Basic Computer (PC) “Know How’ Activity Work Book

Many people use desktop computers at work, home, and school. There are two types of computers, Windows based (Left picture) and Apple Mac (Right picture). Desktop computers are designed to be placed on a desk, and they’re typically made up of a few different parts.

**Desktop computer** - The basic parts of a desktop computer, Personal Computer (PC) are the computer case, monitor, keyboard, mouse, and power cord. Each part plays an important role whenever you use a computer. The computer case is the metal and plastic box that contains the main components of the computer, including the motherboard, central processing unit (CPU), and power supply. The front of the case usually has an On/Off button. Computer cases come in different shapes and sizes. A desktop case lies flat on a desk and the monitor usually sits on top of it. A tower case is tall and sits next to the monitor or on the floor.

The monitor works with a video card, located inside the computer case, to display images and text on the screen. Most monitors have control buttons that allow you to change your monitor's display settings. Newer monitors usually have LCD (liquid crystal display) or LED (light-emitting diode) displays. These can be made very thin, and they are often called flat-panel displays.

The keyboard is one of the main ways to communicate with a computer. There are many different types of keyboards, but most are very similar and allow you to accomplish the same basic tasks.
The mouse is another important tool for communicating with computers. Commonly known as a pointing device, it lets you point to objects on the screen, click on them, and move them. There are two main mouse types: optical and mechanical. The optical mouse uses an electronic eye to detect movement and is easier to clean. The mechanical mouse uses a rolling ball to detect movement and requires regular cleaning to work properly.

**Buttons and Ports on a Computer**

Take a look at the front and back of your computer case and count the number of buttons, ports, and slots you see. Now look at your monitor and count any you find there. You probably counted at least 10, and maybe a lot more.

Each computer is different, so the buttons, ports, and sockets will vary from computer to computer. However, there are certain ones you can expect to find on most desktop computers. Learning how these ports are used will help whenever you need to connect something to your computer, like a new printer, keyboard, or mouse.
The back of a computer case has connection ports that are made to fit specific devices. The placement will vary from computer to computer, and many companies have their own special connectors for specific devices. Some of the ports may be colour coded to help you determine which port is used with a particular device.

The very first step is to turn on the computer. To do this, locate and press the power button. It's in a different place on every computer, but it will have the universal power button symbol.

Once turned on, your computer takes time before it's ready to use. You may see a few different displays flash on the screen. This process is called booting up, and it can take anywhere from 15 seconds to several minutes. You interact with a computer mainly by using the keyboard and mouse, or a track pad on laptops. Learning to use these devices is essential to learning to use a computer. Most people find it comfortable to place the keyboard on the desk directly in front of them and the mouse to one side of the keyboard.
Activity One

Name the cables displayed in the picture below and state what they are used for.

What does the below symbol represent?

List the name of the two main items used to communicate with the computer.

1.

2.
Communication with the computer using the Keyboard

There are a number of layouts of the keyboard. In a QWERTY layout the keys are arranged in the same order as that of a typewriter. This is called QWERTY because the keys Q-W-E-R-T-Y occur on the left top row of the keyboard.

The keys in this type of keyboard can be grouped into following five types:

1. Function keys – F1 to F12 are programmable keys used as short cut keys to perform certain functions
2. QWERTY keys – alphanumeric keys arranged in same order as that of typewriters.
3. Special purpose keys – Tab, Caps lock, Shift, Ctrl, Alt, Esc, Backspace, Enter, Print Scrn, Scroll Lock and Pause/Break are special purpose keys.
4. Numeric pad keys – separate section in the keyboard used for entering numeric data.
5. Cursor control keys- these are used to navigate the cursor on the monitor.

Activity Two

Step 1: Have a good look at your keyboard. The most important keys are labelled on the diagram below.

Some keyboards, especially those on laptops, will have a slightly different layout. For example, they may not have a number pad or the delete key may be in a different place. Practically all keyboards will have these significant keys somewhere.

Step 2: The main keys are the letter keys. When you type just using these, you get lower-case print. However, if you hold down a ‘shift key’ (there are two to choose from) at the same time as you type, you’ll get UPPER-CASE letters.

Open a Microsoft word document using the Microsoft word application – see the section on how to open an application on page 12.

Try typing your name, including capitals (UPPER-CASE) and spaces. The ‘space bar’ (which you press briefly to make a space) is the wide key at the bottom of the keyboard.

Step 3: If you make a mistake in your typing, there’s always a remedy.

To delete a letter, place your cursor (mouse pointer) just after the letter and click. Then press Backspace briefly. (Always press briefly – otherwise, you’ll get repeated deletions, spaces, letters or whatever.) Or place your cursor just before the letter, click and press Delete.
Step 4: Now try typing a sentence:

“I know it is wet and the sun is not sunny, but we can have lots of good fun that is funny.”

Step 5: You can move the cursor along this sentence without deleting anything by using the arrow keys:

Try moving the cursor backwards and forwards through your sentence using the arrow keys.

Step 6: Now try using the number pad.

To use this to type numbers, you have to press the Num Lock key. There may be an indicator light at the top of the keyboard or on the ‘Num Lock’ key itself to show that it’s on.

Step 7: You can also type using the numbers on the main keyboard. You’ll find them on the row of keys above the top line of letters.

Above these numbers are various symbols, which include ‘£’, ‘&’, ‘!’. To use these, hold down the Shift key while you type. So if you press ‘7’ on its own, you get ‘7’, but if you press ‘7’ while you hold down the ‘Shift’ key, you get ‘&’.

Try typing: Last night I won $2,475,638 on the lottery & I am having a “Massive” party! 😊

You’ll find similar extra symbols elsewhere on the keyboard:

They operate in exactly the same way as the ones above the numbers.
Step 8: If you want everything to appear in upper case, press the Caps Lock key and then type:

**I CAN TYPE CAPITALS**

Again, an indicator light may come on to show that your capitals are ‘locked’. Don’t forget to press this key again when you’re finished to turn ‘Caps Lock’ off.

Along with the keyboard, the mouse is the main way of telling your computer what you want it to do. It looks a bit like a real mouse because of its shape.

The mouse controls the **pointer** on the screen. Whenever you move the mouse across the desk, the pointer will move in a similar manner.

The pointer can appear on the monitor as a pointer, a hand or a text cursor symbol.

![Mouse with pointer and hand](image)

**Mouse Basics: Left vs. Right Click**

The standard mouse has two buttons, plus a scroll wheel in the middle that sometimes is a button. But most mice do just two things: right- and left-click.

Left-click is often referred to as “normal-click” or “regular-click.” Most tasks on a computer can be accomplished solely through using the left mouse button. Pressing the left mouse button seems to simulate the mouse cursor being pressed down on the screen: you can drag items or select text or open files.

<table>
<thead>
<tr>
<th>LEFT:</th>
<th>RIGHT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;NORMAL CLICK&quot;</td>
<td>&quot;HIDDEN OPTIONS&quot;</td>
</tr>
<tr>
<td>DIRECTLY</td>
<td>SPECIAL MENUS</td>
</tr>
<tr>
<td>INTERACT WITH:</td>
<td>SHORTCUTS</td>
</tr>
<tr>
<td>-FILES</td>
<td>&quot;OPEN WITH&quot;</td>
</tr>
<tr>
<td>-LINKS</td>
<td>SOMETHING ELSE&quot;</td>
</tr>
<tr>
<td>-SCREEN ITEMS</td>
<td>CLICK &amp; DRAG</td>
</tr>
</tbody>
</table>

A double-click is a special type of left-mouse-button click which is getting used less and less. A double-click is usually used for opening files on your computer, where a single-click is used for navigating webpages.

The right mouse button is one of the most valuable tools on the computer. It’s not strictly defined as having a function which makes it hard to describe, but the basic purpose of the right mouse button is this: to give you information "about* what you’re clicking on.
If the left mouse button directly interacts with an object, the right mouse button often allows you to indirectly interact. Right-clicking a file gives you a list of things to do with the file, or the option to see its properties. Right-clicking your desktop background allows you to modify the desktop. Right-clicking a link allows you to do other things with that link besides visit it.

**Right-click menu**

**Use the right-click**

Take full advantage of the right-click any time you highlight text or want to view the properties of an object. For example, if you highlight a file or text, you can right-click that highlighted item, copy it, and then right-click anywhere else to paste it.

**Tip:** If you highlight or select any file or text and then click and drag while holding the right mouse button, when you let go an option to move or copy that file is shown. This saves you the extra step of having to right-click where you want to paste the item.

**Tip:** While in a browser, pressing and holding Ctrl while clicking on any link opens a menu with options for that link.

**Function of Mouse Scroll Wheel Button**

You are now that familiar with using the mouse for pointing, clicking, dragging. The computer mouse also has, beside the buttons for left click and right click a scrolling wheel that has a special function.

The scroll wheel is used to “scroll” up or down on a document, web page etc. Other functions of button click on the Scroll wheel:
- When you are opening a document that contains multiple pages, or opening a website, to view the page up or down, simply by clicking / pressing the scroll wheel button of the mouse, then move the mouse up or down (depending on needs), then the display of the page will automatically move by itself. The speed when you move the mouse will affect the speed, fast or slow displaying movement of the page.
- Another function of the scroll wheel button is to open a hyperlink address, when the link is clicked using the scroll wheel button, the link will automatically open in a New Tab, so we do not need to keep right clicking then choose open link in new tab. Just one click using the scroll wheel button.
- Zoom in and Out on a web page, word document, excel spreadsheet, etc. by holding down the Ctrl key and scrolling up to zoom in and down to zoom out.
- Hold down the Shift key and scroll down in most Internet browsers to go back to the previous web page.
Activity Three

What kind of mouse is in the image on the left?

What kind of mouse is in the image on the left?

Label and give a brief description of the functions of the mouse buttons.
The Desktop
The main screen you'll start from is the desktop, as pictured below. This is like a main menu or a table of contents for the computer. From here, you can access programs and features you need to use in the computer.

What are Icons? They are used to represent the different files, applications, and commands on your computer. An icon is a small image that's intended to give you an idea at a glance of what it represents, like a logo. Double-clicking an icon on the desktop will open that application or file.
When you open an application or folder, it is displayed in its own **window**. A **window** is a contained area—like a picture within a picture—with its own menus and buttons specific to that program. You can rearrange multiple **windows** on the desktop and switch between them.

No matter which operating system you use, your computer uses **folders** to organize all of the different files and applications it contains. **Folder icons** on your computer are designed to look like file folders full of documents or pictures.

Each operating system has its own file system, which helps you find your folders and files. If you have a Windows PC, like QLD Health, you'll use the **File Explorer** (also known as **Windows Explorer**). If you have a Mac, you'll use **Finder**.

Here, we'll talk about the basic functions that are common to all computer file systems.

**Opening your computer's file system**

Whether you're using a PC or a Mac, the file system icon will be in the bottom-left part of the screen. On a PC, the File Explorer icon looks like a folder, as in the image below.

On a Mac, the **Finder icon** looks like a face on the Dock, as in the image below.

In both operating systems, you can also open the file system by **clicking a folder** from your **desktop**.

**Navigation**
Whether you’re using Windows Explorer or Finder, basic navigation will work the same way. If you see the file you want, you can double-click it with your mouse. Otherwise, you can use the Navigation pane on the left side of the window to select a different location.

However, there may be times you may want to open an application directly, instead of just opening a file. To open an application in **Windows**, click the **Start** button, then select the desired application. If you don’t see the one you want, you can click **All Programs** to see a full list, or simply type the name of the application on your keyboard to search for it.

In the example below, we’re opening **Internet Explorer**.
Now that you are familiar with communicating with the PC and have a basic knowledge of the various applications we will now run-through emailing using the Microsoft Outlook application.

**What is E-mail?**

E-mail is a message that may contain text, files, images, or other attachments sent through a network to a specified individual or group of individuals.

**Writing an e-mail**

When writing an e-mail message, it should look something like the example window below. Several fields are required when sending an e-mail:

1. The **To** field is where you type the e-mail address of the person who will be the receiver of your message.
2. If you are replying to a message, **see Image 1**, the To and From fields are automatically filled out; if it's a new message, you'll need to enter them manually.
3. The **CC or Carbon Copy** field, **see Image 2** allows you to send a copy of the message to another e-mail address, but is not mandatory.
4. The **Subject Line**, **see Image 1**, although not required, should consist of a few words describing the e-mail's contents.
5. Finally, the **Message Body** is the location you type your main message. It often contains your signature at the bottom; similar to a hand-written letter, **see Image 2**.

You can access the outlook application via a desktop icon if you have created a short cut for it or pinned it to the task bar.

Or you can access it via the start menu – all programs.

However you access the application you double click on the icon to open it.
Using the Address Book

If you need to send an email to a person or a group of persons you will need to access the Global address list that contains all of the Qld Health email addresses.

Your email signature has to be generated using the MNHHS signature block template. Locate the template and instructions on QHEPS.

If you do not have a signature block your email will be blank for you to sign off as you like.

Step 1
Click on the New Email icon to generate an email message.
Step 2
Click on the To icon, this will open up the Global Address list.

Type the email recipients name into the search bar. When you have the person that you want to email you can double click on the highlighted blue name or single click on the To icon then click the OK icon.

Once you have clicked OK your email will then be displayed again for you to add additional information.
Email Message Options
You can change the “Importance” level of a message to identify to the receiver that there may be a time frame attached or an action that may be required from them in relation to the email.
To do this right click on the “High Importance” icon.

If you receive an email that has been flagged as “High Importance” this is how it will appear in your email account.
Web Browsers - Internet Explorer and Mozilla Firefox

Internet Explorer is the most widely used World Wide Web browser. When you open either of the browsers it will automatically open to Qld Health’s home page which is called QHEPS.

From QHEPS you can also access QLD Health applications. Some of the applications that Qld Health utilises will only operate using Internet Explorer. Mozilla Firefox is another web browser that is used and as with Internet Explorer some of the Qld Health applications will not be compatible with the browser.

How will you know which one to use?
Note the slightly different appearance between Internet Explorer and Mozilla Firefox.

To highlight, copy and paste the address refer back to page 8 to perform this action using the mouse.

The Paste or Paste & Go option can appear as above in the image or as on the image on the left.

Once you have entered the address into the browser press enter and you will be taken to the application.

Highlight & Copy the web address from the incorrect browser and paste it into the address bar of the correct browser.
Activity Four

**Step 1.** Open a web browser page using Mozilla Firefox

**Step 2.** On the left side of the web browser page go to the HR, pay and leave list and select Payroll assistance. This will take you to the Payroll Portfolio page where you can access the application called Streamline.

From this page you can also access PARIS – Payroll and Rostering which contains the link to various forms that you may need to access, for example a Leave Request.
Step 3. Open the Forms A-Z link, locate the following documents

- Attendance Variation and Allowance Claim (AVAC)
- Leave Application

The documents will open as a PDF (Portable Document Format), save a copy of the PDF to your H Drive (your personal QLD Health Drive).

To save the PDF to your H: drive

Locate your H: drive by looking for your Novell name within the PC data/network drives. Refer back to page 12 for navigation instructions.
Once you have selected the Computer Icon the window will then appear as below.
Click on your H:drive and then click Save. The documents will then be located within your home drive.

You will then need to open your H:Drive, as you previously did above.

**Step 4.** Once both documents are saved to your H Drive attach the documents to an email, by following the instructions on pages 13 to 16 and then email the document to yourself.

😊 Make sure you use the global address list to enter your email details.
CISS Education Libguide

The CISS Education Libguide is a live online tool that you can access at home and at work to view and complete your Mandatory Training requirements. Now that you have a basic understanding on how to successfully navigate and communicate using the PC go to the Libguide to view Mandatory Training requirements.

From a personal PC you can gain access to the CISS Education Libguide by entering the following URL (Uniform Resource Locator) into the address bar of an internet page. You can either free text type or copy or paste it.

URL: http://sas.health.qld.libguides.com/pdmt

To access the CISS Education Libguide from a QLD Health PC follow the below instructions

Using Mozilla Firefox open up a QHEPS intranet page

- **Select (left click) Organisational Structure**

  ![Organisational Structure](image1)

- **Select (left click) Community Indigenous & Subacute Services**

  ![Community Indigenous & Subacute Services](image2)
- Select (left click) CISS Education & Mandatory Training to open the CISS Education Libguide

This is the CISS Education Libguide
When you click on the various pages across the top of the Libguide it will open and display the content within that page. For Example

**Topic Pages**

**Web Links**

**Videos and Links to videos**

Reordered at the Tri Nations Falls Forum that was held on the 19th September 2017