

# NMIUMC Computer Class IV New Year's Review

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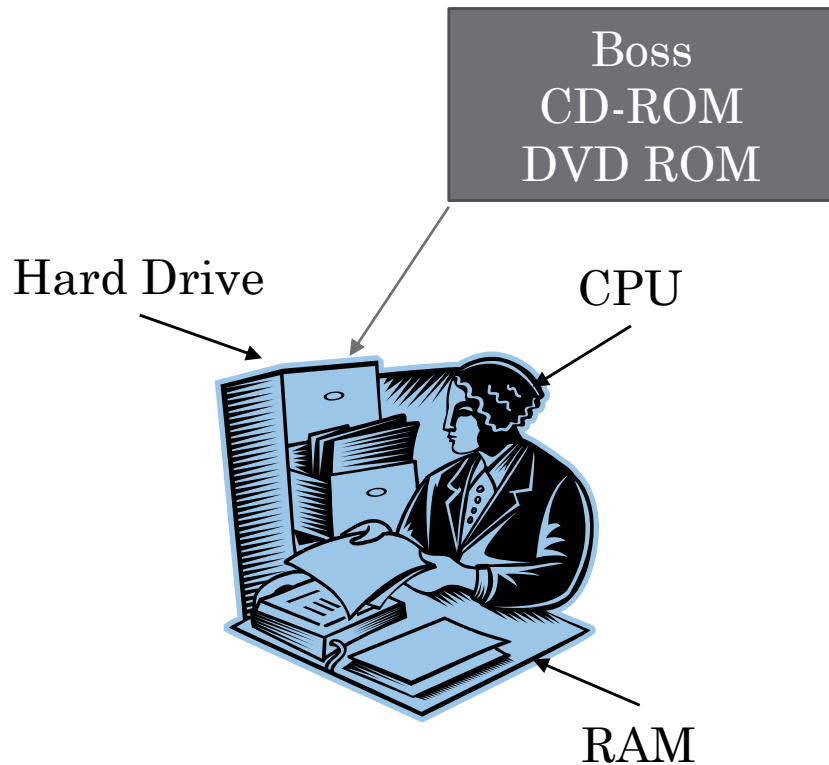
# Introduction

- Shawn Stephens – Instructor, Tutor, Comic
  - Mechanical Engineer
  - Computer Gamer & Enthusiast
  - Affiliations – None
    - Opinions expressed are my own and not the following: NMIUMC, Intel, nVidia, AMD, Microsoft, etc...
    - No warranties are expressed or implied
    - No refunds – You get what you pay for...
- Nathan Stephens; Video – Lupe Stephens; Moral Support
- Class Goals and Rules
  - Increase computer understanding
  - Improve computer usage
  - Laugh, enjoy, have fun!
  - Rules – Be considerate, questions are welcome at anytime!

# Acronyms

- CPU – Central Processing Unit
- GPU – Graphics Processing Unit
- HDD – Hard Disk Drive
- SSD – Solid State Drive
- ROM – Read-Only Memory
- RAM – Random Access Memory
- OS – Operating System

# How It Works Together



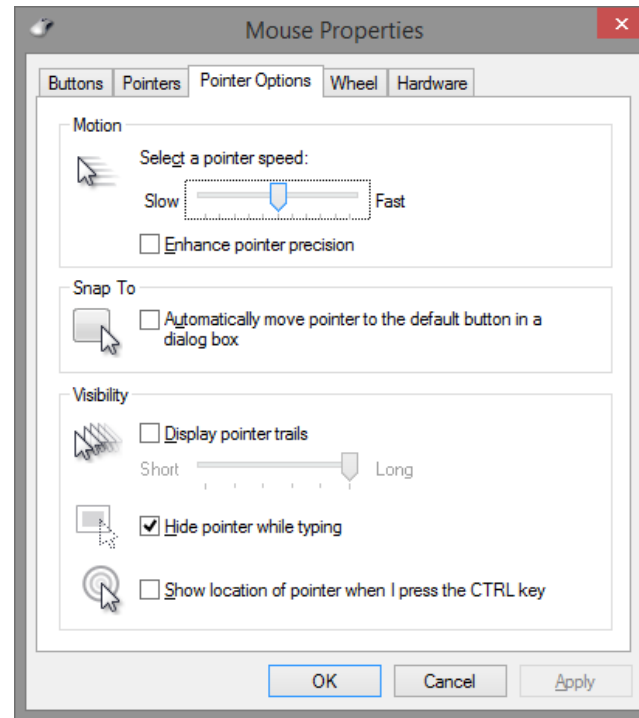
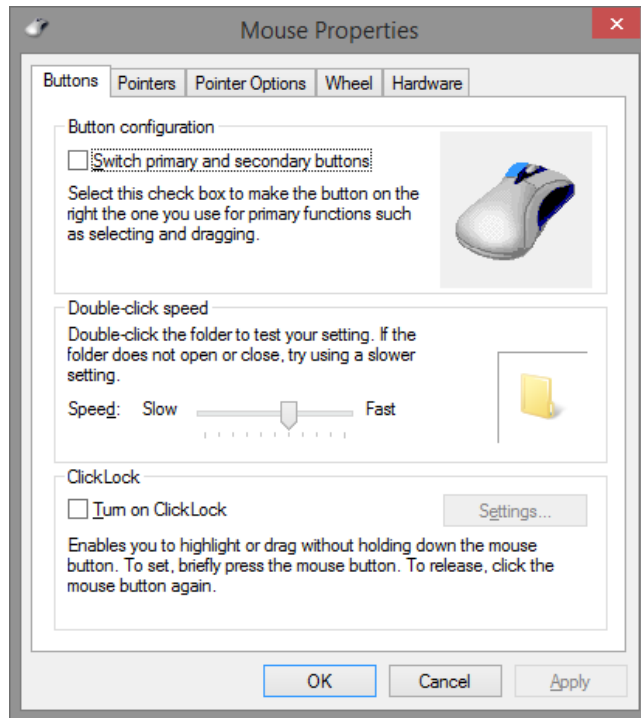
- You computer works a lot like you do!
- The file cabinets store all your projects and work that you may work during your career (Hard Drive, SSD)
- The boss can give you more work (CD-ROM, DVD-ROM) which goes into your file cabinet (Hard Drive)
- To actually work, you move it out of the file cabinet onto your desk (RAM)

*If your desk is too small, you spend time putting things away and getting new things out!  
Your computer does the same thing!*

# Mouse Basics

- Left Click – Selects the item
- Left Click, Hold, Release (Drag and Drop) – Moves the Files
- Double Left Click – Action or Open
- Right Click – Context Menu
- Scroll Wheel – Moves Pages Up and Down
  - 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
- Can also turn on check boxes to all selection of 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

# Shortcuts

- Shortcuts are quick ways to open your favorite programs
- Denoted by an icon on the desktop with an arrow
- Notice the arrow which shows this is not the actual file or program
- This shortcut can be moved or deleted as you wish without affecting the installed program
- Shortcuts can also reside in the taskbar
- Your taskbar also indicates programs that are open



# Grab a Screen Shot

- Windows 7 and higher including a Snipping Tool which allows you to grab a section of your screen
- Can also use the following keyboard combos
  - CTRL+PRINT SCRN – Entire desktop
  - ALT+PRINT SCRN – Active Window Only
- The Print Screen action only copies the data, you need to paste it into another program
- Use the Microsoft Paint program for this. It's already on your computer!
  - Look under Accessories in your start menu or search in installed programs
  - Make a shortcut if you want to make it easier to find

# Music on your PC

- You can stream music for free
  - Pandora
  - Spotify
  - iHeart Radio
- You can copy music to your PC from your own CD
  - Called “Ripping” a CD
  - Windows has a Media Player installed – no need for other software
  - Legal to copy your CD for your own use, not legal to copy CD for other people
  - Listen to your own playlist or make your own custom CD for your car or home stereo

# Stay Safe!

- Be Suspicious!
- Beware of anything asking for your information
  - Banks won't send emails asking for your password
  - Go directly to the bank's website if you are concerned
- If it is too good to be true, it probably isn't true
  - You probably didn't win \$2.5 million from Nigeria
  - You probably don't have a refund from the FBI sting
- Beware of brief emails from old friends such as this
  - One of the best lessons from Oprah here <http://fernandoariasmd.com/pleased.php>
  - These are spam from their address book
- How to stop it? Good luck! But here's some tips on the next slide.

# Dealing with Spam

- Have a mail client with junk email folders
  - Outlook
  - Live Mail
  - Mozilla Thunderbird
- If you check email on-line, report them to your email provider through the website
- Don't unsubscribe unless it is a trusted website
  - It's okay to stop the mailing list from Tiger Direct or Harbor Freight as you probably signed up for them in the first place
  - Unsubscribing from an unsolicited source verifies your address and invites *MORE* spam
  - Your address is sold as a verified address to other spammers

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[windows.microsoft.com/en-us/windows/antivirus-partners](http://windows.microsoft.com/en-us/windows/antivirus-partners)
- Real-Time Antivirus
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  - 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!



# Get Computer Information

- [www.pcworld.com](http://www.pcworld.com) –Reviews
- [www.cnet.com](http://www.cnet.com) – Reviews
- [www.tomshardware.com](http://www.tomshardware.com) – Hardware Reviews
- [www.anandtech.com](http://www.anandtech.com) – Hardware Reviews
- [www.majorgeeks.com](http://www.majorgeeks.com) – Software Downloads