

# Computer Comfort

Learn how computers work and how to use them.



**TECHNOLOGY  
& COMPUTER  
TUTORIALS**

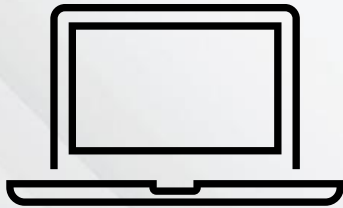
# Course Learning Objectives

By the end of this class students will:

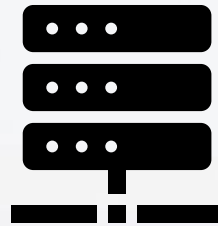
- understand the basic components of a computer
- be able to use a mouse and keyboard to navigate Windows
- be able to save and manage documents
- know where to look for further help and learning

# What is a computer?

An electronic device that uses data to perform tasks.



Personal Computers



Servers

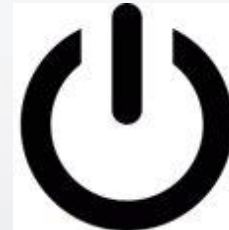
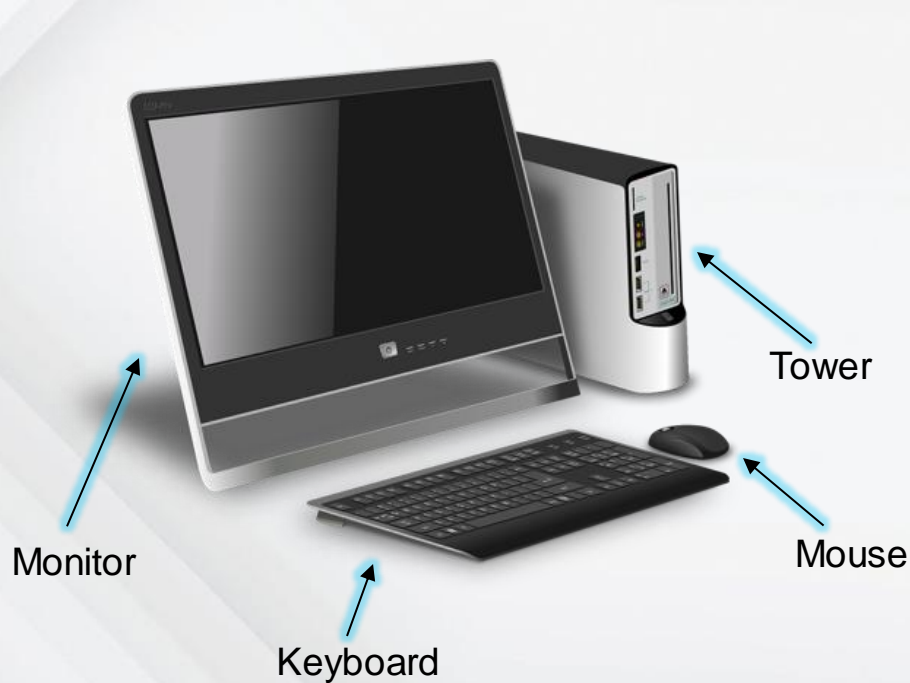


Tablets & Smart Phones

- **Hardware-** any piece of the computer you can touch with your hands, like the keyboard, mouse, or internal chips.
- **Software-** a set of instructions that the hardware follows to execute a task. Examples: a web browser, a video player, or word processor.

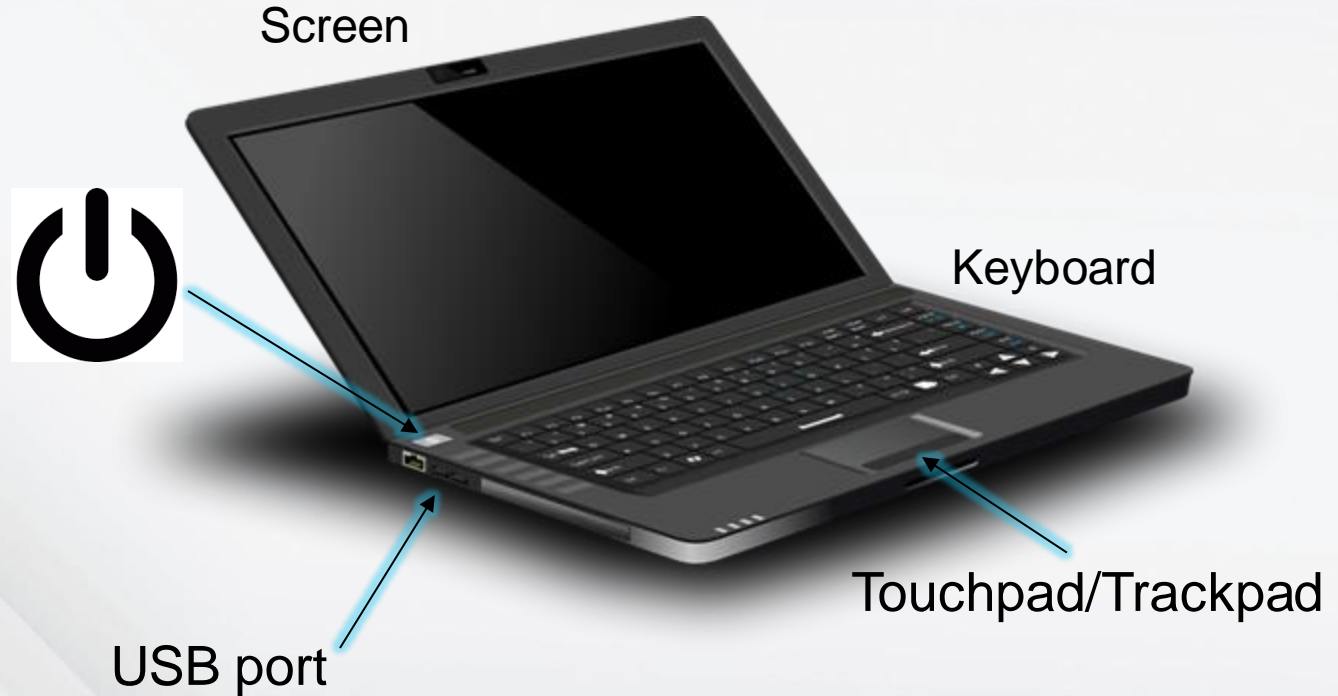


# Computer Components

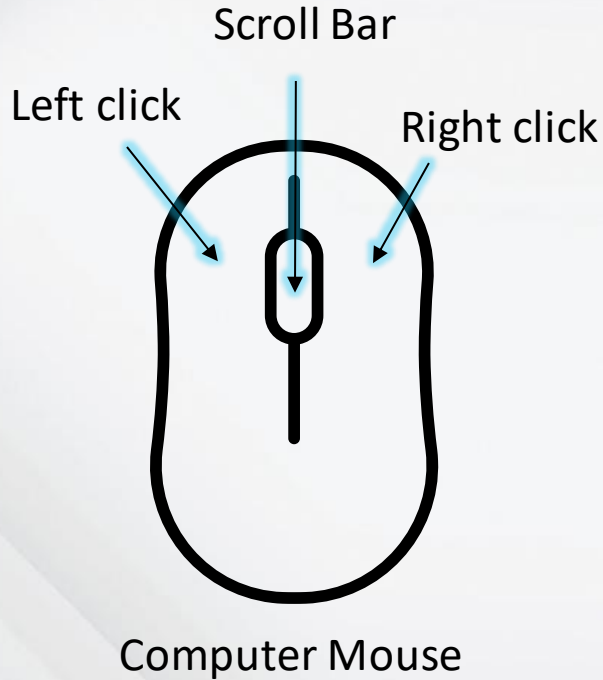


On/Off

# Laptop Components



# Using a Mouse



The mouse controls the cursor on the computer screen.



Cursor

# Mouse Practice



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[www.poudrelibraries.org](http://www.poudrelibraries.org)

<http://www.pbclibrary.org/mousing/mouercise.htm>

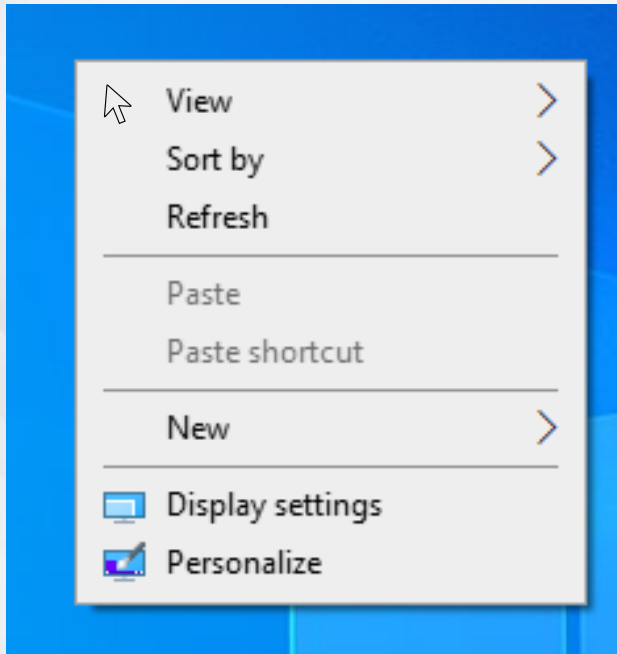
<https://edu.gcfglobal.org/en/mousetutorial/>



# Screen Layout



# Using Menus



# Opening Programs

Move your cursor until the arrow is hovering over the icon of the program and do *one* of the following actions:

- Double-click with the left mouse button
- Single-click with the left mouse button then press the Enter key on your keyboard
- Single-click with the right mouse button and choose “Open” from the dropdown menu



# Managing Windows



Minimize

Resize

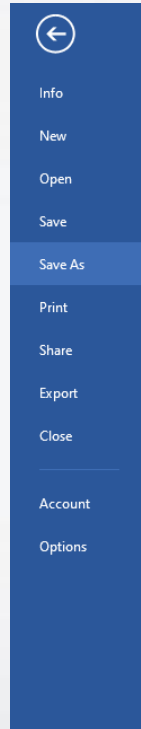
Exit




# Saving Documents




- Choose **Save As**
- Choose a location (e.g., Documents, Pictures)
- Name your file
- Click **Save**




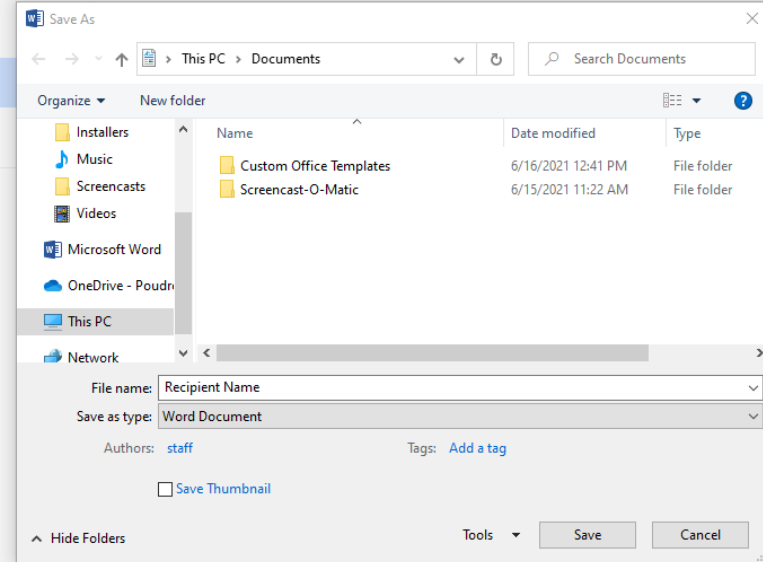
## Save As

 OneDrive

 This PC

 Add a Place

 Browse



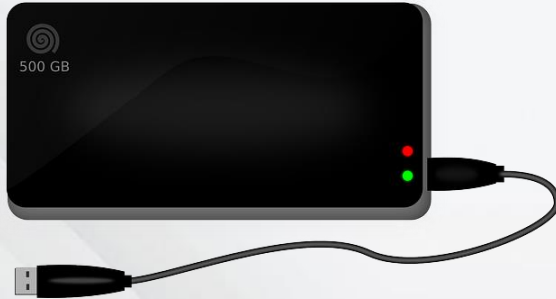
# Storage Options



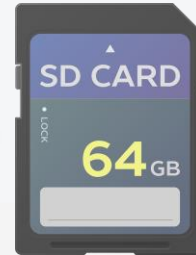
Computer Hard Drive



Flash Drive



External Hard Drive



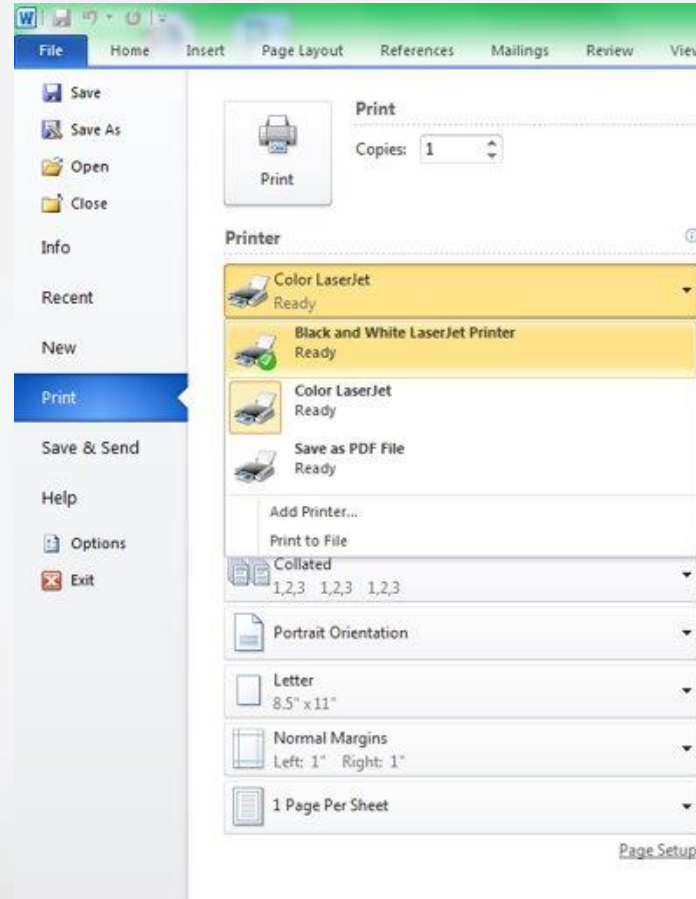
Memory Card



Cloud Storage


# Printing Documents

- Select **File** → **Print**
- Choose **Black and White**, OR **Color**
- Choose number of copies, etc.
- Choose printer
- Click **Print**



# Accessing the Internet

## 1. Connect to Wifi

- Select Wireless icon 
- Choose Network
- Private network: Enter password
- Public network: Click "Continue"  
or "Agree"

## 2. Open web browser

- Double-click on browser icon



- Enter web address or search

For more information, come to  
the library course **Internet Basics**.



# Additional Resources



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[www.poudrelibraries.org](http://www.poudrelibraries.org)

- **The Library** - Librarians, books, databases, computer classes
- **Poudrelibraries.org** - Access to online tutorials and databases
- **NorthStar Digital** – Courses and assessments for digital literacy. Earn certificates and badges for new skills.
- **GCFLearnFree.org** - Free, high quality, innovative online learning for technology including typing and mouse tutorials
- **TechBoomers** - Online articles and courses for learning how to use technology and apps
- **LearnMyWay.com** - Step-by-step courses for building computer skills
- **LinkedIn Learning** – Video courses including many different computer programs and career skills
- **DigitalLearn.org** - Free online technology courses including introductory course for Mac computers

# Questions? Comments?



# Did we meet your needs?



## Computer/Technology Class Evaluation 2021

**Thank you for taking a Computer/Technology class from  
Poudre River Public Library District.**

Please help us by answering this 7 question survey.

\* 1. Name of today's class:

\* 2. How did you hear about today's class?

Next

- <https://www.surveymonkey.com/r/2021PRPLD>



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