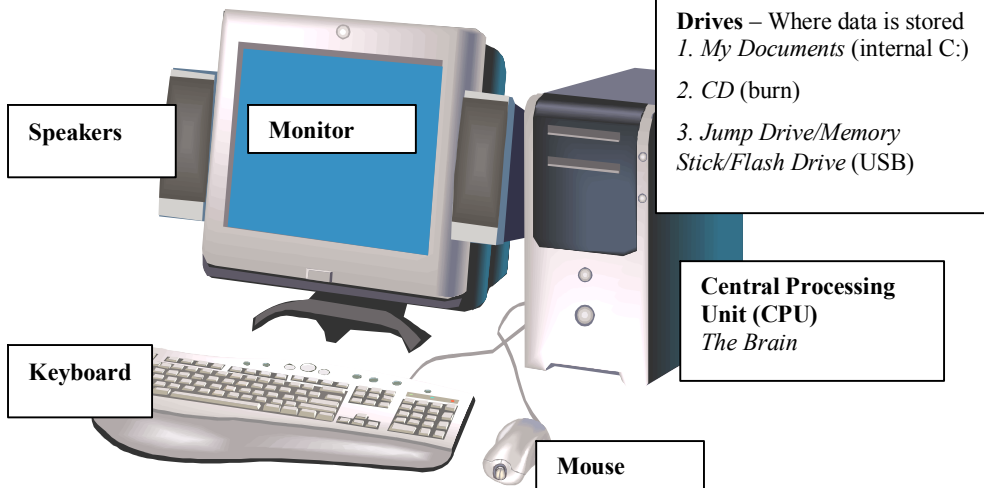
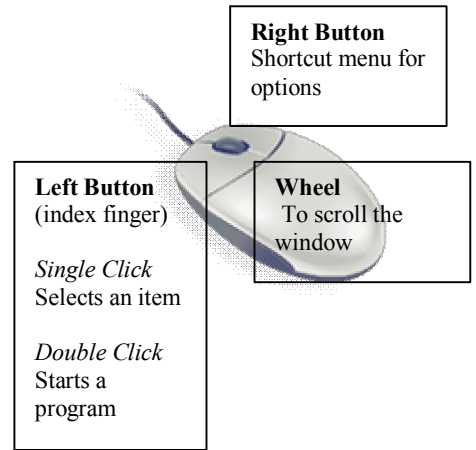


Computer Essentials

The Computer

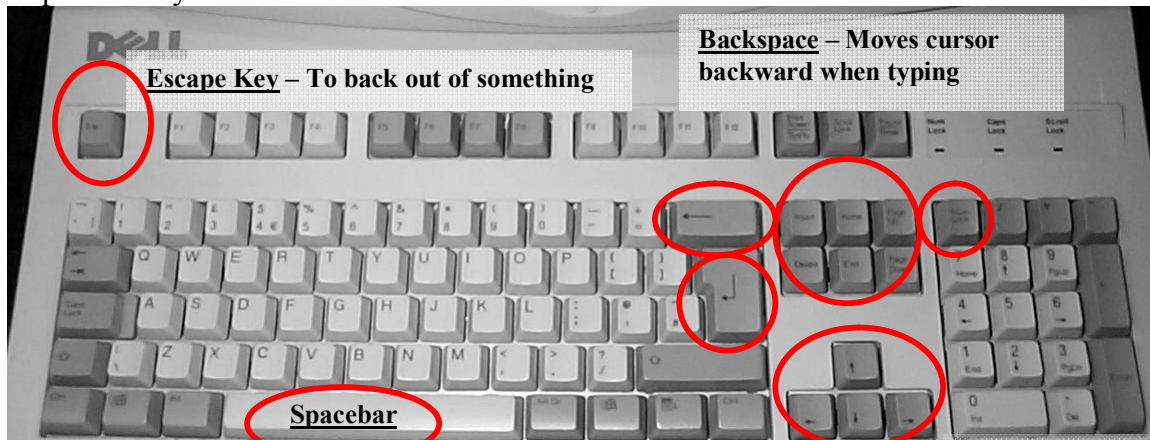


The Mouse



The Keyboard

Important keys to know.



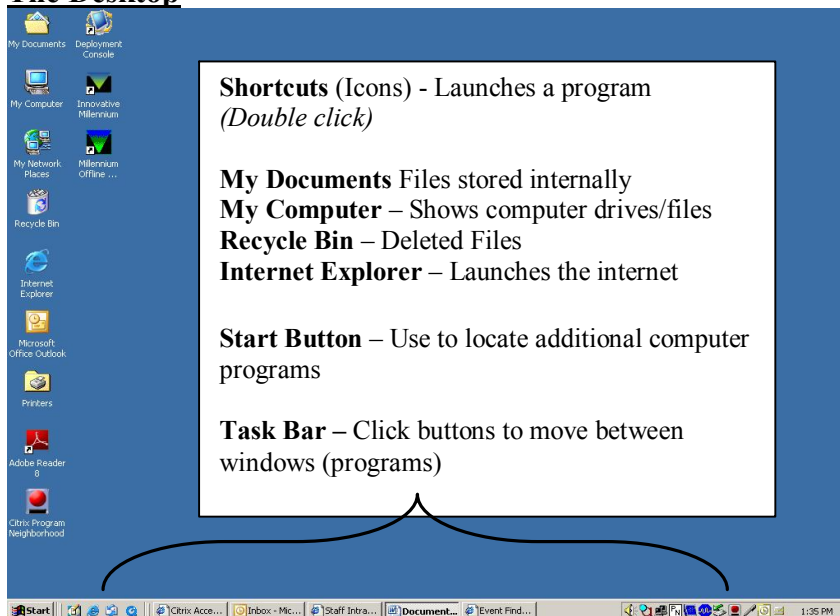
Insert, Delete, Home, End, Page Up, Page Down - Movement

Num Lock – Turns on the number pad

Enter – Accepts a typing entry or new paragraph

Arrow Keys - Movement

The Desktop



Microsoft Office Products:

Word – Word processor (typing)

Excel – Analyzes numbers & lists (budgets)

Power Point – Presentations

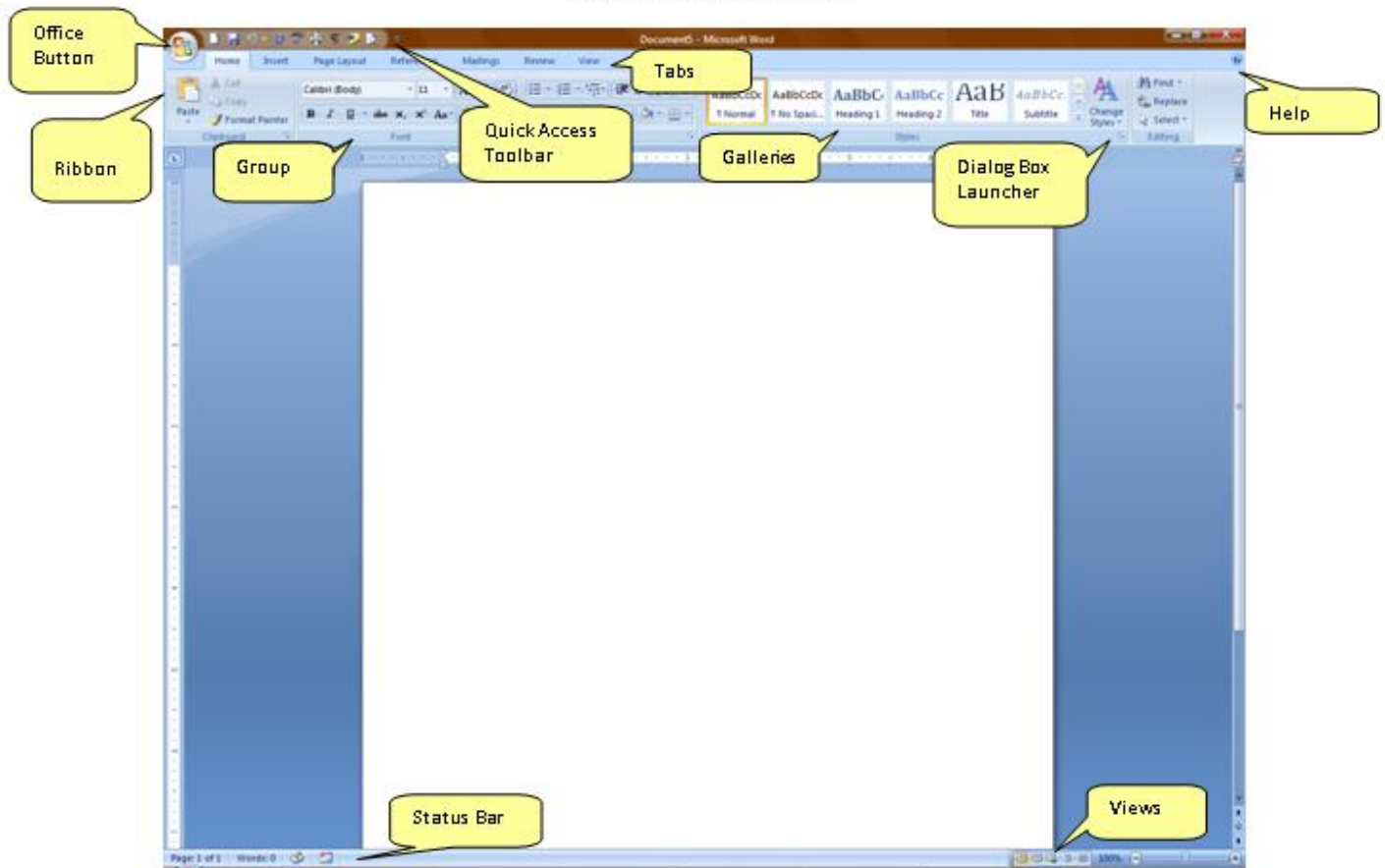
Access – Database (large amounts of data)

Publisher – Desktop publishing (brochures & newsletters)

FrontPage – Web pages

Parts Of A Microsoft Window (Word 2007)

The Office 2007 Window



Terms to know

1.) **Highlight** (*Selects text*)

Left click, hold the button and drag the cursor across

2.) **Drag or Drag and Drop** (*Moves a selected item to a new location*)

When the mouse becomes an arrow

Left click, hold the button and drag

Item will be placed in the area when the mouse is released

More Information

Office 2007 Tutorials:

www.cuyahogalibrary.org - Click on The find engine, select letter 'L' & click Learning Express Library
Use your library card number when creating a username

Computer Terms & Definitions:

www.computerhope.com

Practice Your Mouse skills:

<http://www.lawrencegoetz.com/programs/mousepractice/>

<http://www.seniornet.org/howto/mouseexercises/mousepractice.html>