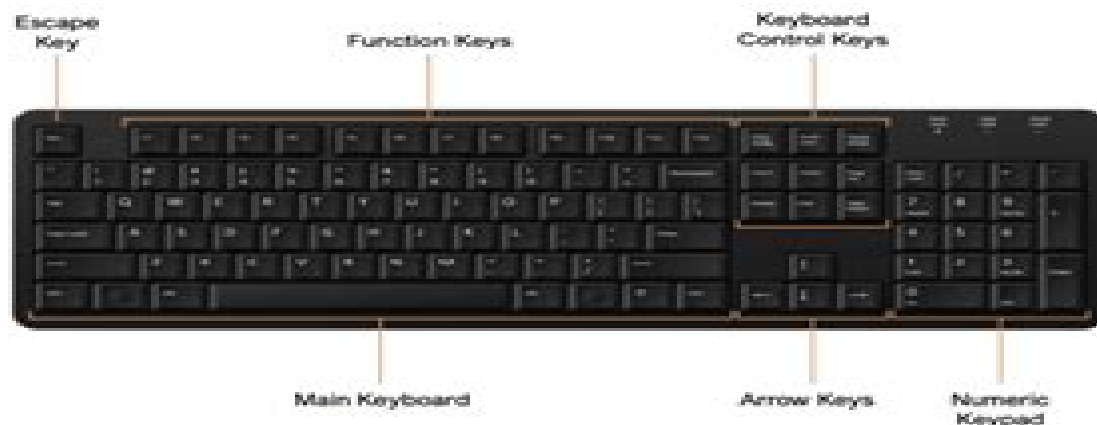


# Computer Basics

## The Keyboard



## Keyboard Shortcuts

**Use a Keyboard Shortcut:** Press and hold 1 or more modifier keys (such as Shift or Ctrl) and then press the last key of the shortcut.

Open .....	Ctrl + O
New .....	Ctrl + N
Save .....	Ctrl + S
Print .....	Ctrl + P
Cut .....	Ctrl + X
Copy .....	Ctrl + C
Paste .....	Ctrl + V
Select All .....	Ctrl + A
Undo .....	Ctrl + Z
Redo .....	Ctrl + Y
Bold .....	Ctrl + B
Italicize .....	Ctrl + I
Underline .....	Ctrl + U
Left Align .....	Ctrl + L
Center Align .....	Ctrl + E
Right Align .....	Ctrl + R
Find .....	Ctrl + F
Replace .....	Ctrl + H

## The Mouse

### Left Mouse Button

A left mouse click can do things like select an option or a file, or open a menu or link.

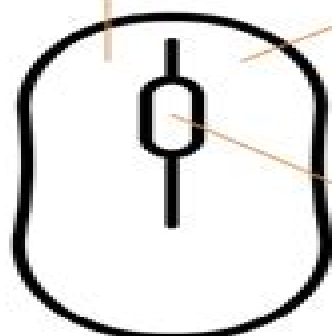
Quickly click the left button twice in a row without moving the mouse to execute a double-click. A double-click usually opens an item or folder.

### Right Mouse Button

A right mouse click usually displays a list or menu of things you can do with the selected item.

### Scroll Wheel

Turn this wheel to move up and down a page.



## Toolbars, Ribbons, and Menus

### Toolbars

Toolbars display buttons for navigating, formatting, and other application-specific functions.



### Ribbons

Ribbons appear at the top of the window. Related commands are grouped into tabs.



### Menus

Menu bars appear at the top of a window. Each menu in the menu bar contains a related group of commands used for working with the application.



# Computer Basics Custom Guide

**Faithe Wempen**



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Dell PC Basics/Pc Fundamentals Faithe Wempen, 2004 Did you just purchase a computer and feel lost Do you want to own a computer but feel helpless on how to get started PC Fundamentals Ultimate Guide for New Computer Users is the guide that you and every new or potential computer owner should have Easy and fun to read this book approaches this topic in a simple narrative style when discussing concepts and with short step by step procedures when discussing techniques It covers everything from computer shopping to Windows basics to safe and productive Internet usage Furthermore this book shows you how to do some of the most popular multimedia activities on a computer including playing CDs and DVDs burning your own CDs and working with digital images The goal of this book is to fully arm you with the confidence you need to get started and up and running quickly It assists in easing the anxieties of owning using and maintaining a computer **Excel 2003**

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**Computer Basics, Windows Vista Edition** Michael Miller, 2008-04-30 See it done Do it yourself It s that Easy Easy Computer Basics Windows Vista Edition teaches you the fundamentals to help you get the most from your computer hardware and software Fully illustrated steps with simple instructions guide you through each task building the skills you need to do what you want to do No need to feel intimidated we ll hold your hand every step of the way Learn how to Set up and configure your new computer system Upgrade your computer with new hardware and software Use Windows Vista and personalize it just for you Connect to the Internet for web surfing email and instant messaging Manage and edit digital photos with Windows Photo Gallery Play copy and burn your own music CDs and download music from the Internet to play on your iPod Protect your family and your computer from viruses spam and spyware Set up a wireless home network and share your Internet connection with multiple computers Easy steps guide you through each task Items you select or click are shown in bold Each step is fully illustrated Category Computers Covers General Computing User Level Beginning Introduction 1 Part 1 Understanding How Your Computer Works 2 Part 2 Setting Up and Using a Desktop PC 14 Part 3 Setting Up and Using a Notebook PC 28 Part 4 Using Microsoft Windows Vista 38 Part 5 Working with Files and Folders 62 Part 6 Using Microsoft Word 78 Part 7 Connecting to the Internet 96 Part 8 Setting Up a Wireless Home Network 132 Part 9 Playing Music and Movies 150 Part 10 Working with Digital Photos 168 Part 11 Adding New Devices to Your System 190 Part 12 Protecting Your Computer 200 Part 13 Taking Care of Your Computer 214 Glossary 228 **PC Mag** , 1982-08 PCMag com is

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