# **Computer Basics** 102









#### PARENT COMMUNITY STUDENT SERVICES BRANCH

# Welcome!

#### INTRODUCTIONS

#### **GROUND RULES**

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

#### OUTCOME...

- HELLO! My name is Stanpie.
- Increase your knowledge of computers
- To help your child and parent center with technology

# **Learning Objectives**

#### 1. Review Basic Computer Introduction

- How to turn on a computer
- Keyboard and functions
- Mouse

#### 2. Word Documents

- Opening and Saving a document
- Create a Flyer
- Change Font, color, size, bold, border
- Add Pictures

3. Save, print and shut down





# Section 1: Computer Essentials and Turning On A Computer Review

# **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 Activity**

Find these keys & highlight them on the handout:

- 1. Shift5. Delete2. Ctrl6. Backspace
- 3. Return/Enter
- 4. Space

- 7. Tab
- 8. Arrows







# Section 2:Word Doc-Fonts, Size, Color

# **Opening Microsoft Word Document**

- Click "Start"
   3

   Click on "All <sup>3</sup>
   Programs"
- Find and click on
   "Microsoft"

2

1



#### **Select Function Activity**



### How to use the select funtion

Scroll Wheel

itton

#### Steps

- Hold down left button
- Drag the text you want to change

## **Touch Pad**



### **Intro to Flyer**

• Now we are going to create a flyer

 Type the followig message:
 Computer 101
 March 10th at La
 Salle's Parent
 Center from 9am
 to 11am



## **Color and Bold**

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### **Font and Size**



#### **Center and Border**









#### **Square and Print**



# **Saving File**

Click "File"
 Click "Save"





# Section 3: Turn Off Computer

## **Turn Off Computer**



## **Thank You!**

### Remember... Practice! ③

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