

# Quick Reference Guide

## Computer Classes for Beginners - Basic Mouse Skills

### Computer Survival Glossary

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|------------|--|
| Bit        | Binary value of zero (off) or one (on.) Eight bits make a byte.  |
| Boot       | The computer startup and initialization process that loads Windows into memory and prepares the computer for use.  |
| Byte       | Binary representation of one character. The word byte is four bytes long.  |
| CPU        | Acronym for Central Processing Unit. This is the tower or desktop computer that the keyboard, mouse, and monitor plug into.  |
| CD-ROM     | Acronym for Compact Disk Read Only Memory. This optical drive media is popular for software distribution. Capacity is 650MB (681,574,400 bytes or characters.)<br>CD-R is a write (burn) once read many media. CD-RW is read and write many media. |
| Data       | Any arrangement of bytes or characters. Data is usually organized to form documents, databases, software, etc.   |
| Driver     | A vital software component that makes hardware components function correctly.  |
| DVD        | Acronym for Digital Video Disk. This media is popular for movie distribution and high capacity data. Capacity is 2.6GB (2,791,728,742 bytes or characters.)  |
| Ethernet   | A hardware standard that allows computers to connect to a local area network with a modular (RJ45) cable.  |
| Floppy     | A small 3.5" removable diskette. Capacity is 1.44MB (1,509,949 bytes or characters.)   |
| GB         | Acronym for gigabyte. A gigabyte is 1,073,741,824 bytes.   |
| Hard Drive | A rapidly spinning group of airtight magnetic platters that permanently store data in a non-volatile form. Data isn't lost when the power is turned off.   |
| Hardware   | Any tangible and physical computer component that you can touch.   |
| K          | Acronym for kilobyte. A kilobyte is 1024 bytes.  |
| Keyboard   | A human interface or input device used for typing characters into the computer.  |
| MB         | Acronym for megabyte. A megabyte is 1,048,576 bytes.   |
| Memory     | An electronic solid-state temporary work space or volatile form of data storage. Data is lost when the power is turned off or the computer is reset. Save data to the hard drive.  |
| Monitor    | A tube or flat screen LCD display device. A monitor displays the computer video signal.  |
| Mouse      | A human interface or input device used to control the computer by pointing, clicking, and dragging.  |
| Parallel   | A hardware interface used mostly for connecting printers.  |
| PS/2       | A hardware interface used to connect a keyboard and mouse with a round connector.  |
| Shutdown   | A procedure that prepares Windows and makes it safe to turn off the power.   |
| Software   | A system or application program that provides instructions for a specific task on the computer. Windows and drivers are system programs. Word and Excel are application programs.  |
| USB        | Acronym for Universal Serial Bus. This hardware interface allows many devices to attach to the computer with a small rectangular connector. Most of today's printers, keyboards, and mice use a USB connector.                                     |
| Windows    | System software that provides an interface between users, application software, and hardware. Microsoft Windows is the operating system for most personal computers.   |

### Mouse Terms and Techniques

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|--------------|--|
| Point        | Slowly move the mouse up, down, left, or right until the pointer on the monitor moves to the exact screen area you want. Use a smooth deliberate motion. Don't jerk. |
| Click        | Click always means a single left click. Stop moving the mouse and push the left button.  |
| Double click | Stop moving the mouse, and quickly push the left button twice or push the left button once and then press the enter key.   |

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| Right click | Stop moving the mouse and press the right button. This is used for shortcut menus.  |
| Scroll      | Locate the scroll bar and arrows within the windowpane. Click on the arrows or drag the elevator. You may also click on the scroll bar, use the arrow keys, or the page up and page down keys.  |
| Drag        | Point the mouse on the item you want to drag. Then hold down the left button and move the mouse until you have dragged the item to its new location. (See drop.)  |
| Drop        | Release the left button and the dragged item will drop at the new location.   |
| Highlight   | Move the mouse pointer to the screen area you wish to highlight. Hold down the left button and drag the mouse over the area you want highlighted. The screen area will become highlighted, and then release the left button after the selected area is highlighted. You can then modify, cut, copy, paste, or delete this area. |

### **Windows Terms and Techniques**

|                    |   |
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| Icons              | A symbol used to represent a shortcut to open a program or document. Double click from the desktop or click from menus.   |
| Buttons            | Clicked from various locations each button will run a task or perform a function. Set the pointer on a button to see what it is.  |
| Desktop            | After booting the computer and logging on to Windows the screen area above the task bar to the top of the screen is the desktop.  |
| Title Bar          | At the top of each window is the title bar. Drag the title bar to move the window. Click the title bar to make the window active.   |
| Minimize           | Located in the group of buttons on the far right of the title bar, the minimize button is the left most of three buttons. It looks like a minus sign or underscore. Click this button and the window will be minimized on the task bar. |
| Maximize           | Located in the group of buttons on the far right of the title bar, the maximize button is the middle button. It looks like a windowpane or panes. Click this button and the window will be expanded or restored.                        |
| Close              | Located in the group of buttons on the far right of the title bar, the close button is the right most of three buttons. It looks like an "X." Click this button to close the window. Make sure your data is saved first (File-Save.)    |
| Menu Bar           | Just below the title bar is the menu bar. Place the mouse pointer on any of the menus and click to open or close.   |
| Tool Bar           | A tool bar is a bar with specialized buttons that can be clicked for various functions.   |
| Status Bar         | A status bar, usually at the bottom of the screen, displays information about the window or program.  |
| Start Menu         | Click the start button and a series of menus will appear. Click an icon to launch a program.  |
| Task Bar           | This is the bar that the start menu is on. You can click on any window on this bar and that window will open and become the active window. You can also use the "Alt" and "Tab" keys. Hold down "Alt" and press "Tab."                  |
| Quick launch Icons | located on the far left of the task bar are in the quick launch area. All you need to do is click these icons and the designated application will run.  |

### **PRACTICE WHAT YOU HAVE LEARNED:**

1. Get on the Internet at home or at the Plum Library.
2. Type in the web address: **<http://www.plum.lib.il.us>**
3. Click on the Egyptian head to access the Student Resource Area.

**Helen M. Plum Memorial Library**  
**Adult Services**  
**110 W. Maple St., Lombard, IL 60148**  
**(630) 627-0316**  
**[plum.lib.il.us](http://plum.lib.il.us)**