

NMIUMC

Computer Class 2

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Agenda

- Review
- Mouse Basics
- Keyboard Shortcuts
- Moving & Copying Files
- Virus Protection
- Internet – Browsers & Search Engines

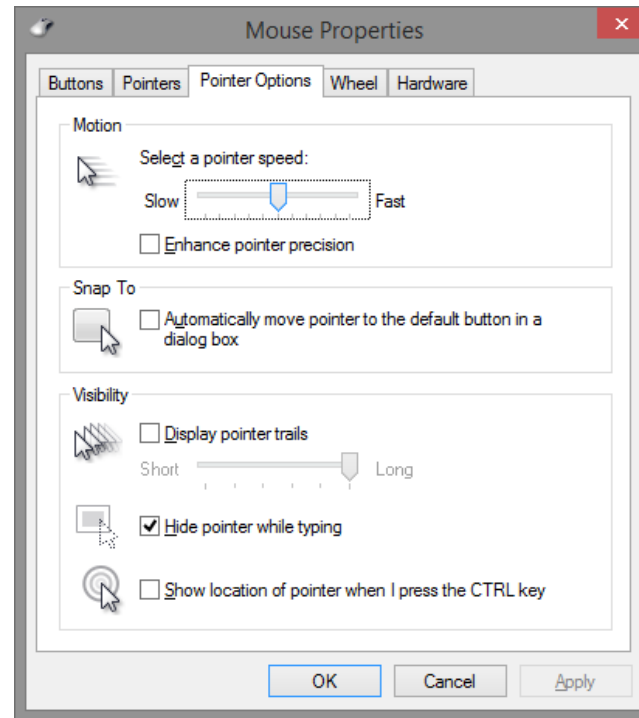
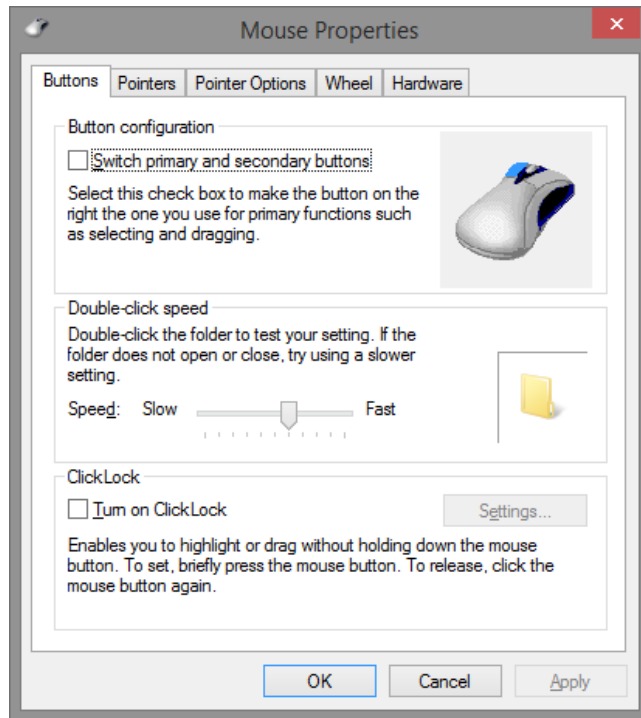
Review

- Basic Computer Terms and Acronyms
 - HDD, CD-ROM, RAM, Bits, Bytes
- How to customize your desktop, screensaver, etc.
- How to determine what you have inside your computer
 - OS Version – Vista, Windows 7, Windows 8
 - Processor and Speed
 - Amount of RAM and Hard Drive Space
- Task manager

Mouse Basics

- Left Click - Selects the item
- Double Left Click – Action or Open
- Right Click – Context Menu
- Scroll Wheel – Moves Pages Up and Down
 - Some Scroll Wheels are also clickable – opens links in a new tab when browsing the internet
- Some mice have thumb buttons for forward and back
- Left Click, Hold and Drag – Moves Item
 - Release mouse button where you want the item to stay
- Need mouse practice? Windows Solitaire
- Mouse speed, double-click speed, cursor options can all be found in Control Panel

Mouse Control Panel



Keyboard Shortcuts

- Ctrl + A – Select All
- Ctrl + Z – Undo
- Ctrl + X – Cut
- Ctrl + C – Copy
- Ctrl + V – Paste
- Ctrl + F – Find
- Ctrl + B – Bold
- Ctrl + U – Underline
- Ctrl + I – Italics

Keyboard Tricks

- Windows assumes you want to *move* a file when you are moving them on the *same* drive
 - Override this by holding Ctrl
 - Windows will now copy the file(s)
- Windows assumes you want to *copy* a file when you are moving them to a *different* drive
 - Override this by holding Shift
 - Windows will now move the file(s)
- Selecting the first of many files, holding shift, then selecting the last file selects all files in between
- Holding Ctrl while selecting files allows you to pick and choose files

Virus Protection

- Run something, anything
 - Microsoft provides a great list for starters

[Consumer security software providers - Microsoft Windows](#)

- Real-Time Antivirus
 - Microsoft Security Essentials – Minimum
 - Equivalent included with Windows 8 – Defender
 - AVG
 - Bitdefender
- Maintenance
 - Malwarebytes
 - Spybot
 - Free Super Anti-Spyware

Browsers & Search Engines

- Browsers – Surf the Internet
 - Internet Explorer – Microsoft
 - Firefox – Mozilla
 - Chrome – Google
 - Safari – Apple
 - Opera
- Search Engines – Search the Internet
 - Bing – Microsoft
 - Google – Google
 - Yahoo!
 - Ask!