

Basic Computer skills




Welcome

To Getting Started with your PC (Personal Computer). There are many styles of computer here in the Trust and although they may look different the basics are all the same. Names and contact numbers of people that are here to help you with your computer whilst at work are located on the last page of this manual. The Data Protection Act and the security of information held on a computer must always be at the forefront of your mind.

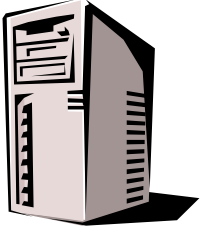



Computers

There are various types of computers in circulation, below are descriptions of the main three types.

Types of Computer

Object	Description
	Tower Computer: This computer's base stands upright and is usually situated on the floor under your desk.
	Desktop Computers: This computer's whose base usually sits on the desk normally underneath the screen.
	Laptop: A small portable integrated unit that can be carried and used in various situations.

Parts of a Computer

Object	Description
	This is known as a base unit or tower and all the other components that contribute to making a computer work are plugged into it.
	This is known as the monitor, screen or visual display unit (VDU). It is the part of the computer that visually displays what you are doing on your computer.
	This is a keyboard and is used to enter information and interact with your computer.
	This is a mouse and is used to interact with objects and text displayed on your screen. The mouse has a left button, a central wheel and a right button.

Turn your Computer On

Turn the Base Unit On



Ensure the socket on the wall is switched on then press the power on button on your computer. The central area of the button lights up green. On an older computer the button will not light up but a small green light will come on next to the button.

Different base units have different buttons, they may be a different shape size or colour to the one pictured above. All computers will have the EU power on/off symbol either on or close to the button



The EU power on/off symbols

Turn the Monitor On



Press the power button on your monitor. The button will illuminate green when on and orange when in standby mode.

The button will illuminate green when on and orange when in standby mode.

Log On to your Computer

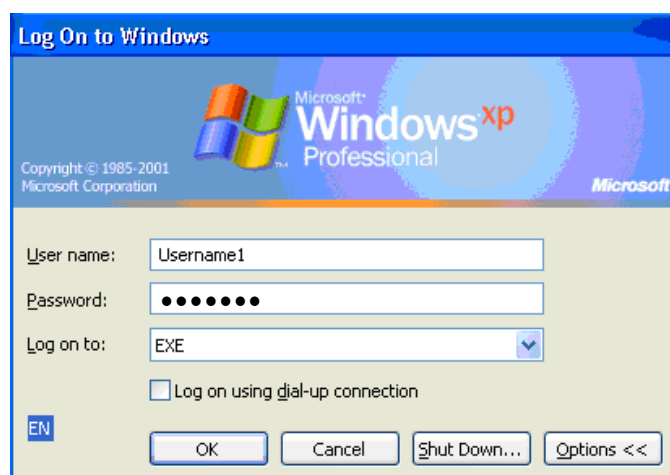
IT Support will require a Code of Connection form to be completed, signed and sent to them. Contact them 48 hours later to be issued with a Username and Password. This will enable you to log on to a computer in your own right. A space on the main server called your Z drive is allocated for you to store your work and automatically appears when you log on.

Having your own Username and Password for a computer whilst at work maintains confidentiality and enables a user to work anywhere within the Trust.

Once your machine has powered up the first screen you see is blue with a box requesting that the user holds down the Ctrl & Alt key (bottom left of your keyboard) and then presses lightly down on the Delete key (six keys to the left of the main set of keys).



Once you have completed the key sequence correctly another box appears on your screen. This box requests you type your Username and Password.



Once you have typed your Username click into the Password section and enter your password. Press Enter on the keyboard or using your mouse click the button OK. The computer will then load your personal settings.

Log Off from your Computer

In the bottom left hand corner of your screen there is a Start button (Green or Grey).

- Click the Start button
- Select Log Off. A box appears prompting you to repeat your request to Log Off.
- Click Log Off. The machine logs you off from the Trust network and the prompt for a Username and Password reappears on your screen. Another User can now log on.



Shut Down your Computer

For security when you have finished you should always log off from the computer you have been working on.

In the bottom left hand corner of your screen there is a Start button (Green or Grey).

- Click the Start button
- Select Shut Down from the drop down list
- When the Shut Down dialogue box appears, click the OK button or press Enter on your keyboard.



The base unit will automatically turn off but the monitor will go into standby mode. If no one else is going to use your computer press the power button on the monitor to turn it off.

For someone else to use your computer under **their** Username and Password you will need to log off **not** shut down.

Lock your Workstation

To ensure information on your work station is secured whilst you are away from your desk lock your workstation immediately when you leave it.

- Hold down the Ctrl plus the Alt key with your left hand

- Press the Delete key with your right
- Press Enter

Your screen should have a message explaining your workstation is locked and the method of how to unlock the workstation when you are ready.

Unlock your Workststion




- Hold down the Ctrl plus the Alt key with your left hand
- Press the Delete key with your right
- Press Enter
- Type in your password
- Press Enter

Note: If you did not switch on the computer do not lock it as you must know the password to be able to unlock the computer.

The Mouse

Move the mouse with your hand. The mouse is linked to a mouse pointer on your screen. This pointer can take on various shapes depending on what you are doing. The mouse pointer acts as our virtual finger inside the computer screen. Allowing us to press buttons, to select items from menus, and to interact with other objects we see on our screens.

Three Main Mouse Pointer Shapes




Object	Description
	This shape usually appears on opening a computer. Has a multitude of uses from opening programs to dragging and dropping files.
	This shape is called the I – beam pointer and appears on your screen over text already typed or where you may start typing text on the screen.
	This shape is known as the hand and is seen most notably when you surf the Internet. Moving the pointer over a link on a web page will make it change from the pointer to the hand.

Holding the Mouse

Rest your wrist on the mouse pad or desk with the palm of your hand resting on the back of the mouse. Hold the mouse gently between the thumb and the last two fingers of the hand. Keep your palm on the back of the mouse. Lightly rest your index finger on top of the left mouse button and your middle finger lightly on the right button.



Check that your wrist is not up or down but fairly straight, adjust your chair to compensate. Two incorrect postures and one correct wrist posture is shown below.

Object	Description
	Incorrect the chair is too high or the desk is too low.
	Incorrect the chair is too low or the desk is too high.
	Correct – this is the posture you are aiming for.

When using the computer for a long time periodically let go of the mouse and give your wrist and hand a break.

Clicking with the Mouse

Clicking is the most common function of the mouse. It involves lightly pressing on either the right or left mouse button. Attention must be paid not to move the mouse whilst you are clicking. The trick here is to keep a relaxed hold on the mouse while you press the button.

Left Click

The majority of clicking is done with the left mouse button.

Move the pointer over an icon/object on your Desktop (the first screen you see on powering up your computer) and lightly press the left button once.

This action should have turned the icon/object on your screen blue, a process known as Highlighting or Selecting.

Right Click

Use this button when you are looking for a command to ask your computer to do something for you. Clicking with the right mouse button opens up a 'context menu'. If you accidentally open up a context menu, close it by moving the mouse pointer off the menu box and left clicking elsewhere on your screen.

Move your mouse pointer onto a blank area of the screen and right mouse click to see a 'context menu' pop up. Click with the left mouse button anywhere on the screen to close the menu.

Double Click

Double clicking is a slightly more difficult skill involving clicking twice with the left mouse button in rapid succession without letting the mouse move between the clicks. The key to double clicking is to keep your hand relaxed and not press the button too hard. You use the double click when you open programmes such as Microsoft Word.

Click and Drag


The click and drag can be a very useful function of the mouse. This is a skill that requires you to place the mouse pointer over an object, press and hold down the left mouse button, then without letting go of the click move the mouse. The object you pointed at will move with the mouse as if it were attached to the end of the mouse pointer.


Scroll Bars

Sometimes a document will not fit within the size of a computer window. A scroll bar, located on the right side of the window, allows you to move a document up and down the screen so that you can see parts that were not visible.

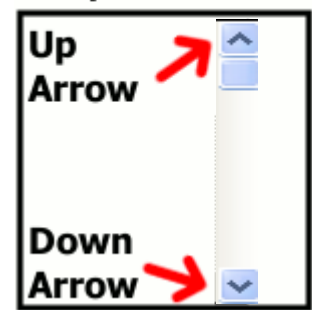
Vertical Scroll Bar:

First Method of Using the Scroll

To view a lower part of the document, click the down  arrow at the bottom of the scroll bar. Each click will move the document a small increment.

To return to the top of the document, click the up  arrow at the top of the scroll bar.

Sample Scroll Bar



Second Method of Using the Scroll Bar:

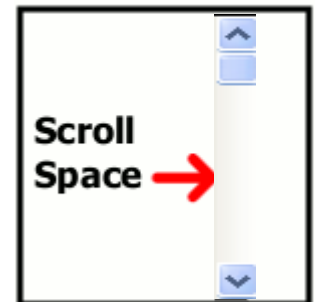
The Scroll Bar itself contains two areas a dark box and a lighter area. Clicking the lighter area below the box will jump the page down one screen length per click. Clicking the lighter area above the box will jump the page up one screen length per click.

Third Method of Using the Scroll Bar:

To control the speed of scrolling, place the mouse pointer over the scroll box. Hold down the left mouse button and drag the scroll box up or down. Release the mouse button when you have reached the desired location within the document.

Take care as moving the mouse pointer too far away from the scroll bar it will “let go” of the scroll box which will then jump back to where you started to use the scroll bar.

Sample Scroll Bar



Sample Scroll Bar



Mouse Wheel

Vertical Scroll Bars can be moved using the central wheel on your mouse.



Horizontal Scroll Bar

Horizontal Scroll Bars appear across the bottom of the window if the content of the window is too wide. The Horizontal Scroll Bar allows you to move the content left and right. These Scroll Bars work the same way as Vertical Scroll bars.

Using the Keyboard

The keyboard allows you to enter text and numbers to navigate the screen and enter some simple commands to the computer. There are various keys on your keyboard mostly text and numbers but there are also a few others and some of them are described in this section.

Esc	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	PrtSc	Scroll Loc	Pause	Num Lock	Caps Lock	Scroll Lock			
⌵ I	1	2	3	4	5	6	7	8	9	0	-	=	← Backspac	Insert	Home	PgUp	Num m	/	*	-	
← → Tab	Q	W	E	R	T	Y	U	I	O	P	{	}	↵ Enter	Delete	End	PgDn	7 Hom	8	9 Pg	+	
Caps Lock	A	S	D	F	G	H	J	K	L	:	@	~ #	↓				4	5	6		
⇧ Shift		Z	X	C	V	B	N	M	<	>	?	⇧ Shift					1 End	2	3 Pg	Enter	
Ctrl	⌘	Alt	Space bar						Alt Gr	⌘	Control	←	↓	→							
																	0 Ins	.	Del		

- CONTROL+ALT+DEL - To log on
- ⌘ - To access Start menu
- BACKSPACE - To correct typing errors to the left of cursor
- ENTER - To accept data entered in fields or To OK a menu option
- SPACEBAR - To insert spaces between words
- CAPSLOCK - To type everything in capital letters