

Introduction to Computers

What is a Computer?.....	1
Navigating the Desktop.....	2
Understanding the Operating System	4
Interacting with Your Computer	5
Using the Mouse	5
Using the Keyboard	7
Working with Software and Files	10
Understanding Files	10
Working with Software Programs	11
Turning the Computer On and Off.....	16
Shutting Down the Computer	16
Booting the Computer.....	16
Understanding Other Shut Down Modes.....	17
Understanding the Internet.....	19
What is the Internet?	19
Using Web Browsers	20
Exploring Web Sites	21
Appendix A: Security Issues and the Internet.....	22
Appendix B: Understanding Computer Terminology.....	24
Appendix C: Understanding File Size	26
Appendix D: Cleaning a Mouse Roller Ball	27