

# Basic Computer Skills

## Overview

- What is a . . .
  - Computer
  - Monitor
  - Mouse
  - Cursor
  - Keyboard
- Make a folder
- Microsoft Word
- Learn to use the internet
- Email
- Social Networking



“**Click**” – unless otherwise said, when it says **Click** that will mean your index finger pushing on the left button on the mouse.

## Microsoft Word



- **Click** on the **START** menu in the lower left corner.
- **Click** on **PROGRAMS**.
- Then **Click** on **MICROSOFT WORD**.
  
- **Type** your **name**, first and last. Capitalize the first letter of your first and last name using the **SHIFT** key.
  - Charvel Nelson


## Highlighting

- **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.
  
- 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.

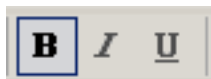
## Copy and Paste

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

## Formatting text

- **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.
  
- **Click** on the **arrow** next to the number 12.
- **Click** on a **larger** number.
- This will change the size of the letters.
  
- **Highlight** all of the text. (**Click and drag** across the letters).
- **Click** on the Center button from the Formatting Toolbar. 
- When the text is highlighted, **click** on the **B** to make the text bold.
- **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.

**Bold**



*Italic*



Underline



## Backspace and Delete

- 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.
  - 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

## UNDO/REDO

- **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.



## Using a bullets in a list

- **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.

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



## Saving a document

- **Click** on the **File**.
- **Choose** where to save your document
- **Click** on the Save **A**s.
- **Type** your name or title of document and click **save**.

## Getting on to the Internet

- Click on the **START** menu in the lower left corner.
- **Double-Click** on **Internet Explorer**
- Click on the website address
- The website address should be highlighted.
- Press the **Delete** key on the keyboard
- **Type** the new website address
  - In this case: [www.crossroadschurch.net](http://www.crossroadschurch.net)
- Press the **Enter** key on the keyboard
- **Click on** enter our main site.
- **Navigate** through the site by clicking on words like **about crossroads**.
  
- 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.

## Email

- Click on the website address
- Press the **Delete** key on the keyboard
- Type the new website address
  - In this case: [www.gmail.com](http://www.gmail.com)
  - or the email service provider of your choice.
- Press the **Enter** key on the keyboard
  
- Fill in the boxes with your information
- Write down your email address and password to keep for your notes.

## Social Networking

- Click on the website address
- Press the **Delete** key on the keyboard
- Type the new website address
  - In this case: [www.facebook.com](http://www.facebook.com)
- Press the **Enter** key on the keyboard

## Formatting Practice for Microsoft Word

1. Bold this line of text.
2. Underline this line of text.
3. Align this line on the right side of the page.
4. Change this line to italics.
5. Change this line to 24pt.
6. Cut this line and paste it at the end of the list.
7. Change this line to Verdana font.
8. Center this line.
9. Copy and paste this line three times.
10. Make this line Bold and 16pt.
11. Center and underline this line.
12. Change this line to Arial font in italics.
13. Make this line Comic Sans font, 18pt, Bold and underlined.