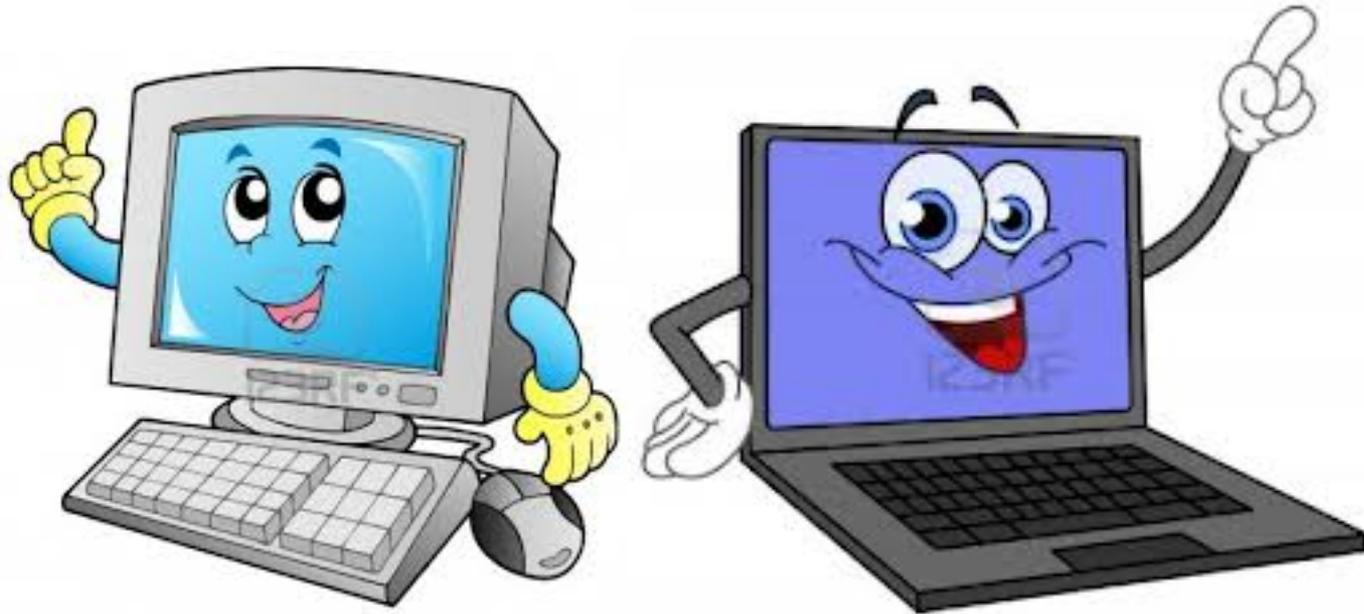


# Computer Basics For Parents 101



**PARENT COMMUNITY STUDENT SERVICES BRANCH**

# Welcome!

## INTRODUCTIONS

### GROUND RULES

- Respect everyone
- Raise your hand
- One speaker at a time

### OUTCOME...

- Increase your knowledge of computers
- To help your child and parent center with technology



# We are going to learn today

## 1. Basic Computer Introduction

- How to turn on a computer
- Keyboard
- Mouse

## 2. Login

- User Name
- Password

## 3. Word Documents

- Find Word Doc
- Typing
- Save a document
- Find document
- Print

## 4. Shut Down Computer





# Section 1: Turning On A Computer

# Turning On A Computer

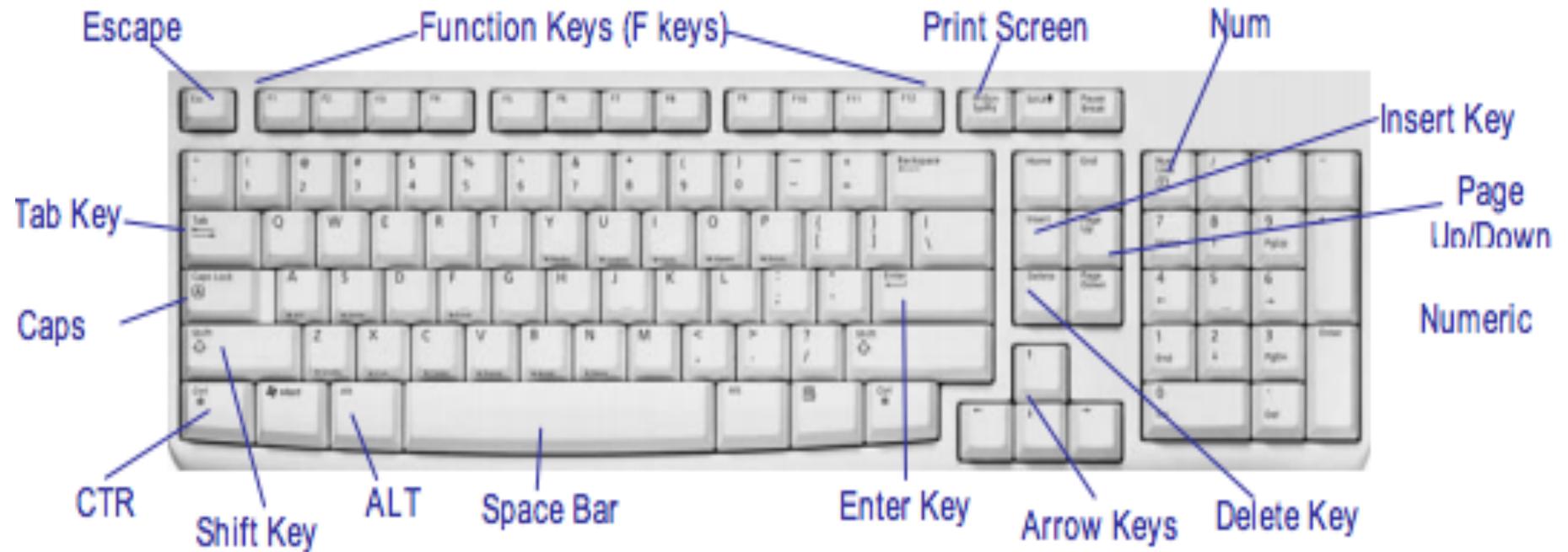


❖ Desktop computer has 2 buttons that you must press to turn on

❖ Laptops have 1 button that you have to press to turn on



# Keyboard



# Mouse

- ❖ What a mouse is
  - ❖ Helps you interact with the computer.
- ❖ How to hold a mouse.
- ❖ How to use a mouse.



# How to Hold A Mouse

- ❖ The palm of your hand should be resting on the back portion of the mouse.
- ❖ Your thumb should rest on the table on one side of the mouse
- ❖ Your pinky finger should rest on the table on the other side.



# How to Use A Mouse

❖ The mouse controls where the cursor on the screen goes.

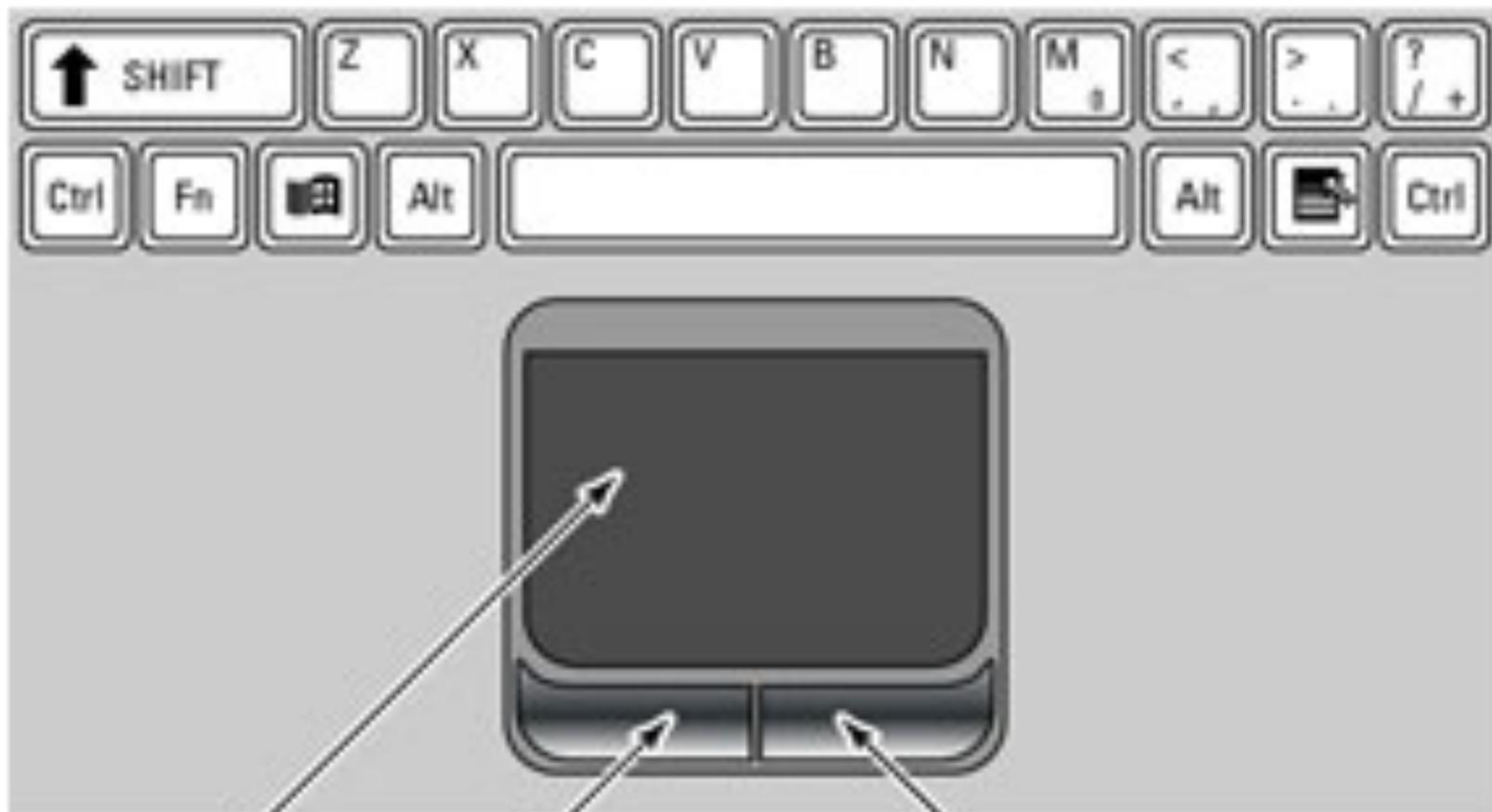
❖ The Cursor



❖ Left Click, Right Click, Scroll



# Touch Pad



Touchpad

Left (main)  
mouse button

Right  
mouse button

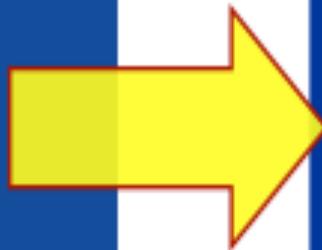
# Touch Pad





## Section 2: Log In

# Username and Password



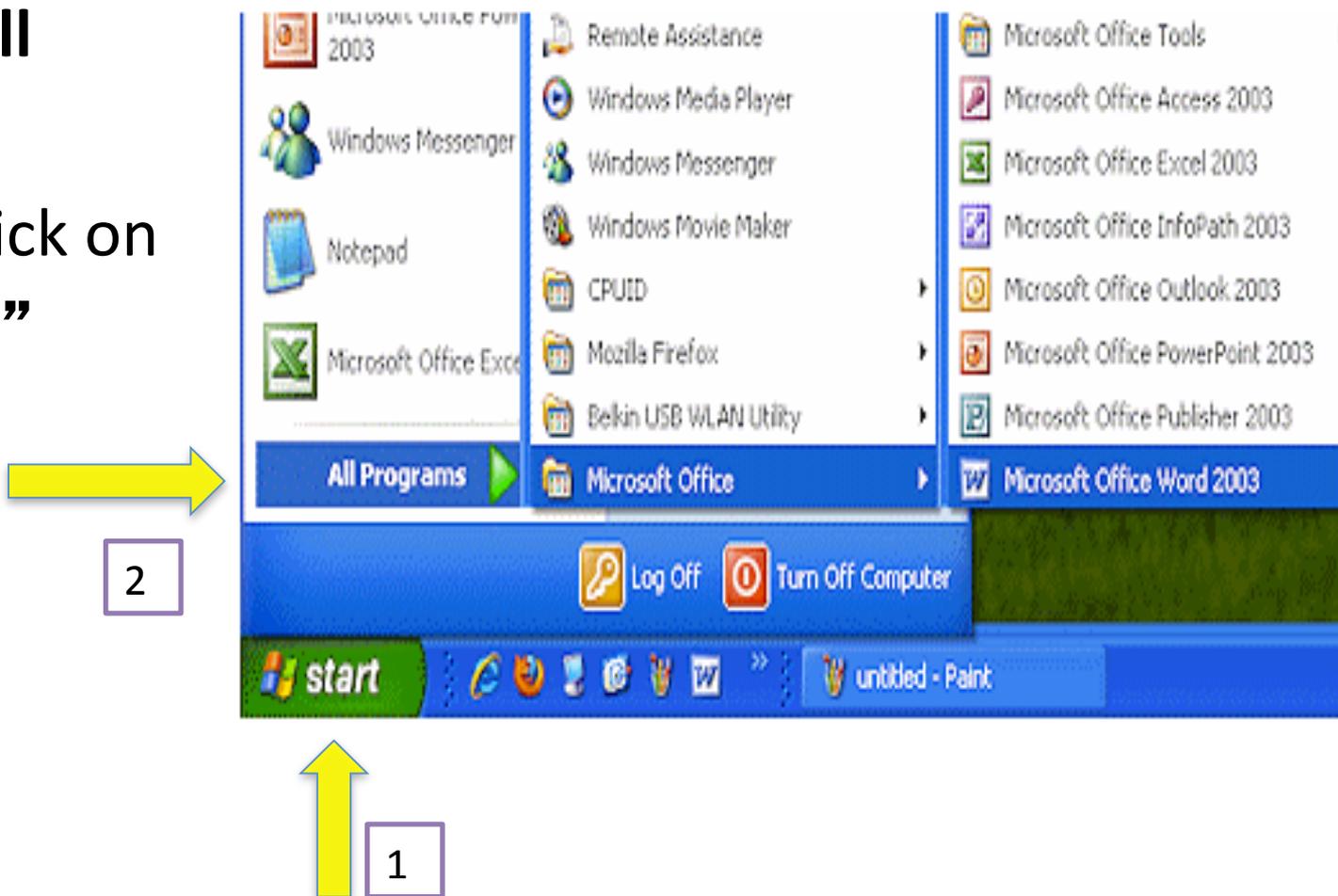


# Section 3: Word Doc

# Opening Microsoft Word Document



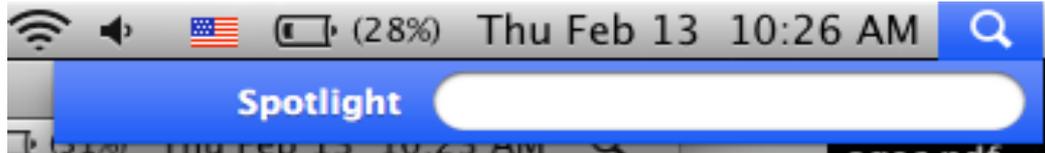
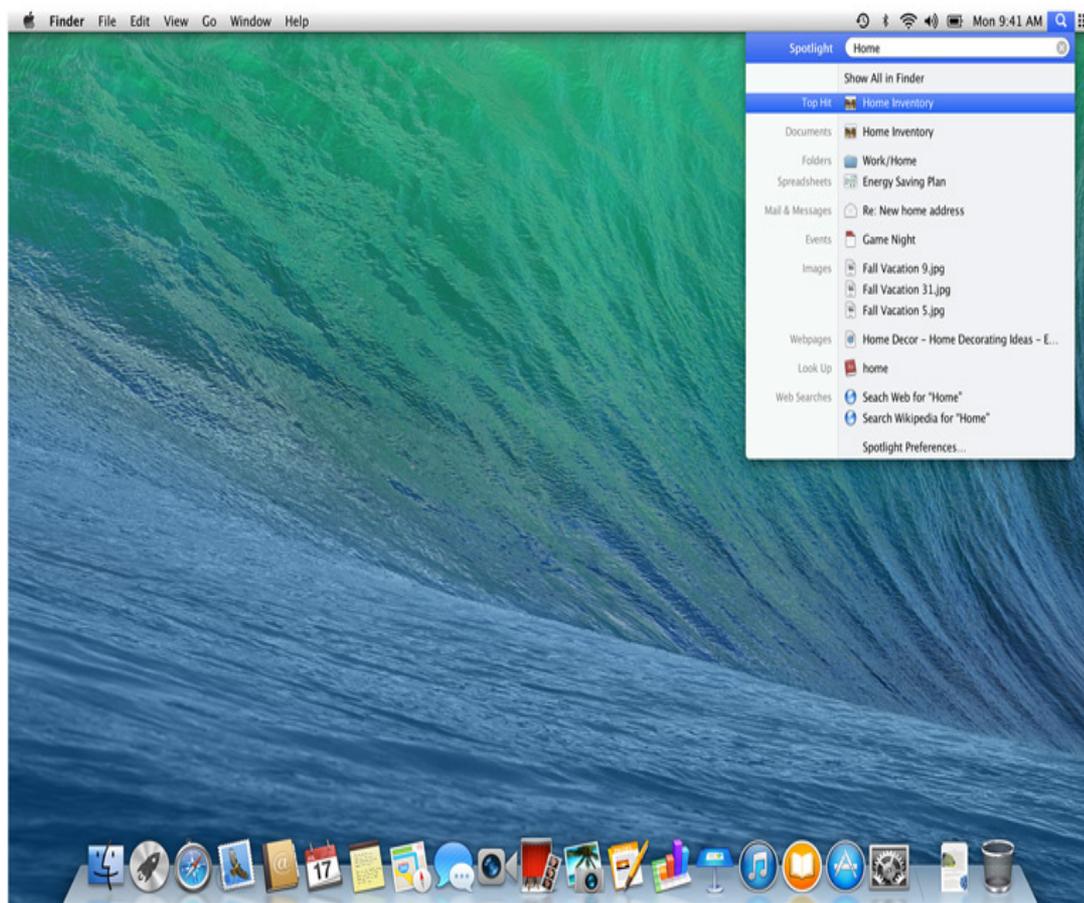
1. Click **“Start”**
2. Click on **“All Programs”**
3. Find and click on **“Microsoft”**



# Opening Microsoft Word Document

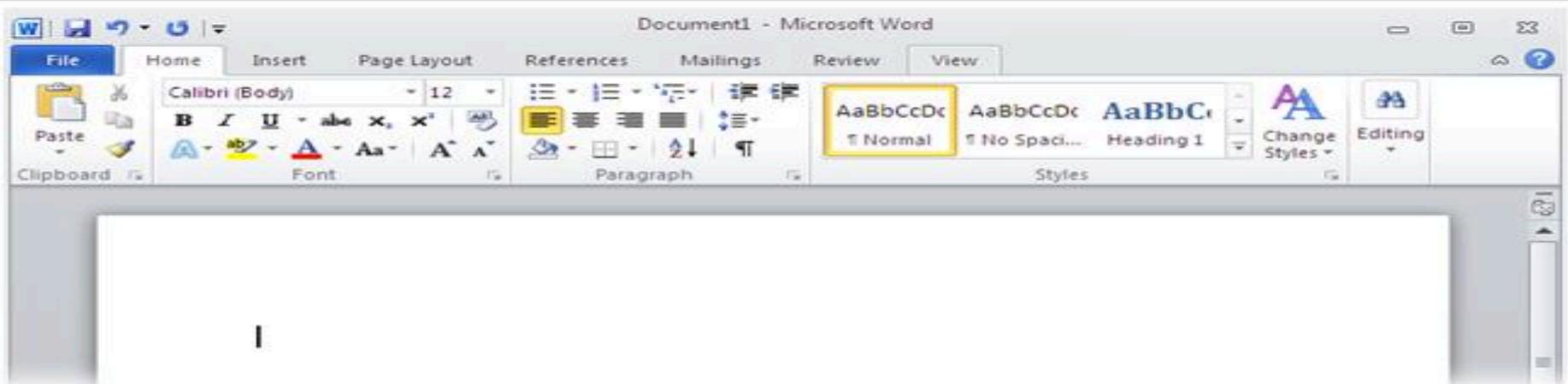


1. Click “Search” 
2. Type “Microsoft”
3. Click on “Microsoft Word”



# Typing on Word Document

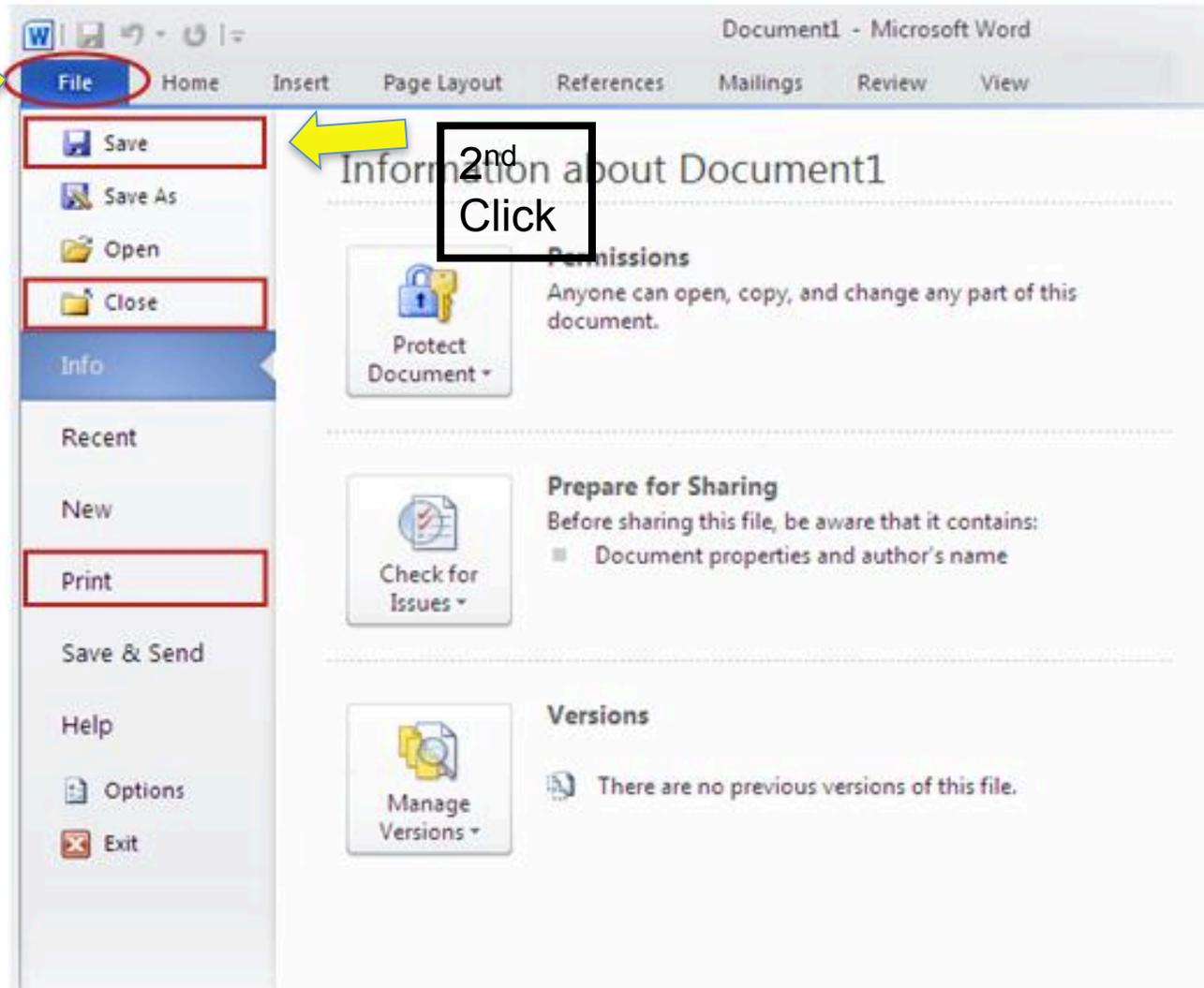
- On the document write:
  - Full Name
  - Name of your child
- Type a message to your child
- Example: Hey David Jr. I'm excited to learn about computers so that I can help you with your homework. Love Mom



# Saving File

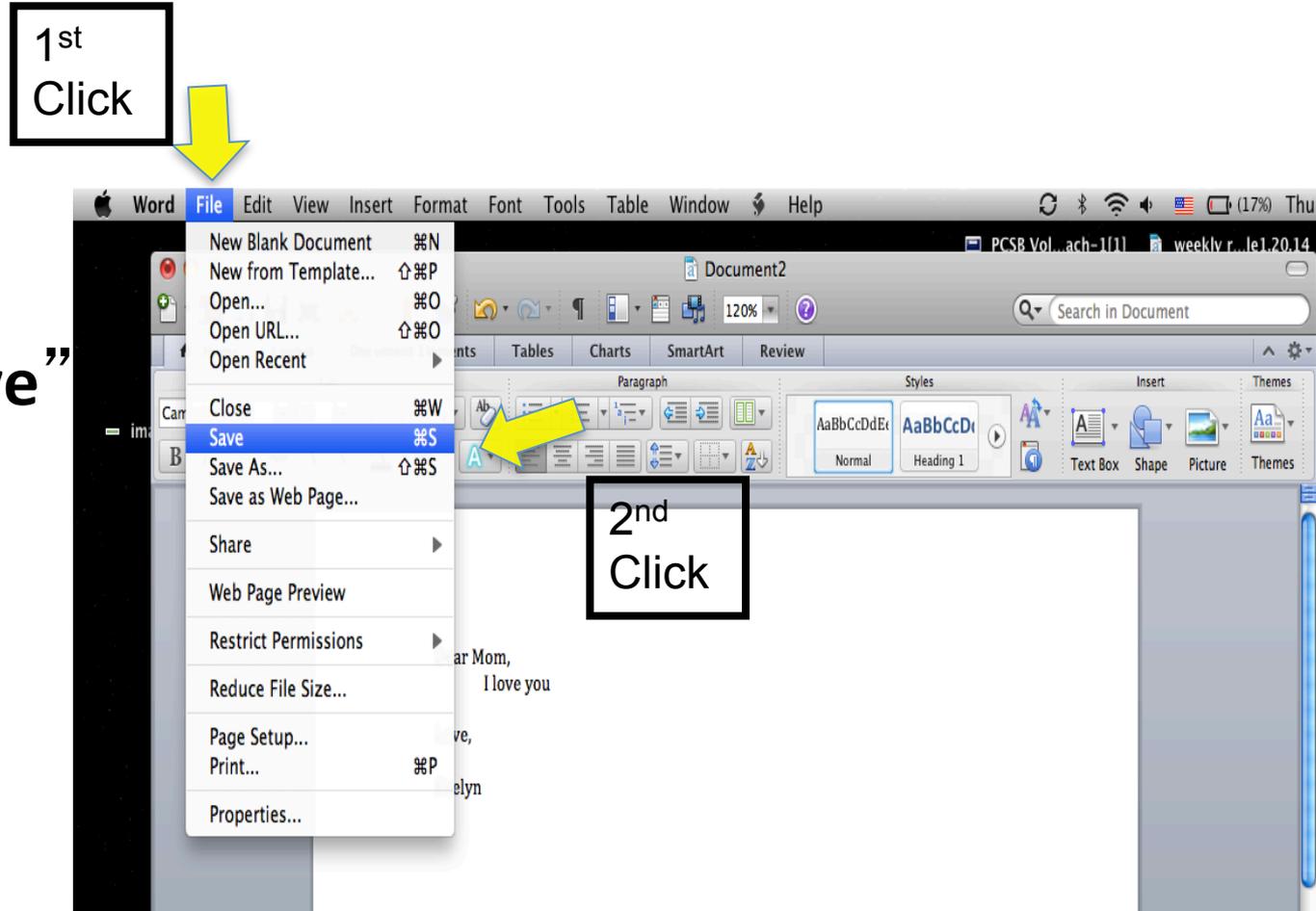
1st  
Click

1. Click **“File”**
2. Click **“Save”**



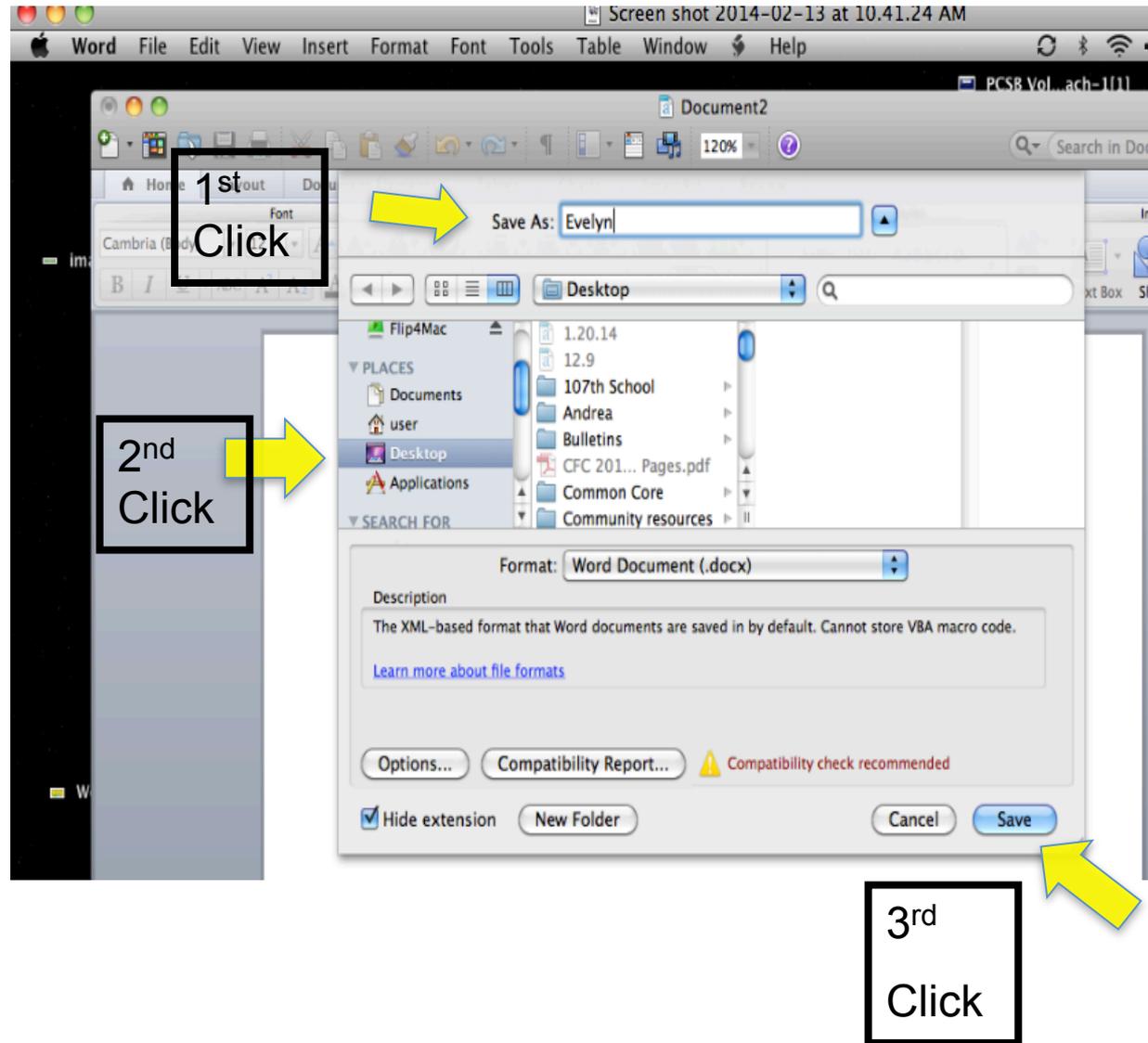
# Saving Word Document

1. Click “File”
2. Click on “Save”



# Naming Word Document

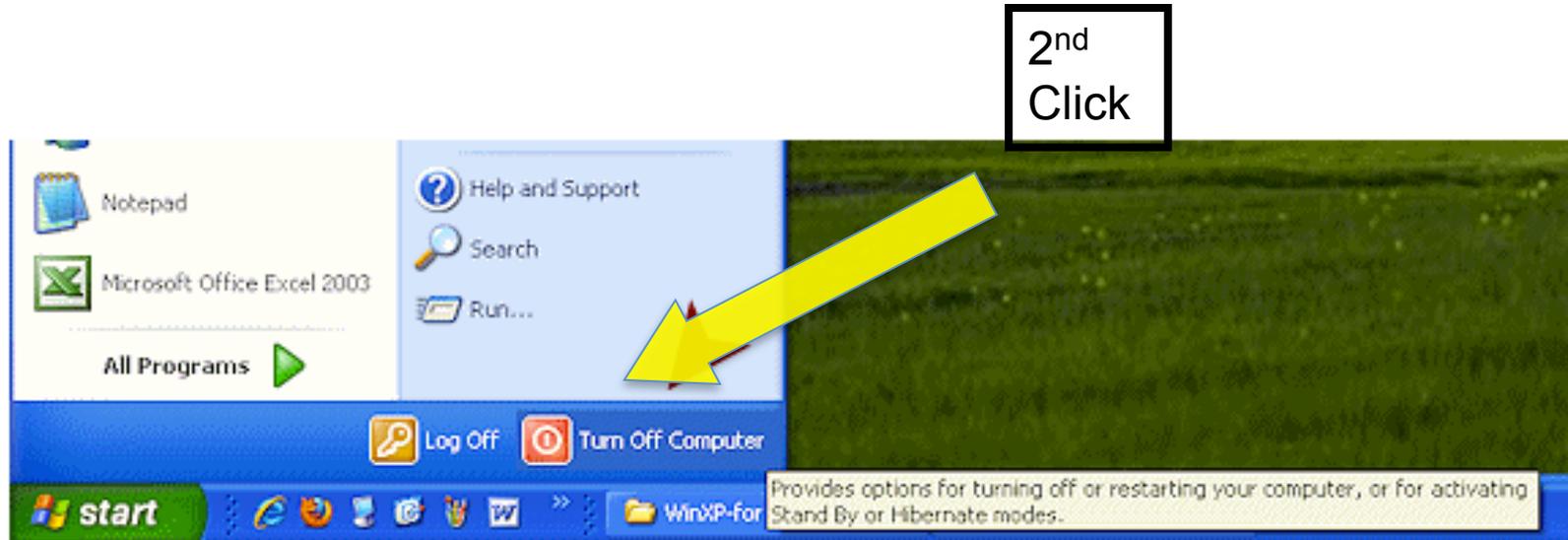
1. In the box **type your name**
  - Example:  
“Evelyn”
2. Click “**Desktop**”
3. Click “**Save**”



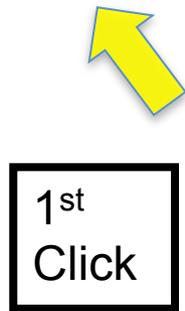


# Section 4: Turn Off Computer

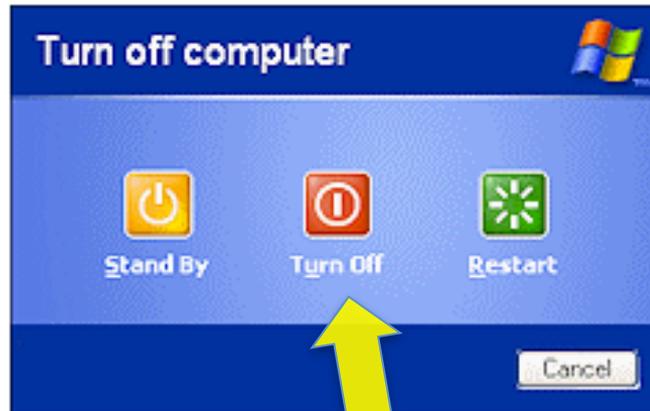
# Turn Off Computer



2nd  
Click



1st  
Click

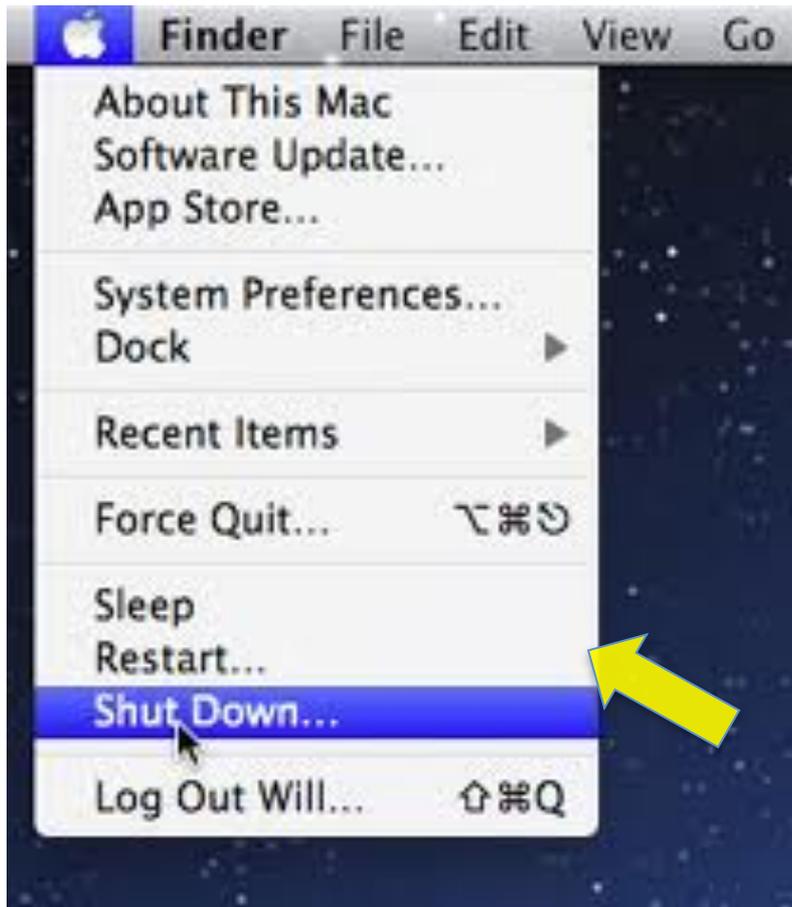


3rd  
Click

# Turn Off Computer



1<sup>st</sup>  
Click



2<sup>nd</sup>  
Click

**Thank You!**

**Remember to  
Practice! 😊**