


Brighton and Hove U3A: Computer Beginners

Windows – Basic Introduction

Exercise 1 - Examine your computer

1. Do not switch on your computer. Just look at it and see if you can answer these questions
2. Where is the power socket?
3. How many **usb** sockets can you see? (they look like this: )
4. Are other sockets available ...? DVD player? Microphone? Headphone? Network?
5. Do you have a **mouse**?

6. Open the computer ... where is the on-off button



Pointing Devices: Mouse , Touchpad (Trackpad) and Screen

If you are using a **tablet computer**, you can point directly at items on the screen.

If you are using Windows 10 or 8 your laptop screen may well be able to respond to your touch.

We will look later on at how to handle a touch-screen in Windows 10 using **gestures**. Examples are swipe, long tap and pinch.



If you have an older laptop or desktop computer you will need a pointing device.

The **mouse** detects movement across a mouse mat or a desk using a rollerball or a laser light. Which does yours have?

Hold a mouse as shown in the picture on the left.



The **touchpad** is stroked by your finger. It has left and right buttons below it.

Along the right-hand edge it usually has a **scrolling area** , often unmarked!. This used to moved the contents of windows up and down. If your computer's scrolling area causes trouble it can be switched off – just ask me to do this for you.





Do you know how to use the following techniques?

Hover Point and click Drag Double click Scroll down/up



For more information on using pointing devices, see my web page [How to be a Good Guesser](#).

Exercise 2 - Examine your computer (continued)


7. Does your computer have a **touch-pad**? Where is it? 
8. Looking at the **keyboard**, make sure you can find these seven keys ...
 1. **Enter**
 2. **Del** (Delete)
 3. **Backspace**
 4. **Esc** (Escape)
 5. **Shift** (for getting capitals) How many shift keys are there?
 6. **Ctrl** (control)
 6. The **Windows** logo key 
 7. **Fn**
9. Some computers let you touch the screen itself as well as using a pointer controlled by the touchpad. Is your screen a **touch screen**?


Exercise 3 – Which operating system are you using?


* **Windows 10** – see separate document [Should I upgrade to Windows 10?](#)

* **Windows 8** .. may have a plain Windows start button in white  or blue  , bottom left, or if the default Start Screen has been kept it will display a start screen full of "tiles", making it look rather like a smartphone.

* **Windows 7** .. has a colourful, blurry Windows start button  bottom left

* **Vista** .. has a colourful, circled Windows symbol  bottom left

* **Windows XP** .. has "start" written on a green rectangle  bottom left

* **Apple OS X** (O S ten) .. has an apple silhouette  , top left, just before the menus

Exercise 4 - Connect your computer to the local Wi-Fi (wireless)

Before you can use the internet (get your e-mail, see web pages etc) at Kemp Town Crypt, you must tell your computer about the local wireless (Wi-Fi) service. Instructions for connecting are provided separately., according to your operating system.

Videos about Windows 10

There are various videos about Windows 10 on YouTube and on Microsoft's web site. We will look at a whizzy 3-minute video featuring [Jon Bentley](#) and then a gentle, 35-minute video: **Windows 10 Beginners' Guide** by [JAG Tutorials](#).

Exercise 5 - Watch the videos at home

Find someone to help you if you wish. Have a notebook handy and as you find useful tips, **pause** the video and write down what will help you remember..

"**Little and often**" is a good plan; spend no more than a half-hour at a time and come back later.

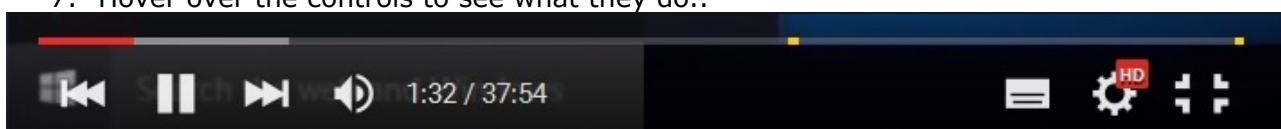
1. Search the web for **U3A Brighton computer documents**
2. Tap once in the middle of the link (blue heading): [Documents for U3A Computer Beginners](#)
3. Read what I have written – it was meant for you!

Notice the blue link to "Computer Beginners"; choosing this will take you to our U3A web site. If you decide to tap that link, tap next on Dave's link to "Course Documents".

4. On our Documents page, tap your chosen video eg [JAG Tutorials](#)
5. If the video starts with a video advert, you have no choice but wait for the countdown to finish before you can tap on **Skip Ad**

Driving a YouTube video

6. Move your pointer (if you have one) onto the video to make the control buttons appear across the bottom. *If they disappear*, jiggle the pointer to make them re-appear.
7. Hover over the controls to see what they do..



Rewind **Pause** Forward Volume Progress

Subtitles Options **FullScreen**

8. Practise using the red & grey **Timeline** to watch again from a particular moment!

Stuck in Full Screen? Type the **ESC** key!

Remember to stop the video (*Pause*)when you see anything important so you can write it down.