



Computer Very Basics (on a Mac)

In this class we'll learn about:

- What is a computer?
- Parts of a computer
- Using the mouse
- Commonly used programs and what they do
- Using the keyboard
- Basic troubleshooting
- Basic safety concerns
- How to log on, print, and log off from library public computers

A computer is an electronic device that manipulates information or “data”

Types of computers include:

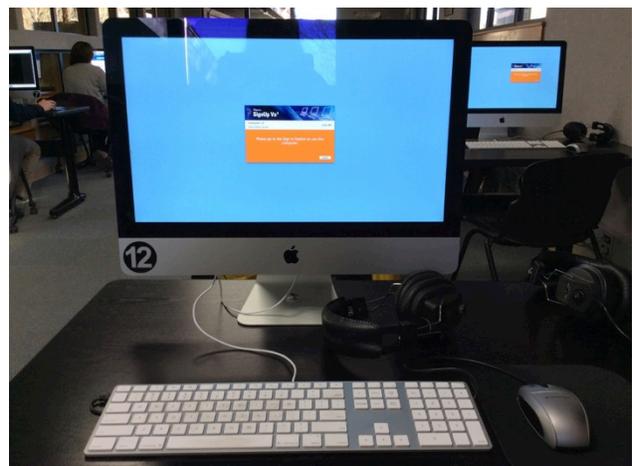
Desktop, laptop, tablet (i.e. iPad), smart phone, server

Different types of computers run different operating systems (OS)

PC	= Windows OS
Mac	= OS X
iPad and iPhone	= iOS
Samsung phone	= Android OS

Parts of this computer include:

- Monitor
- Keyboard
- Mouse
- Headset
- Camera



Here's the commonly used parts on the back of this computer as pictured from left to right:

- Audio jack for headphones
- USB ports
- Cord for internet
- Power cord
- Power button



Volume controls along the top of the keyboard look like bullhorns:

Mute (no sound) Quieter Louder



Brightness controls on top, left of keyboard look like suns:

Less bright More bright



Free Mouse Tutorial:

Open Safari

Go to www.gcflearnfree.org

Click on Technology

Click on Mouse Tutorial

Click Launch Activity

Commonly used programs and what they do:



Safari = browse the internet



Microsoft Office folder contains the 3 tools listed below



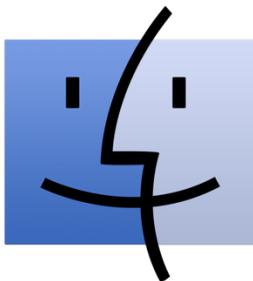
Excel = spreadsheets and lists of data



PowerPoint = slideshows and presentations



Word = type letters, resumes, etc.



Finder = find and store your work



Firefox = browse the internet



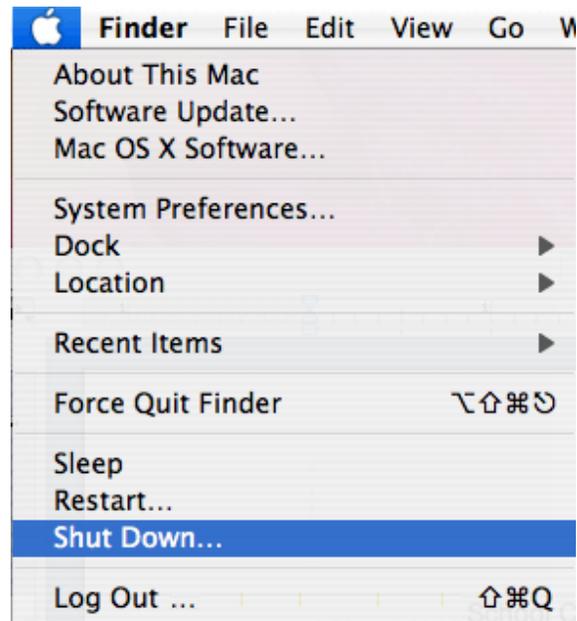
Applications Folder = find more programs

To turn off a Mac computer:

Click the Apple in the top, left corner
Click Shut Down...

When asked “Are you sure you want to shut down your computer now?”
Click Shut Down

DO NOT press the power button to turn off any computer



Basic Troubleshooting:

If the screen is black, the computer might just be sleeping. Tap a few keys on the keyboard and move to mouse to wake it up. Always try this BEFORE pressing the power button.

If the computer won't turn on or the keyboard / mouse aren't working, check that all the cables are plugged in all the way.

If the screen is frozen, computer is slow, or something isn't working, re-start the computer.

Basic Safety Tips:

Use a different password for every website where you have an account (email, Facebook, bank account, shopping accounts, etc.)

Do not use identifying information in your passwords like SS#, date of birth, name, kids' names, or any part of your address.

Make your password complex by mixing uppercase and lowercase letters, numbers, and symbols such as !@#\$%

Install an anti-virus protection program on your home computer such as Bitdefender, Norton, or Kaspersky.

Delete spam / junk email without opening it to stay safe from possible viruses.

Beware of email scams that prompt you to wire money or update your account. Contact the business or person directly to find out if something is a scam.

Only click on links or open attachments in emails if you are expecting them and the email is from a person you trust.

When browsing the internet, do not click on pop-up ads to stay safe from possible malware.