

**Parts of a Computer** All computers have these parts:

## Basic Hardware for a Desktop Computer System



is a wireless phones and

technology that connects computers, mobile

other electronic devices over a wireless network. You may

need a login or password to use a library or other public wireless.



## Practice 1

### Parts of a Computer and What They Do

Match the word to its picture below. What does this part do?

Keyboard



Printer



Monitor



Mouse

System unit or console



CD/DVD drive



## ***What are Computer Hardware and Software?***

**Hardware Outside:** Parts on the outside of the computer that you can touch **EXAMPLES:** monitor, keyboard, mouse

**Hardware Inside:** Electronic objects inside the computer that store information and make it work **EXAMPLE:** Disk drive for memory

**Software:** includes all the instructions or programs that make the computer hardware do their tasks.

**System software:** The Operating System software controls the computer's startup, shutdown, document storage, the hardware devices attached and the application software



**Applications Software Programs:** Computer instructions you install or download on your computer to do a specific job..



## ***How to turn on the Computer***



### **Power Button**

1) Press the round power button on the computer system unit



2) Look for a glowing light around the button.

3) The computer will make sounds and pictures will flash on the display for a minute or two.



## ***Where is the software on the computer?***



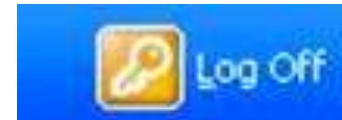
Click Start button in lower left corner of display on Windows computer.

Click **All Programs** to see the list of programs in the computer.



## ***How to turn off the Computer***

You have to Click Start to turn off the computer.



Click Log Off, if you want to close your work, but leave the computer on.



Click Shut Down, to turn the power off on the computer.

## ***How to get on the Internet***

**For Internet Access, you need a computer plus**

- 1) Free web browser software e.g. Internet Explorer
- 2) A device to access the internet: a modem or router
- 3) \$ for an Internet Service provider (cable or phone company)



## **How do I get to the internet from the computer?**

Look for the Browser icon on your screen or in All Programs

Point with your mouse to the icon



and left click

## Practice 2

### First time on the computer

1) Check that all computer connections are plugged in.

2) Push the power button to turn the computer on.

Note images you see on the screen as computer gets ready.


Estimate how long it takes for computer startup to finish.



3) Look along bottom of screen to find the Volume Icon

4) Open "All Programs" and look at the list of programs on the computer. Is Microsoft Office on the list?

Do you recognize the names of any other programs?

5) Let's go to the internet: Look for and click it  OR  
Look for the word Internet and click it

6) To leave the internet, click in the top right corner. 

7) To end a computer session Click "Log off" button and then click "Cancel"