

# Beginning Windows Vista

## Lesson 1

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### Lesson 1 – The Computer and You

*NOTE 1: In these lessons new terminology that you should become familiar with is shown in **boldfaced italics**.*

#### The Computer System

Although we speak of them as “computers,” the computer itself is only one component of a complete computer system. As a minimum, today’s **Desktop Personal Computer (PC)** systems consist of the following four major components:

- ✓ The **processor** box, containing the computer itself, its power supply and several different storage devices.
- ✓ A **monitor** (or TV-like screen) for displaying text and images.
- ✓ A **keyboard** for entering text and commands.
- ✓ A pointing device called a **mouse** (or **touchpad** for laptop computers).

*NOTE 2: **Laptop** computers combine all of the above features in one portable package that can run on rechargeable battery power.*

Other items often connected to the PC are:

- ✓ A **printer** for producing paper copies.

- ✓ A **scanner** for copying documents, photos or other images.
- ✓ A **digital camera** that can transfer images into the computer.

**NOTE 3:** “All-in-One” units combine the printer and scanner in one assembly.

Your instructor will show you examples of the processor box components including the computer **Motherboard**, **Memory**, **Hard Disk Drive**, **Floppy Disk Drive**, **Compact Disk Drive**, **Flash Memory Device** and perhaps others, and will briefly describe their function — NOT that you need to see or fully understand them to be able to operate the computer, but so you will have a mental picture to connect with when you hear or see these terms used later on.

### Windows, the Mouse and the Keyboard

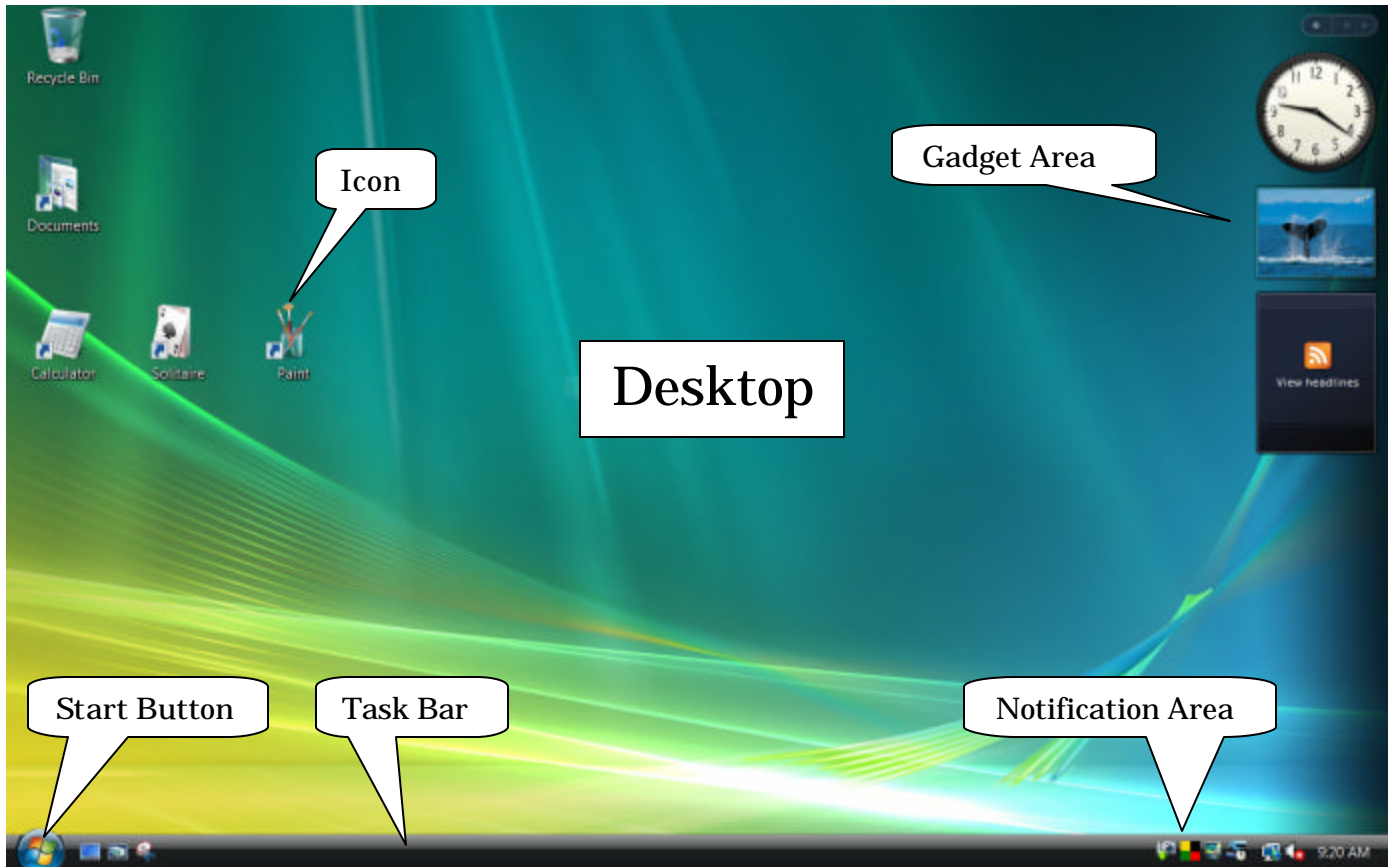
You are in control IF you understand Windows Vista and learn to use the mouse and the keyboard.

- ✓ **Windows Vista** – is the master computer program (software) installed in the computer that lets you take command of the computer and its peripheral devices (hardware). This basic program is termed the **operating system (OS)**.
- ✓ The **mouse** — is a pointing and clicking device that you use to issue commands to the computer.
- ✓ The **keyboard** — Like a typewriter, you use the keyboard to enter text into the computer. It can also be used to issue commands.

### Introduction to the Computer

In this first lesson the instructor will start the computer for you and have you “log in” (more on logging in later) by using the mouse to click on the Student account. The first screen displayed after logging in is the “**Desktop**.” Most desktops have a colorful background just as you will see on your computer.

The Desktop is the starting place for all other computer functions. Located on the Desktop are several “**Icons**” — small images with text underneath that represent places you can go or computer **programs** that you may run. Illustrated below is a typical Vista desktop.



Across the bottom of the screen is the “**Taskbar**.” Each program you run shows up as an entry on the Taskbar. At the left end of the Taskbar is the round “Start” button, and at the right end are some very small icons and a clock in what is termed the “**Notification Area**”. Between the Start button and the Task Bar is an area called “**Quick Launch**.” It may or may not appear on your home computer. It is handy when you are running a program(s) in the full screen mode and you don’t want to minimize or close it in order to run another program.

Please refer to the illustration and familiarize yourself with the terminology, as it will be used throughout these lessons.

Windows Vista has a new feature referred to as the Windows Sidebar that shows up along the right edge of the desktop. There are several “Gadgets” that may be displayed in this area starting with a clock face at the top as shown here. The user can define exactly what gadgets appear on the desktop.

Double clicking with the mouse on an Icon instructs the computer to open a “**Window**” and run that program. The program runs inside of its window as will be explained later. Upon closing a program(s) the window disappears and you are returned to the Desktop.

First, however, we must learn to use the mouse because it is a most essential tool for controlling the computer. Your instructor will guide you in the use of the mouse.

## Exercise 1 — Using the Mouse

In this exercise you will use the mouse to open some simple programs: a Calculator, the game Solitaire, and the Paint program. Your objective here is to become familiar with mouse operations such as: moving the **mouse pointer** (sometimes referred to as the **cursor**), **clicking** and **double-clicking** the mouse, and using the mouse to “**drag and drop**.” Your instructor will show you how to hold the mouse and click the mouse buttons. Sometimes you must **double click** the mouse, and other times only a **single click** is required.

*NOTE 4: If you have trouble with rapidly double clicking the mouse. An alternate procedure is to click once on the desired object to “**select**” it (it turns blue), then press the **Enter key** on the keyboard.*

1. Double click on the Calculator icon to open its “window” and experiment with making simple calculations (if the icon is not present, refer to the appendix). Notice that the Calculator task appears on the Taskbar at the bottom of the screen whenever you are running the Calculator.
2. Double click on the Solitaire icon to open its “window” and begin the game. Notice that Solitaire appears on the Taskbar along with Calculator. Your instructor will demonstrate how to use the left mouse button to select cards and “drag and drop” cards where you want them.
3. Play Solitaire until you are comfortable with controlling the mouse.
4. Close Solitaire by clicking once on the X with the red background in the upper right corner of the window. Notice that the Solitaire window closes and the Solitaire task disappears from the Taskbar.
5. Close Calculator in the same way.

6. Double click on Paint. Use the mouse to draw or write with the mouse. (The instructor will provide guidance here.) Close Paint.

### Install Lesson Materials from a CD

Your instructor will provide you with a compact disk (CD) containing your lesson materials along with a set of instructions for installing these materials on your home computer. The lessons will be installed inside a **folder** that appears on your computer's desktop as an icon with the label "BegVista." We will cover folders in more detail later on, but for now all you need to know is that folders are simply place-holders located somewhere on the hard disk where you can store computer **files**. In this case it stores several document files containing your lessons and related materials. Other types of computer files include pictures, music, video, etc. These will be covered later on in this course. But first, practice this installation on your computer in the computer lab.

### Practice With the CD Lesson Materials

After the installation perform the following steps with your instructor's help.

1. At the desktop double click on the BegVista folder to reveal its contents.
2. Double click on Lesson 1.
3. Refer to the illustration in the Installation Instructions and if the window does not completely fill the screen click on the "**Maximize**" button.
4. Have the instructor demonstrate using the **wheel** on the mouse to **scroll** the lesson up and down.
5. Have the instructor point out the "print" button. If you have a printer on your home computer you can print out a copy of the lesson by clicking the print button.
6. Close the window.

### Creating a Desktop Shortcut

Your home computer probably does not have Calculator, Paint or Solitaire icons on your desktop. These icons are referred to as "**shortcuts**." Practice this procedure in the class with your instructor's help, then try it out at home.

Create a shortcut on the Desktop (Note: click = click the left mouse button):

1. Click on the Start button at the bottom left of the screen to open the Start Menu.
2. Click on “All Programs” (just above the Start button).
3. To access the Calculator or Paint programs click on “Accessories” and observe the expanded list.
4. Right-Click on the program you wish to add to your desktop (e.g. right-click on “Paint”). This opens up another menu.
5. Click on “Send to” then click on “Desktop (create shortcut)”.
6. Click anywhere outside of the Start Menu to return to the desktop.
7. To create a Solitaire shortcut repeat the above procedure, but select Games instead of Accessories and then right-click on Solitaire.

You should find the new shortcut(s) on your desktop.

By the way, to delete a desktop shortcut click once on the icon to “select,” it, then press the Delete button on the keyboard.

### **Homework**

- ÿ Use the CD and instructions provided by your instructor to install lesson materials on your computer.
- ÿ Open and review Lesson 1.
- ÿ If you can at home — create shortcuts and practice Solitaire and/or Paint.
- ÿ Review Lesson 2.