good way to correct your mistakes.

- **Click** the **REDO** button on the toolbar.

  This button will let you go forward one step after you have used the undo button.

MICROSOFT WORD

- **Press** the **ENTER** key to move down one line.
- Press ENTER again.

- **Type** the following sentences on three separate lines:

  This is a dog.

  This is a hog.

  This is a log.

Microsoft Word

- **Highlight** all three sentences.
- **Click** on the bullet button on the toolbar.

  - This is a dog.
  - This is a hog.
  - This is a log.

MICROSOFT WORD

- **Highlight** all three sentences.
- **Click** on the numbering button on the toolbar.

1. This is a dog.
2. This is a hog.
3. This is a log.

MICROSOFT WORD

- **Click** on the **File**.
- **Click** on the Save <u>A</u>s.
- **Type** your name and click **save**.

Microsoft Word

- **Close** the document by clicking on the X in the top right hand corner.

Go to a website on the Internet

- **Click** on the **START** menu in the lower left corner.
- Click on **Internet Explorer**
- Click on the website address

Address http://mail.themlc.org/exchange/
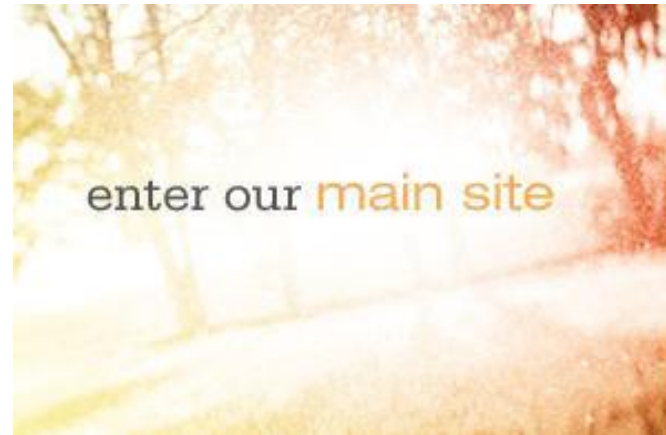
- The website address should be highlighted.

GO TO A WEBSITE ON THE INTERNET

- Press the **Delete** key on the keyboard
- Type the new website address
  - In this case: www.crossroadschurch.net
- Press the **Enter** key on the keyboard

WWW.CROSSROADSCHURCH.NET

- **Click** on enter out main site

enter our main site

WWW.CROSSROADSCHURCH.NET

- **Click** on about crossroads.
- On the left you will see **>Meet the staff**
- Click on **>Meet the staff**

[WWW.CROSSROADSCHURCH.NET](http://www.crossroadschurch.net)

- **Scroll** down the page by clicking on the arrow on the bottom of scroll bar on the right side of the page.
  - Find:
    - **Gary Dicklich**
    - **Cindi Leamy**
    - **Ryan Topper**

WWW.CROSSROADSCHURCH.NET

- To go back to the main page
- **Scroll** to the top of the page.
- **Click** on the left arrow on the top left.

- You can also click on the logo.

[WWW.CROSSROADSCHURCH.NET](http://www.crossroadschurch.net)

- **Click** on resources.
- On the left you will see a list with **>Media**
- **Click** on **>Media**
- Here is where you could watch and listen to past sermons.
- **Click** on **Special Events**
  - **Potters Field**

EMAIL

- Click on the website address
- Press the **Delete** key on the keyboard
- Type the new website address
  - In this case: www.gmail.com
- Press the **Enter** key on the keyboard

EMAIL

- Click on Create an Account.
- Fill in the boxes with your information
- JSmith, John.Smith   @gmail.com

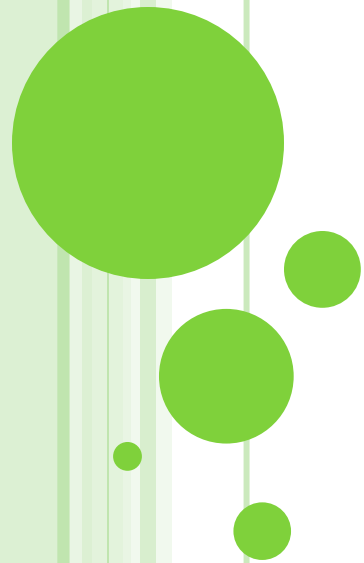- Write down your email address and password to keep for your notes.

Social networking

- Type the new website address
  - In this case: www.facebook.com
- Press the **Enter** key on the keyboard

- Beneath the words Sign-Up fill in the boxes.
  - Write down your Facebook password on paper.

QUESTIONS?

THANK YOU