

Basics

Beginner's guide to



Your set up

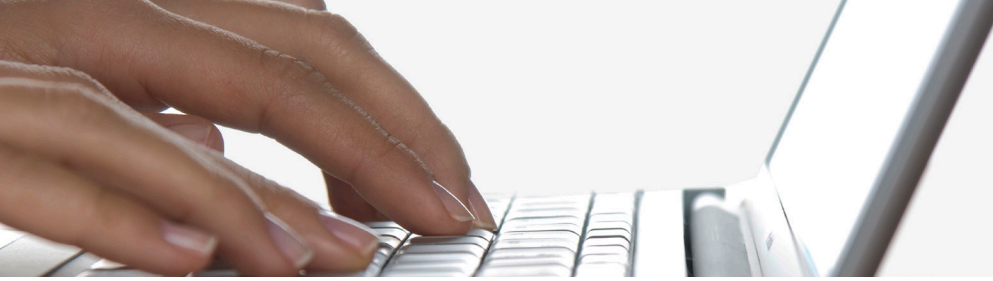
1.2 Using your computer

This activity will help you get used to using applications, files and folders on a computer.

What will I learn?

- How to use the keyboard
- How to open and close applications
- How to open and save a document

-  Use this document with the glossary
-  A helper should take you through this guide



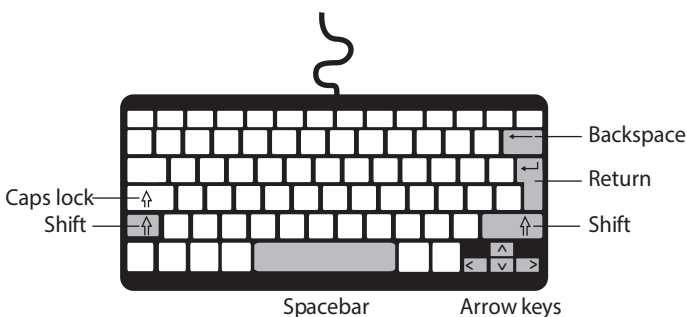
How do I do it?

Be safe! If you're using this hand-out on a shared or public computer, remember to:

- **Log on using a 'strong password':** one that includes upper and lower case letters, numbers, and isn't something that someone else could guess.
- **Never share or write down your password.**
- **Log out when you're finished.**

How do I use a keyboard?

1. Have a look at your keyboard. You'll use this to type your letter.

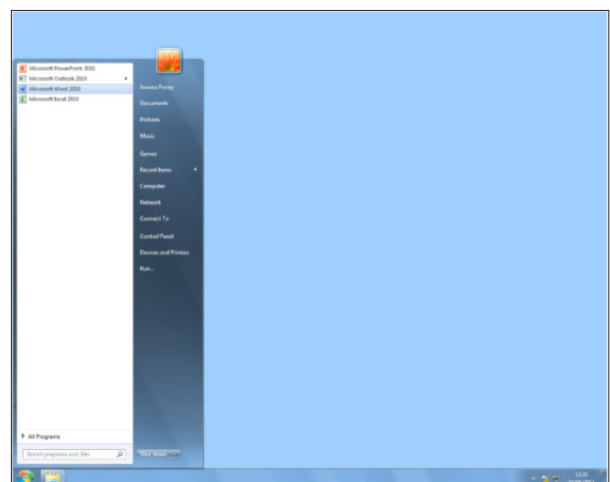


Can you find the:

- **Space bar** this is the long key on the bottom row of your keyboard
- **Shift keys** you hold these at the same time as a letter, to type a capital
- **Enter key** this lets you start a new paragraph and is also known as 'Return'
- **Backspace key** this lets you delete mistakes
- **Arrow keys** these move your cursor around the document
- **Caps lock** press this to change what you type from lower case to capitals, without holding down a 'Shift key'.

How do I open and close applications?

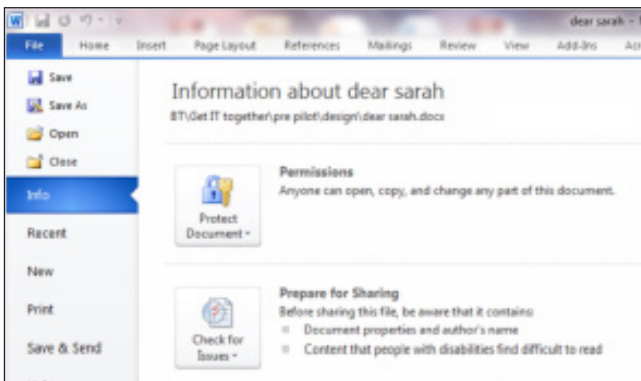
2. Use your mouse to open the Windows Start menu, then click on 'Microsoft Office Word'.
3. Another way to open an application is to double click on its icon. This also works for folders and documents.



Windows 7 Start Menu – Windows 8 is different

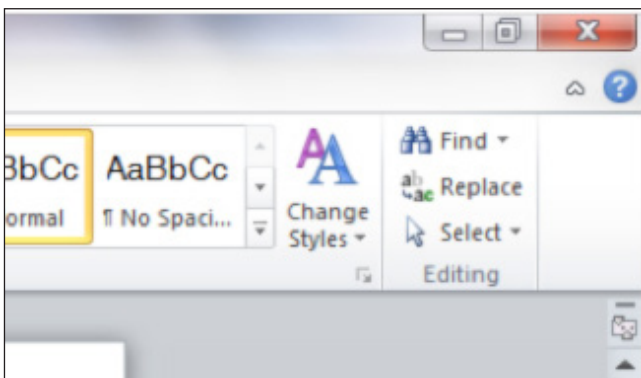
4. You control programs like Word by using the menu options at the top of the screen:

- Find the 'File' menu and click on it to see what this menu lets you do. Find the options to:
 - open an existing document
 - save a document
 - open documents that you've worked on recently
 - start a new document
 - print a paper copy of your document.



File menu options

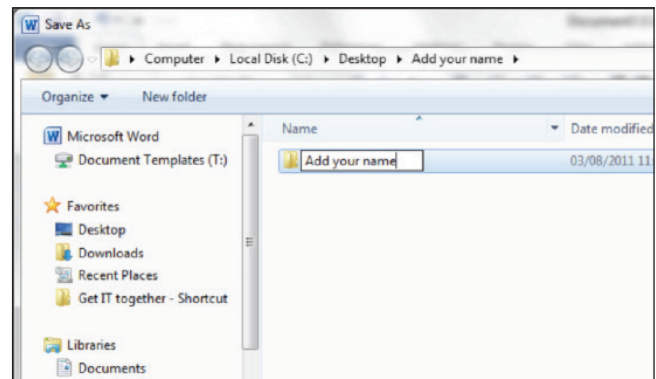
5. To close an application, click on the cross in the top right of the screen. You don't need to do this now.



Closing an application

How do I open and save a document?


6. Word opens with a new blank document for you to use. Firstly, save this as your own document, so you don't lose your work.
- Click on 'File' in the menu bar and then click 'Save As'. In windows 7 a 'dialogue box' will open. Dialogue boxes let you choose what you want to do when you open and save a file, like what it will be called and where you will save it on your computer.
 - Click on the 'New Folder' button. This will create a new area in which you can save your work. Type a name for your folder and click on the button to create this new folder. Your name is a good idea.
 - Now type a name for your document and click on 'Save'. You could call this document 'Practice letter'.

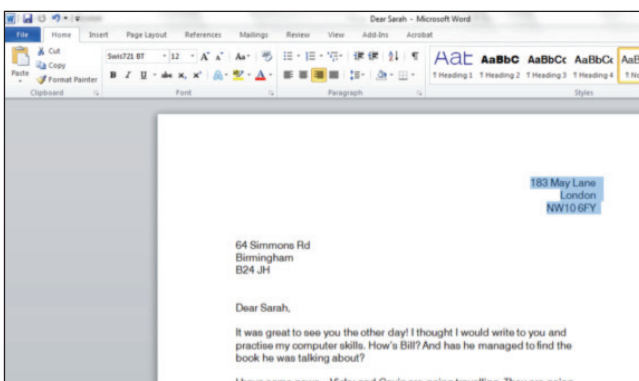


Naming a folder

- Windows 8 will offer a choice of recently used places to save your file before offering the dialogue box.

7. Now write a short letter. Start with your address:

- Move the cursor, using your mouse, until it is on your blank document. Can you see how the cursor changed shape? Left click to position the cursor at the start of your document, at the top.
- Type your address, one line at a time. Press the return or enter key each time you want to begin a new line.
- Underneath it, type the address of the person you are sending it to.
- Now move your address to the right-hand side of your letter: use the mouse to position your cursor at the top left of your address. Holding the left mouse button down, move the mouse down and across to highlight your address (it will be highlighted in blue). Let go of the mouse button. Now find the 'align text right' button in the toolbar:  Click on this and watch how the text you highlighted moves to the right-hand side. (You may need to click on 'Home' to get to the toolbar with the 'align text right' button on it.)



Aligning your address on a letter

8. Now type your letter:

- Press enter or return a couple of times to add some blank lines below your addresses.
- If you can't think of what to write, just type a few sentences about what you are learning today.
- You don't have to press return or enter when you get to the end of a line. Word will start a new line for you.
- Press return or enter twice to have a blank line and start a new paragraph.
- Click on 'File' in the menu bar and then click 'Save' to keep the finished letter on the computer. It's important to do this every so often while you are writing as well as when you are finished.
- To print your letter, find 'Print' in the 'File' menu. Click on this to print your letter.
- To close your document, click on the 'X' in the top of the document window, or click on 'File', then 'Close'.

9. Adding emphasis to your letter:

- Word has a range of features to allow you to change colour, font and layout to your letter. Experiment with these to get different effects.
- Try to avoid using too many effects together in a letter as this might distract the reader.

Quiz yourself

- How can I find the program I want to use?
- How do I save a document?
- How do I print a document?
- What keys do I use to type a capital letter, delete a mistake, move my cursor and start a new paragraph?

Try your new skills

- Type, save and print another short letter to a family member or friend.

Write down any notes that will help you:

My learning checklist

- I can open a program or application.
- I can create a new folder and save a document.
- I can use the keyboard to change and control what I type.
- I can print a document.

Top tips

- Give each document a name that helps you to find the right one each time, for example: 'letter to Fred 21 August 11'.
- Organise your documents into folders for each person or activity. You can put folders inside folders: for example, you could have a 'house' folder, in which you've also got folders for 'finance', 'utilities', 'garden' etc.

Write down any notes that will help you:

Where next?

- Find out what the other buttons do in the Microsoft Word toolbar: rest the cursor over each one until a box pops up telling you what it is.
- Rather than using Word to see your files and folders, find out about Windows Explorer which can be used to create folders and move files between them.
- Practice double-clicking to open folders or documents.
- Using either the search facility of Windows Explorer or the Windows 8 search facility 'magnifying glass' on the Start screen, look for files by entering part of the name.
- Explore the different applications on your computer.

Useful Links

You may want to use these links in your session:

Windows Help:

<http://windows.microsoft.com/en-gb/windows/support>

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