Introduction to Computers: Session 1
Hardware & Software

What is a computer?

- **Information Management:** Information comes in many forms, such as typed documents, audio recordings and photographs. A computer allows you to manage (store, edit, copy, send, etc.) information.

- **“Personal” Computer:** A personal computer is designed to be used by one person at a time. “Server” Computers are designed to be used by many people at one time.

- **Doesn’t think on its own!** Computer can only follow the instructions provided to it by we humans.

Then and Now:

**ENIAC:** Electronic Numerical Integrator And Computer, 1946

**Motoral Xoom tablet computer (10”x7”), 2011**
Types of computers

- **Server:** A stationary computer, used by many people at one time.
- **Desktop Personal Computer:** A stationary computer, typically used on a desk, used by one person at a time.
- **Laptop:** The same as a Personal Computer, but is portable and can be used on the lap.
- **Handheld computer/cell phone:** Made to be very portable, most can fit in your pocket and can do most things that a Personal Computer can.

Tour of a computer’s major Hardware

- **Monitor/Display/Screen:**
  - Flat Panel (LCD)
  - CRT Monitor

- **Tower (“Computer”):**
• **Mouse:**

- Wireless
- Macintosh
- Stationary "Gaming"
- Trackpad/Touchpad

• **Keyboard:**

- Flexible
- Standard
- Split ("Ergonomic")

**What is software?**

- Computer instructions
- Computer “program”
- Included with most computers: Operating System
- Easily acquired in a store or on the internet

- Microsoft Office Suite
- Adobe Creative Suite
- Windows Operating System
Getting to know your mouse

- Mouse may or may not use a mouse pad.
- Right-handed or Left-handed
- Standard Mouse operations:
  - Click: A single, short click of the primary (“Left”) click button in order to select an item.
  - Double-Click: Two quick, light clicks on the primary click button, typically opening a folder or file.
  - Hover: Moving the mouse cursor over an item without clicking, in order to reveal a temporary box explaining the item you are hovering over.
  - Secondary-click: (Also known as “Right-click”) Reveals an advanced menu of items related to whatever you secondary-clicked on.
  - Click and Drag: Primary mouse button, depress click button on top of an item to either move an icon from one location to another, or when within a text document, highlighting text in order to perform a function on it (i.e. copy, make bold, etc.)
- “Primary” and “Secondary” click (incorrectly called “left and right” click most of the time; don’t forget “Lefties” when the mouse button functions are reversed! See note above)
- Let’s play solitaire! (Start > Run > type: sol) or (Start > All Programs > Games > Solitaire)

How to play Solitaire:

- Each Home stack must start with an ace. If you don't have any, you'll have to move cards between columns until you uncover one.
- You can't move cards between columns at random, however. Columns must be built in descending order, from king to ace. So you can place a 10 on a jack, but not on a 3.
- As an added twist, cards in columns must also alternate red and black.
- You aren't limited to moving single cards. You can also move sequentially organized runs of cards between columns. Just click the deepest card in the run and drag them all to another column.
- If you run out of moves, you'll have to draw more cards by clicking the deck in the upper-left corner. If the deck runs out, click its outline on the table to reshuffle it.
- You can move a card to the Home stack either by dragging it or by double-clicking it.

For some advanced mouse practice: www.pbclibrary.org/mousing/mousercise.htm