

Introduction to Computer Hardware and Software

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Ogden Regional Family History Conference

Hardware:

Laptop Computer and projector plus:

1. Show separate computer keyboard
 - Show keyboard on-screen
 - Explain the keys for Esc, Shift, Ctrl, Alt, Windows flag,
 - Explain numeric keypad
2. Mouse
 - Two keys
 - Wheel for limited scrolling
 - Wheel as a button for longer documents
 - Click, double-click, & right-click
3. Internal Hard Drive sample showing platters and pickup arm.
4. Ram module showing individual chips
5. Speakers – external and internal.
6. Floppy disk and drive
7. USB Flash drive, same as thumb drive, stick drive, etc.
8. CD or DVD for backup storage.

Windows Desktop:

1. Changing mouse cursor image
2. Finding the icons
3. Starting up programs
4. Starting up - double click
5. Opening a program creates a tab on the taskbar
6. Multi-tasking by having many tabs open at once, all programs are running but only one is visible. Click on the tab to bring it up.
7. Turning on and using the quick launch area.
8. Turning speakers on/off and controlling the volume.

Software Use:

All Windows programs have similar menus

- File
- Edit
- View
- Insert
- Tools
- Window
- Help