

COMPUTER BASICS

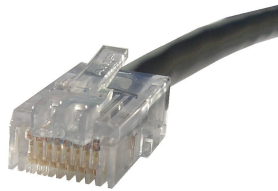
This guide should serve as a reference sheet for computer beginners. It contains information that is general enough to apply to most systems.

Computers contain the following parts:

Inside computer	Outside computer	What it's for
video/graphics card	monitor	seeing
sound card	speakers	hearing
	keyboard, mouse / touchpad	controlling
motherboard, CPU, RAM		thinking
wireless card, ethernet modem	ethernet/phone wire*	connecting
hard drive/disk	USB/flash drive**	memory
	floppy disk, CD/DVD-ROM	more memory

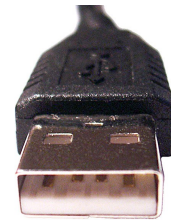


* Plug your ethernet cable in here for the internet.



Ethernet cable (for high-speed internet)

**



USB plug for printers, flash drives, and other things.



single click - tap once right click - tap once
double click - tap twice fast

Terms to Know:

Internet Service Provider (ISP): A company that provides the internet.

Boot-up: To turn on the computer.

Shut Down: To turn off the computer.

Hardware: Pieces of the computer that you can see.

Software: Programs you can see inside your monitor.

Operating System: A program that helps the hardware communicate and organizes your files. Windows XP is an example.

Computer File Organization:



hard drive

>



folder

>



file