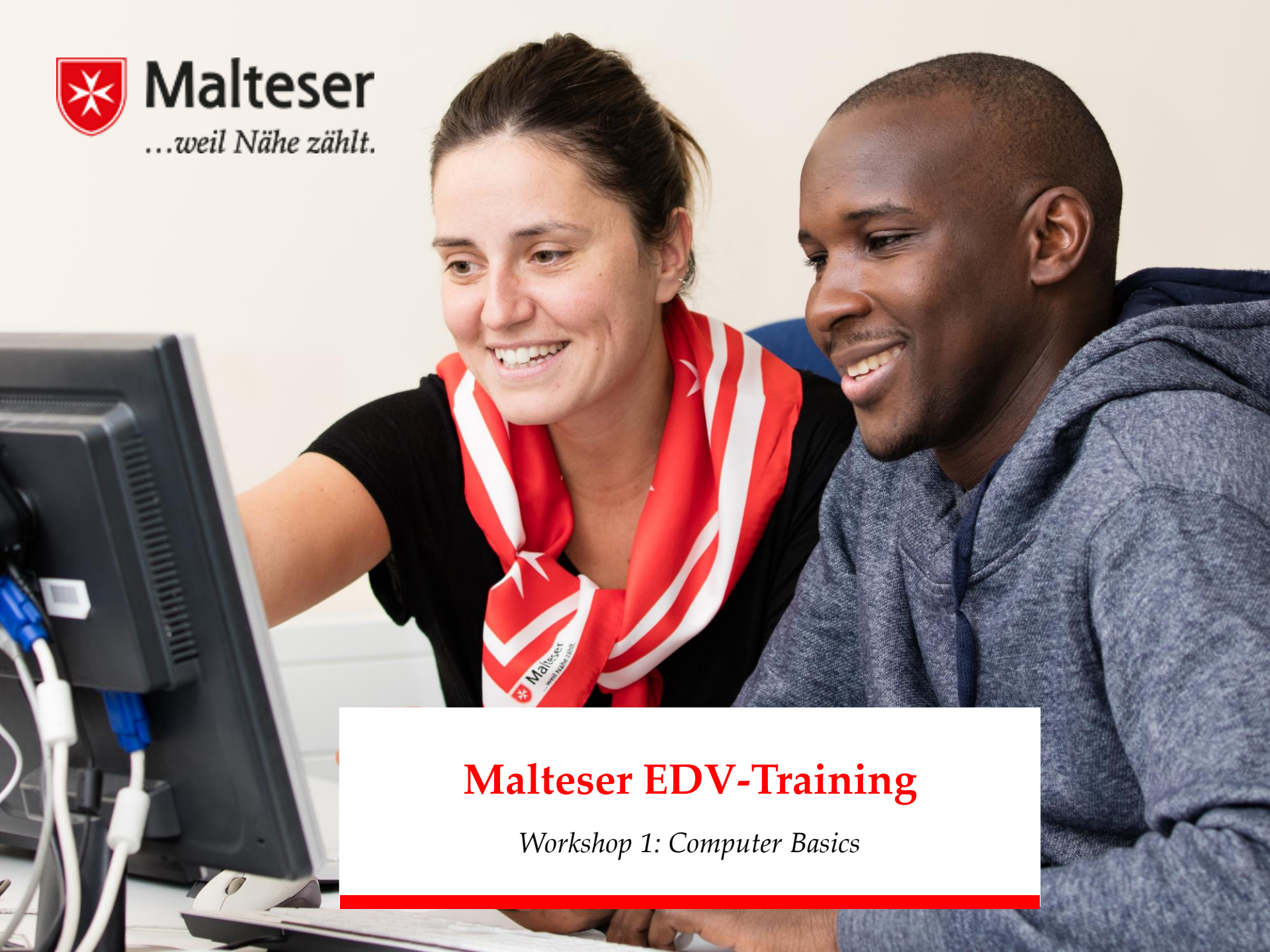




Malteser

...weil Nähe zählt.



Malteser EDV-Training

Workshop 1: Computer Basics



Malteser

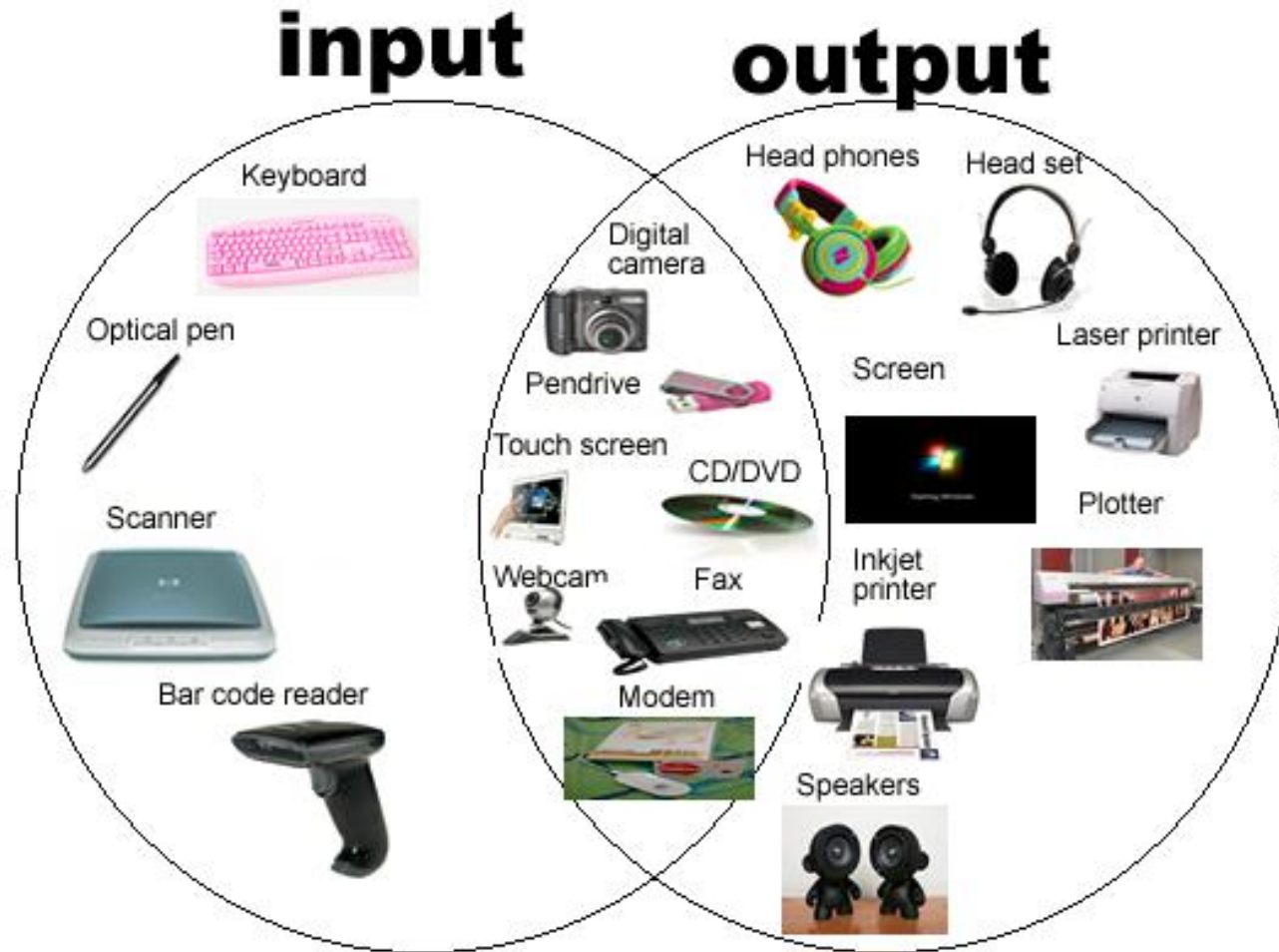
...weil Nähe zählt.





Malteser

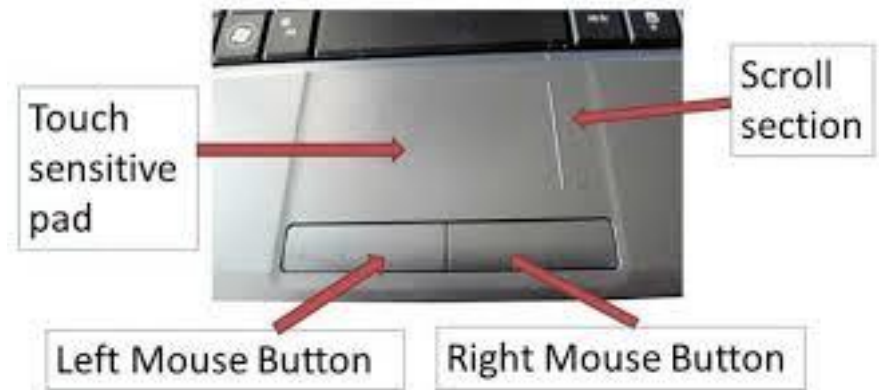
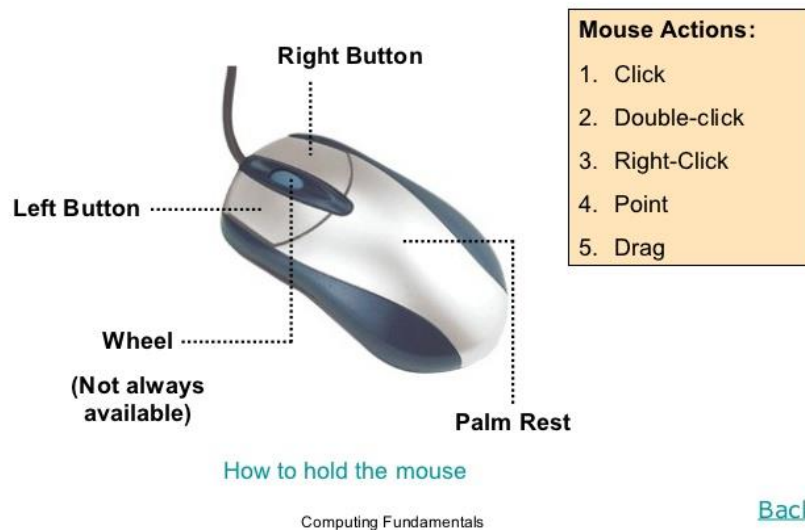
...weil Nähe zählt.





USING MOUSE/TOUCHPAD

Parts of a Mouse

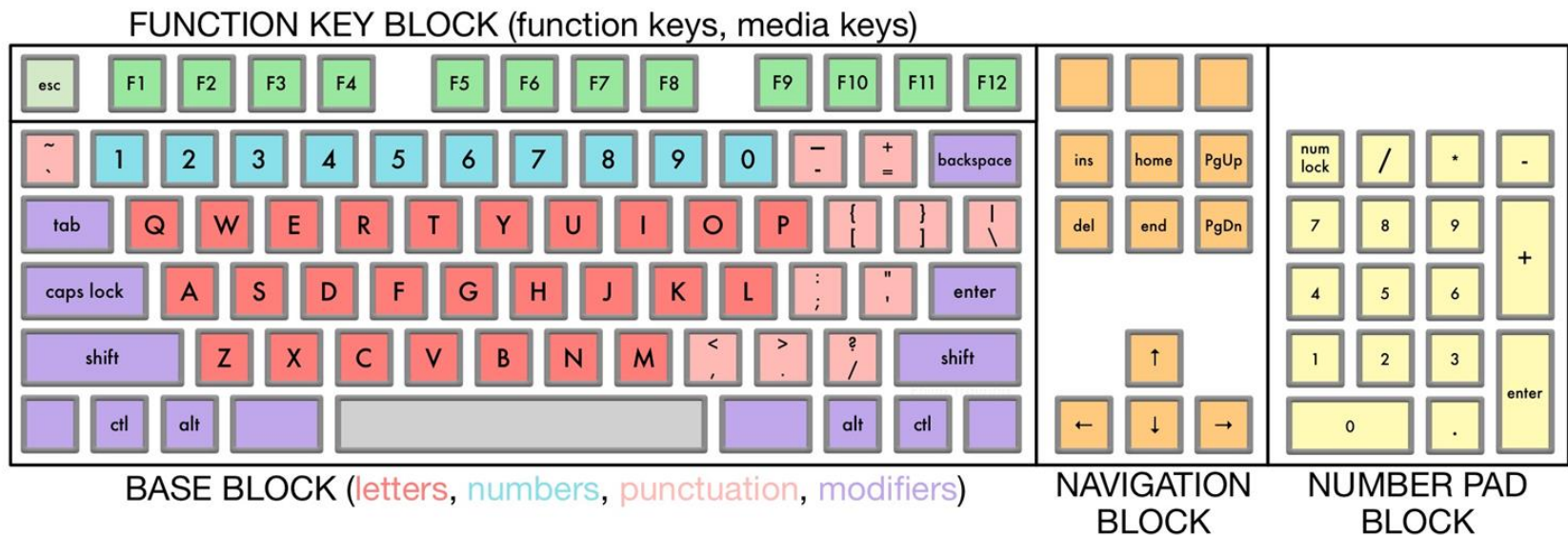


* for more mouse exercises visit:

http://seniornet.org/index.php?option=com_content&view=article&id=1048:mouse-exercises-seniornetorg&catid=49:helpcategory

USING KEYBOARD

Keyboard is used to type information into the computer and contains keys designed for different functions



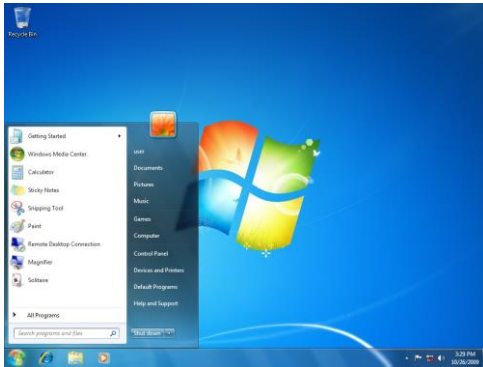


Malteser

...weil Nähe zählt.

OS and DESKTOPS

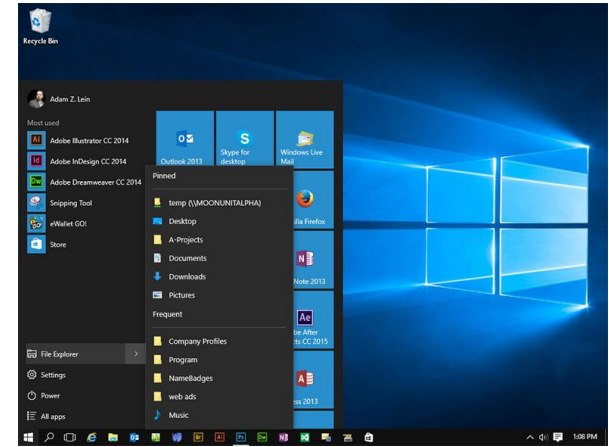
- Windows 7



- Windows 8



- Windows 10



- Linux (Ubuntu)



- Apple Mac OS X

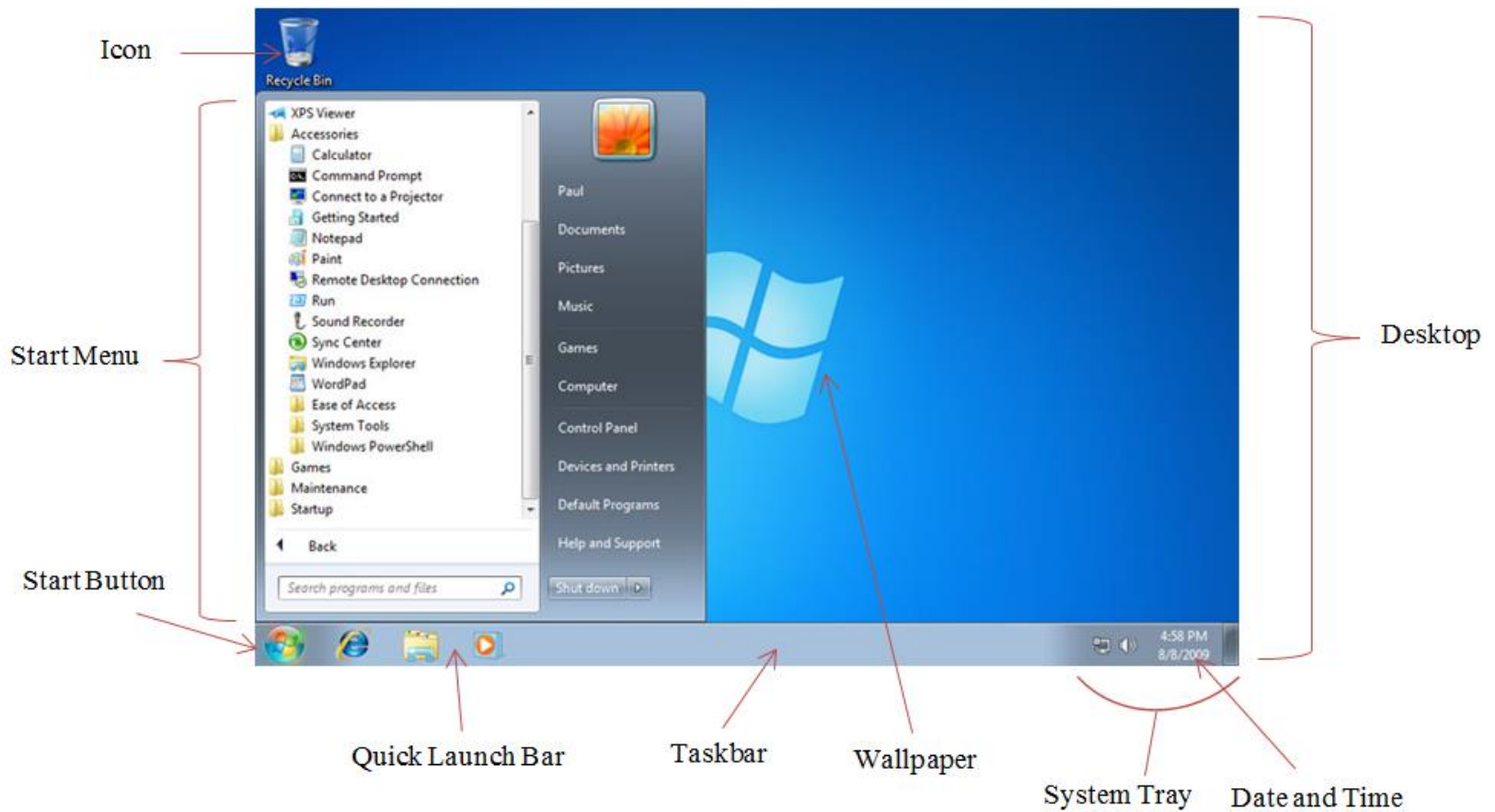




Malteser

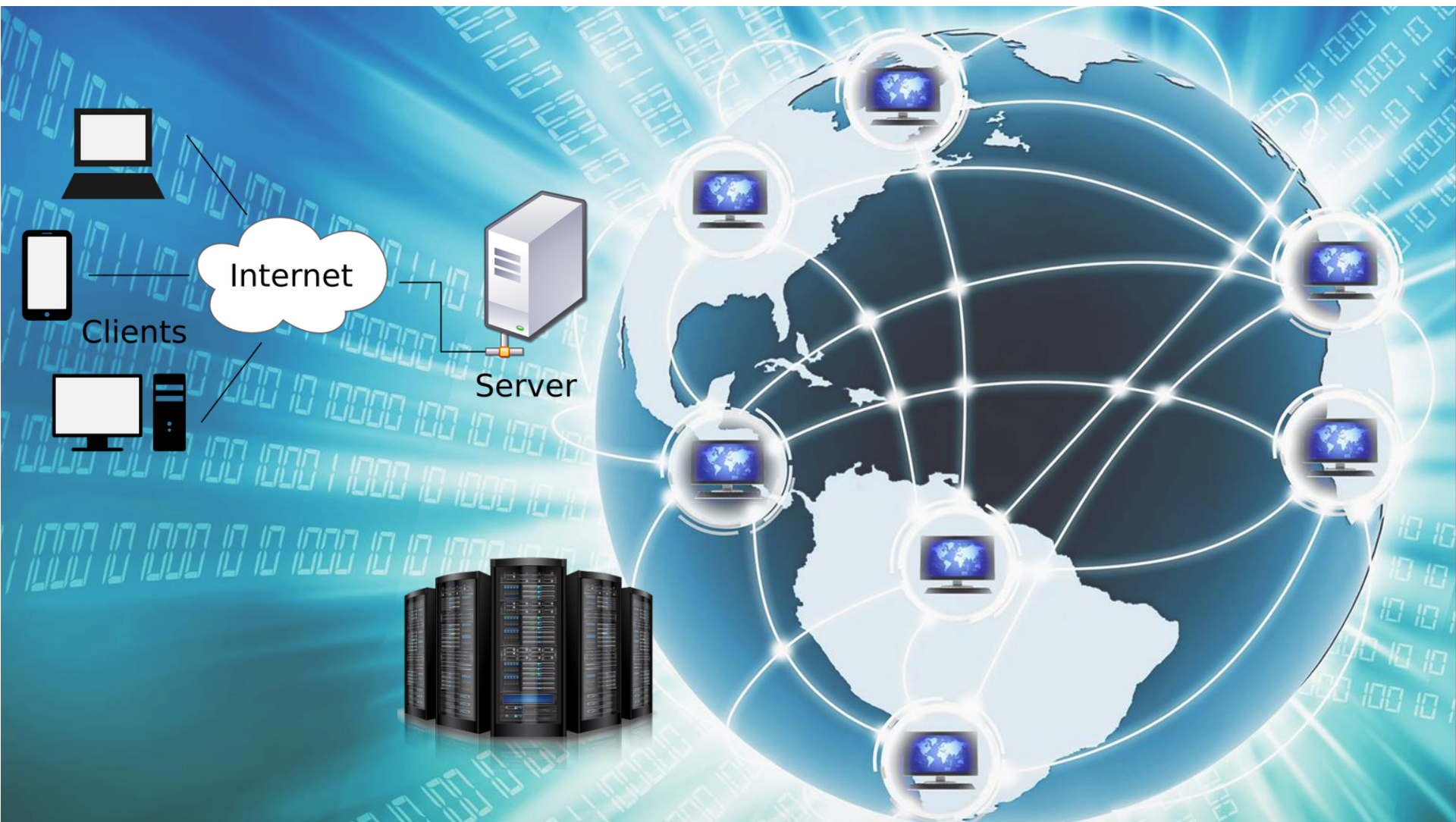
...weil Nähe zählt.

PC DESKTOP: Windows 7



Windows 7 desktop showing the Taskbar

A Global Network



Mehr über [Das Netz - Eine kurze Geschichte des Internets](#) (Source: eyecatcher Medienproduktion

Malteser Hilfsdienst e.V. - Diözese München-Freising – Malteser Mentoring – [GmbH](#) malteser-jobmentoring-muenchen.de

Malteser Hilfsdienst e.V. - Diözese München-Freising – Malteser Mentoring – [www.malteser-jobmentoring-muenchen.de](#)

PC DESKTOP: Windows 7

TASKBAR and its elements:



TIPPS AND TRICKS TO PC DESKTOP:

- If you are sharing your computer with someone else, you can create different user accounts. In this way you can separate your data from someone else's and use a password to limit access to your data, e.g. parent's and children's account etc.

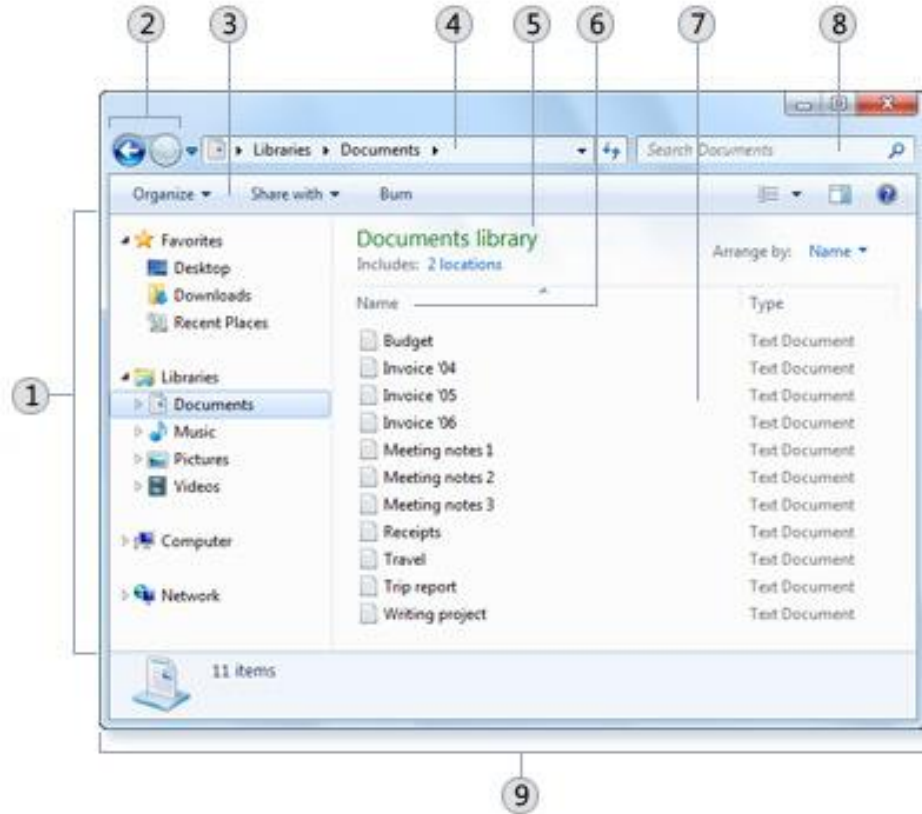


- If you are using another or a public computer, you will be required to log in (ask for instructions from a librarian)

Use *Control Panel* to access and change all features and Applications of Windows OS. These settings also include access to Windows Updates and Personalization

OPERATING SYSTEMS FOR TABLETS AND MOBILE DEVICES



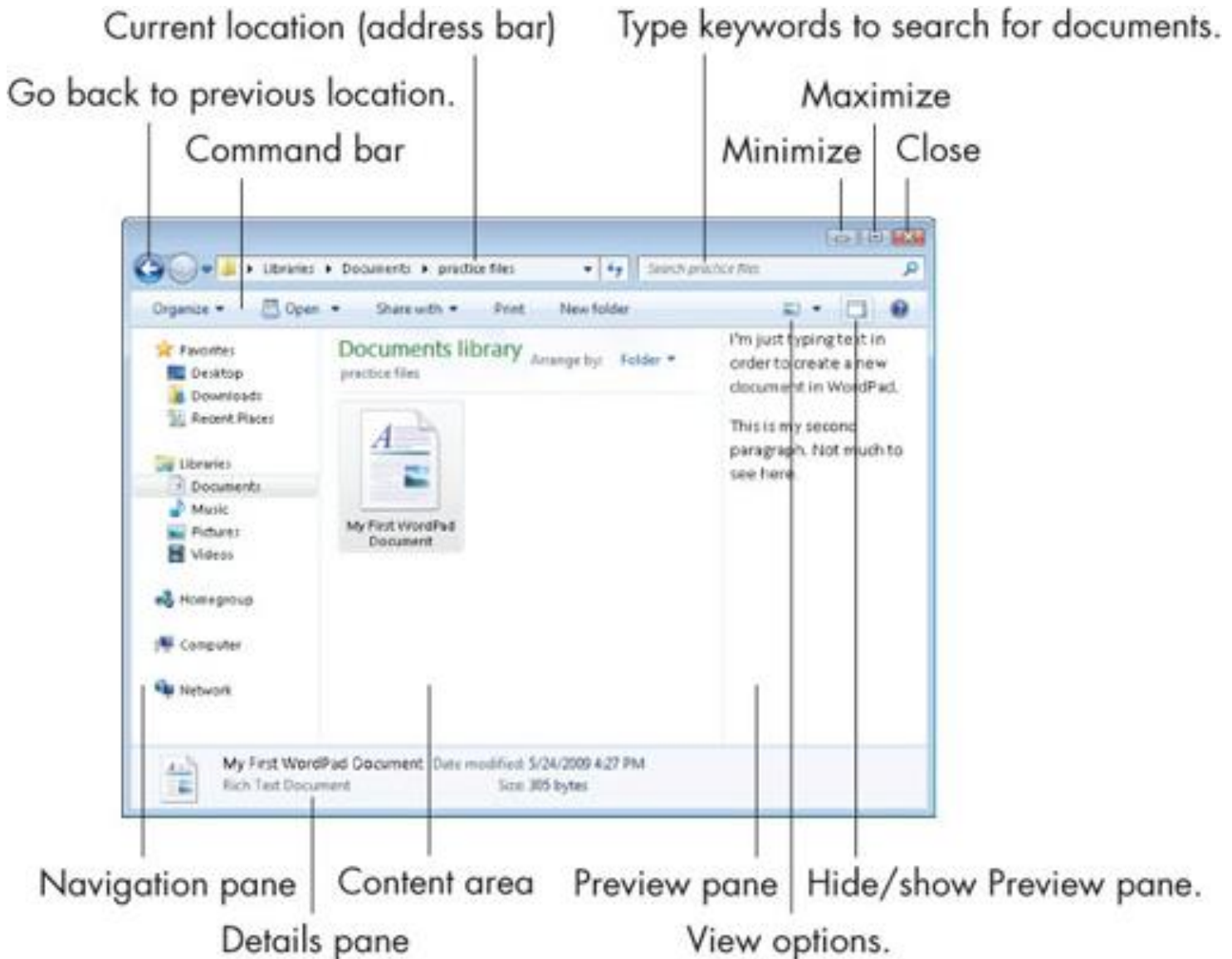


MANAGING WINDOWS AND FILES

The various parts of this window are designed to help you navigate around Windows or work with files, folders, and libraries more easily.

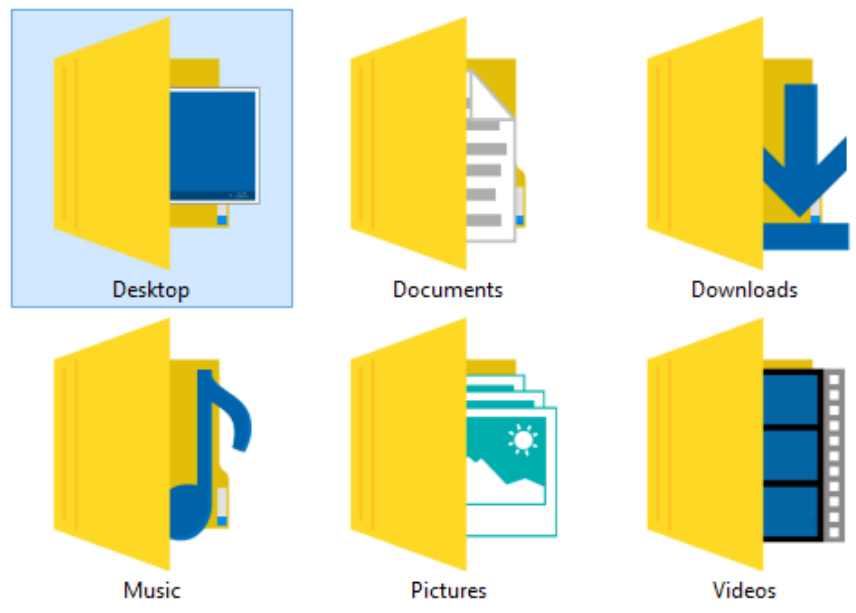
- ① Navigation pane
- ② Back and Forward buttons
- ③ Toolbar
- ④ Address bar
- ⑤ Library pane
- ⑥ Column headings
- ⑦ File list
- ⑧ The search box
- ⑨ Details pane

MANAGING WINDOWS AND FILES



MANAGING WINDOWS AND FILES

FOLDERS



FILES:



File Example:

My first document.docx

(file name) + (file extension)

Exercise

1.

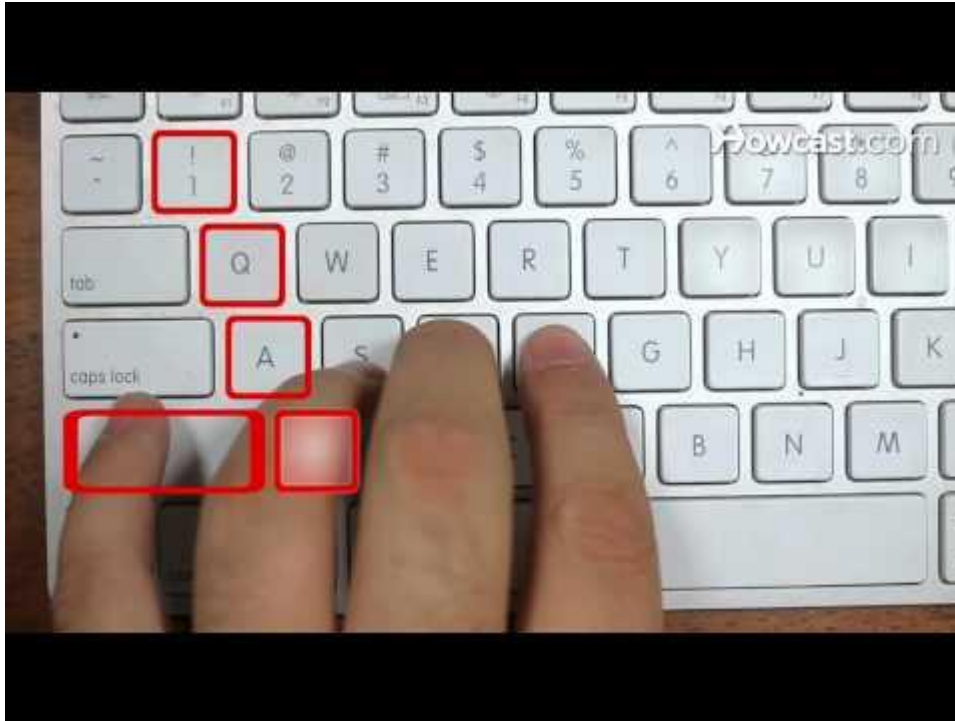
- Open My Documents library on your computer
- Check if there are any .doc or .docx files available and open and close them

Follow the same instructions to open .jpg, .mov, .mp3 files in other Libraries!

2.

- Create a subfolder named “Test Documents” in My Documents Library; then by right-clicking your mouse create a new document of .doc type, name it „doc1“ and save it
- Open and edit “doc1“ file (you can practice 10-Fingers typing technique). Save and close the file. Delete the doc1 file and then restore it from the Recycle Bin.

USING KEYBOARD Exercise



**Learn to type
with 10 Fingers
(Student's Book
Exercise)**

Follow this link: <http://www.typingtutor-online.com/> to practice; Eng/De