

Senior Training

- Internet & Basic Computer Classes for Seniors
- Beginning November 5 through December 17, 2010
 - 6 Classes in 7 Weeks
 - Laboure Center 2nd Floor
 - 275 West Broadway, South Boston
 - Second Floor

Sponsored By

- Sponsored By
- Laboure Center
- South Boston Citizens Association
- Reliable Computer Services
- Senator Jack Hart

Who Am I?



Why Am I Here?

Jack Bowes

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Ergonomics

- Applied Science Devoted to Incorporate Comfort, Efficiency, and Safety Into the Design of Items in the Workplace.
- Studies Have Shown That Using the Correct Type and Configuration of Chair, Keyboard, Monitor, and Work Surface Will Help You Work Comfortably and Efficiently, and Help Protect Your Health.

Ergonomics

- Chair
 - Adjustable
- Work Station
 - Adjustable
- Display Screen
 - At Least 19"

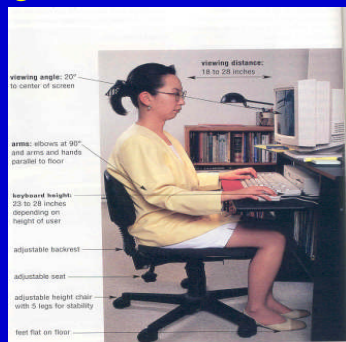


Figure 11-43 A well-designed work area should be flexible to allow adjustments to the height and bulk of different individuals. Good lighting and air quality also are important considerations.

Mouse

- A Pointing Device That Fits Comfortably Under the Palm of Your Hand.
- The Mouse Is the Most Widely Used Pointing Device on Desktop Computers.
- With a Mouse, You Control the Movement of the Pointer, Often Called a **Mouse Pointer**, on the Screen and Make Selections From the Screen.
- The Top of a Mouse Has One to Four Buttons; Some Also Have a Small Wheel.
- The Bottom of a Mouse Is Flat and Contains a Mechanism That Detects Movement of the Mouse.

Mouse

- For a Right-handed User,
 - Left Button Usually Is the Primary Mouse Button
 - Right Mouse Button Is the Secondary Mouse Button.
- Left-handed People, However, Can Reverse the Function of These Buttons.

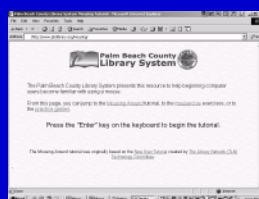
Internet Explorer

- Double Click Icon for Internet Explorer
- This Will Get Us to the Internet



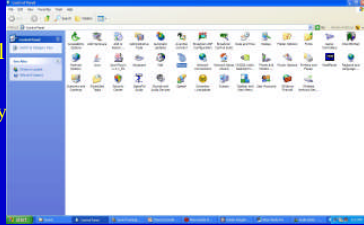
Practice With Mouse

- Type Web Address for Palm Beach County Library System
- <http://www.pbclibrary.org/mousing/>
- The Following Web Page Will Appear
- Double Click on [Mousing Around](#)



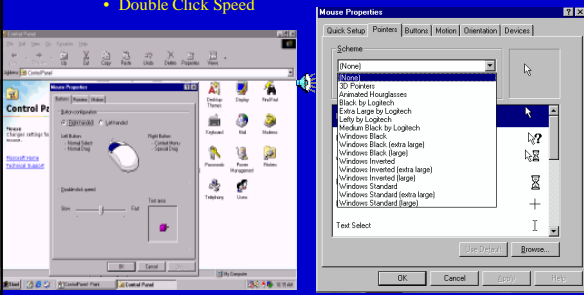
Control Panel

- Start Menu
 - Control Panel
 - Mouse
 - Accessibility Options



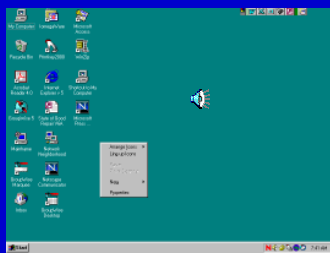
Adjusting Mouse

- Mouse
 - Button Tab
 - Double Click Speed
 - Pointer Tab
 - Size of the Pointer



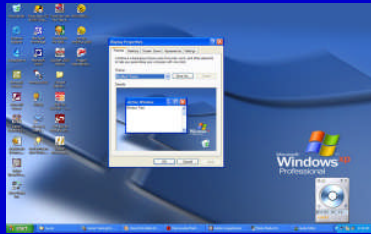
Right Mouse Button

- Popup Menus
 - Display Popup

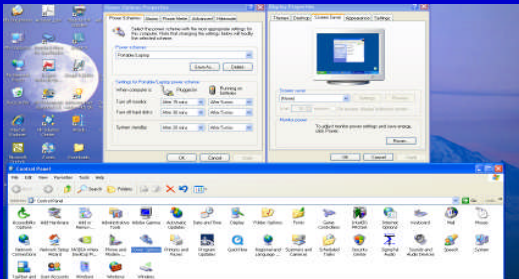


Display Properties

- Screen
 - Background
 - Screen Saver
 - Appearance
 - Settings



Power Options



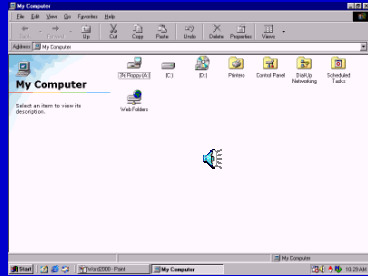
Accessibility – Magnifier

- Programs
 - Accessories
 - Accessibility
 - Magnifier
 - Magnifier Settings
 - » Tracking
 - » Colors
 - » Presentation
 - » Right Mouse
 - » Exit



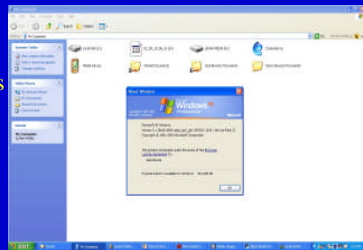
My Computer

- Selection on Start Menu
 - Floppy Drives
 - A:
 - Hard Drives
 - C:
 - CD Drive
 - D:
 - Control Panel
 - Printers



Version of Windows

- My Computer
- Help
- About Windows



Date/Time

- Task Bar
- Control Panel
 - Date/Time
 - Adjust Computer Date & Time



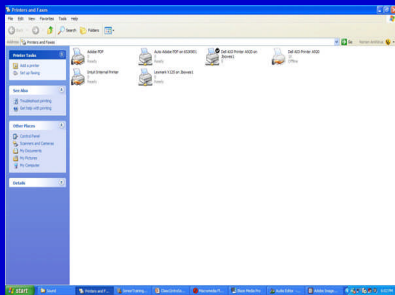
Volume Control

- Task Bar
- Control Panel
 - Sound
 - Adjust Volume of Sound from Computer



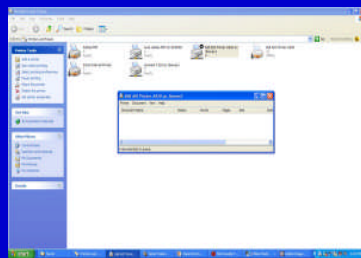
Printers

- File
- Edit
- View
- Help



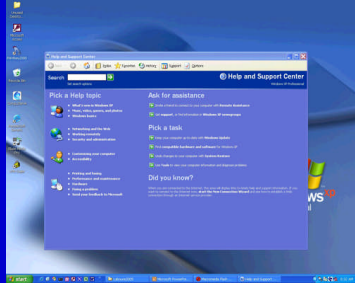
To the Individual Printer

- Bar Menu of
 - Printer
 - Document
 - View
 - Help
- Document Name
 - Status
 - Owner
 - Progress
 - Started At



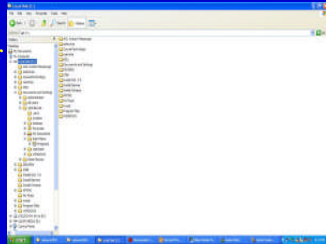
Help Facility

- Contents
- Index
- Find
- Display
- Print



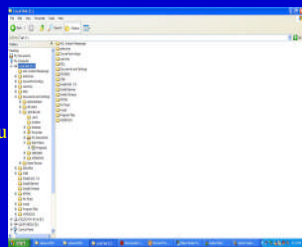
Start Windows Explorer 1

- Programs
 - Windows Explorer
 - Bar Menu
 - File
 - Edit
 - View
 - Tools
 - Help
 - Files and Folders
 - Folders are directories
 - Files



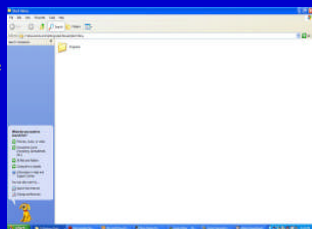
Start Windows Explorer 2

- Applications – Program files that perform task
- Data Files – Documents which you create
- Shortcuts – Links to other items
- Copying files
 - Copy and paste
 - Move files



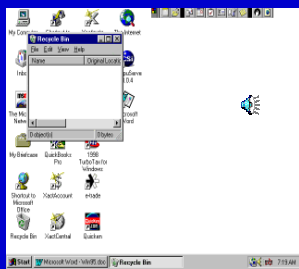
Start Windows Explorer 3

- **Find Command**
 - On Start Button or Explorer Tool Menu
 - Helps you locate a file or folder



Recycle Bin

- Desk Top Folder in which windows stores the items you have deleted
 - Needs to be emptied periodical
 - **Bar Menu**
 - File
 - Edit
 - View
 - Help



Taskbar

- Has Start Button to run applications and shows which jobs are active

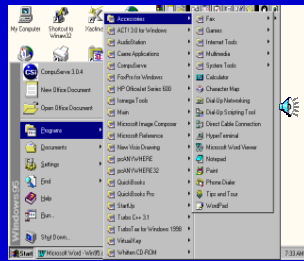


Windows Application

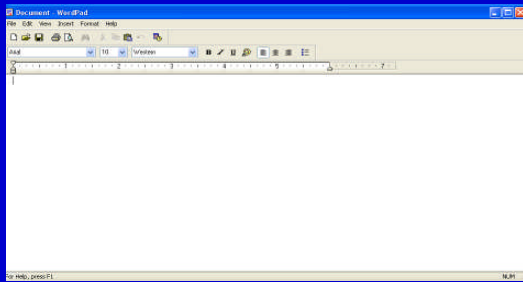
- Start Menu

- Programs

- Accessories
 - Programs that come with Windows under accessories
 - Some Common Examples
 - FAX
 - Games
 - Note Pad
 - Word Pad
 - Calculator
 - Paint



Word Pad



Paint

