Jamani's Guide to Computers

Part 1
Basic Knowledge and Skills

Teach yourself in 10 pages:

2	3	4
The computer	**On the screen**	**Using the mouse**
5	6	7
Using windows	**Handling documents**	**Using programs**
8	9	10
Keyboard & typing	**Saving your work**	**I am in trouble!**

This copy belongs to:

1 Welcome to computers

What is a computer for?

A computer is an electronic toolbox for working with information. Like you use a knife and chisels for creating wood carvings, you use a computer for creating documents: letters, drawings, etc. Basically you can use a computer for the kind of work that you do behind a desk:
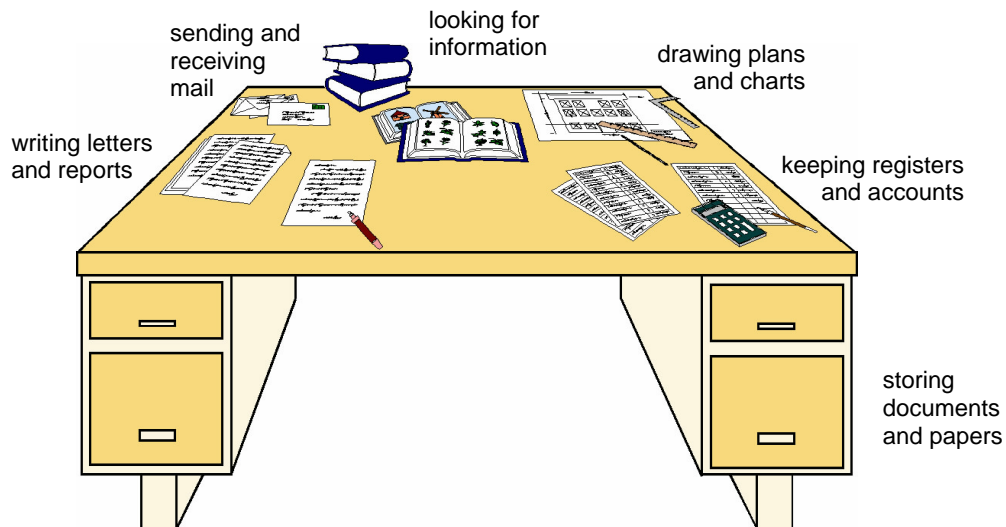
You can use a computer for the kind of work that you do behind a desk.

So why use a computer for these things?

Compared to manual deskwork, a computer can be a great advantage. Learn to use it and it will help you to:

- work faster and more precise
- use one piece of information again in different documents
- make calculations without mistakes and correct your English spelling
- present your work better and more professional
- make as many copies and different versions of documents as you like
- store and keep track of your (electronic) documents
- send (electronic) mail and documents to distant relatives and business relations within a matter of minutes
- find information you need, available on one of the millions of computers that are worldwide connected to the internet

Jamani's Guide to Computers

Part 1 shows what you need to know about a computer with Windows 95/98. It will make you familiar with the skills required for starting the real work in part 2, 3 and 4. After part 1, you can either continue with part 2 or go directly to part 3. See the Teacher's Guide for more ideas on how to use this book.

We advice you to go through this guide step by step. For most things we show one way of doing it. A way that is easy to use and to explain, but maybe not the best. Learn and find out yourself by trying, making mistakes and - if you can - asking more experienced users. Most of all, don't worry and be inquisitive!

Where to start?

Find a computer that is switched on and sit straight in front of it. Take some time to examine the next two pages and the computer in front of you. Look at the pictures in the book and match them with what you see on screen. Start clicking and follow the instructions.

<div align="right">Have fun!</div>

2 The computer

A computer system

When people talk about a computer, they usually mean a complete system: the computer itself, the screen (monitor), the keyboard and the mouse.

The computer in front of you may look slightly different from the picture on the right. Here we explain the most important components.

screen — printer
'desktop'
cd-drive
computer — floppy-drive
keyboard —
mouse
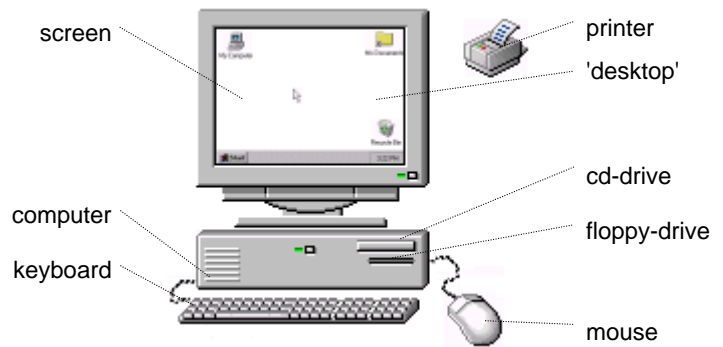
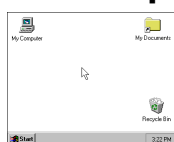|	
Screen	The screen shows you what is going on in the computer. A computer screen is like a TV, with the difference that you decide what happens. The screen is switched on by pressing the on/off button in the front. It is also called 'monitor' or 'display'.
	➲ *See: page 3 On the screen*
Computer	The computer is an electronic toolbox. It contains different tools (programs) for creating different types of documents. The computer is switched on by pressing the on/off button, located in the front. Do not just switch off the computer with this button!
	➲ *See: page 10 Switching off the computer*
Keyboard	The keyboard is used for typing documents. By combining different keys, it is also used for functions. It is an electronic device, so be careful not to spill soda or other liquids on the keyboard.
	➲ *See: page 8 Keyboard and typing*
Mouse	The mouse is used for telling the computer what to do. You move it on the table with your hand and click the left and right buttons with your fingers.
	➲ *See: page 4 Using the mouse and cursor*
Floppy-drive	In the Floppy-drive you can insert a 'Floppy-disk' or diskette. This is a small plastic disk which you use to transport documents from one computer to another. It has a fairly limited amount of space, but enough for twenty normal letters.
	➲ *See: page 6 Transporting a document*
CD-drive	In the CD-drive you can insert a CD or Compact Disc. This is a metallic looking disk which has a big amount of space. It is used for putting new programs on the computer and transporting large documents. You can also use it for playing music CD's.
Printer	The printer is used for putting documents on paper. Most documents are printed on a 'black & white' printer. For documents with coloured pictures, you can use a colourprinter. If you have no printer, take your document to another computer having a printer.
	➲ *See: page 6 Transporting a document*
Desktop	The 'Desktop' is the first image you see on your screen when the computer is switched on. It is your starting point. The objects on the desktop represent different computer functions. You can touch these objects with your mouse. The next page explains more about the desktop.

3 On the screen

Desktop

The image of a desktop was invented to make computers easier to use. The more you compare this desktop with the situation behind a real desk, the faster you will understand it.

Each desktop may look slightly different and show different objects (icons and buttons). Look on your screen and see if you can find the three icons on the right.

Each object on screen represents a function. You get access to these functions by touching them with the mouse and cursor.

Here we introduce the most important objects of the desktop.

button taskbar   cursor   icons
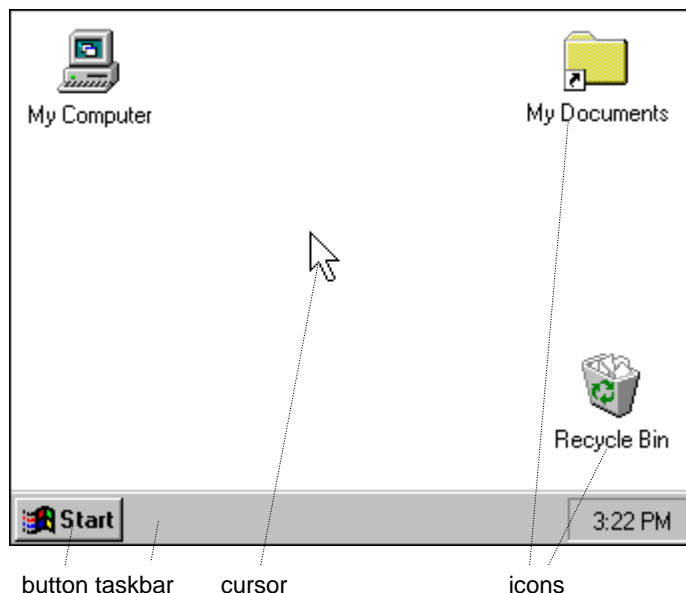
Cursor	The white arrow is the 'cursor'. You use it to tell the computer what to do. You can move it on the screen by moving the mouse with your hand. Try to move it to all four sides of your screen. ➜ *See: page 4 Using the mouse and cursor*
Folder My Documents	The yellow icon is a 'Folder'. Like a real folder or cabinet, you can use it to store things on the computer. You create your own folder(s) for your documents. ➜ *See: page 6 Handling documents*
Recycle Bin Recycle Bin	The 'Recycle Bin' is a special folder. Like a real waste basket, you can use it to dispose of things you no longer need. You can put documents in it and take them out again, until you empty it. ➜ *See: page 6 Deleting a document*
My Computer My Computer	This icon symbolizes your computer. You use it to get access to documents or programs on a Floppy-disk or a CD. 'My Computer' also gives access to the 'harddisk': the place within the computer where the programs and documents are kept. ➜ *See: page 6 Transporting a document*
Start-button Start	The 'Start'-button gives you access to different functions, like starting programs and shutting down the computer. When a document is lost, you can use the Start-button to help you find it. ➜ *See: page 7 Starting a program* ➜ *See: page 10 I am in trouble!*
Taskbar Start My Docs	The Start-button is part of the 'Taskbar'. For each program you start, a button is added to the Taskbar. This means you can open and use more programs at the same time. When you want to switch between programs you only click on its button in the Taskbar.

Move your cursor on the Start-button and click with the left mouse button. See what happens! Then turn the page and teach yourself to use the mouse and do the tasks.
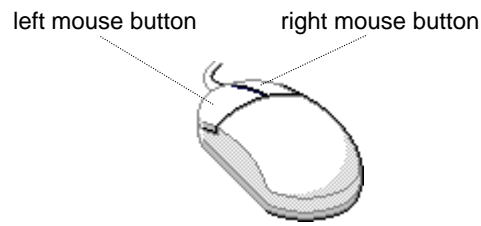
4 Using the mouse and cursor

About the mouse

When you move the mouse on the table, you will see the cursor moving on screen.

Put your hand on the mouse so you can move it around on the table and also click the buttons with your fingers.

By clicking the buttons you carry out basic computer functions on the desktop. Practice the following tasks and teach yourself these basic functions.

left mouse button   right mouse button

Task ①	Selecting icons

My Documents   My Documents

To select one icon:

1. Move your cursor to the middle of the folder
2. Click the left mouse button

↓ **1x**

My Documents   My Documents

My Computer + **Ctrl**   My Computer

To select more icons:

1. Select the first icon (see above)
2. Press the Ctrl-key on your keyboard and hold it down
3. Move to the next icon and click the left mouse button

↓ **1x**

Task ②	'Dragging' or moving icons

My Documents   My Documents

To move an icon to another place:

1. Click the left mouse button on an icon and keep the button pressed down
2. Move the mouse to 'drag' the icon elsewhere

↓ →

Task ③	Opening icons

My Documents

My Documents ☒
File Edit

3 object(s)   0 bytes

You can always open and look inside an icon. To open a folder for example:

1. Move your cursor to the middle of the folder
2. Double-click the left mouse button: two quick clicks
3. A 'Window' appears to show its contents

➲ *See: page 5 Closing a window*

↓ **2x**

Task ④	Using the right button

My Documents

Open
Rename   uments
Properties

The right button always gives access to functions:

1. Select an icon and keep your cursor on the folder
2. Click the right button: A function menu appears
3. Move the cursor to choose an option and click again

↓

5 Using windows

About windows

When opening a folder, a 'Window' appears to show the folder's contents. A window may show other folders or 'Documents', such as a letter or a picture.
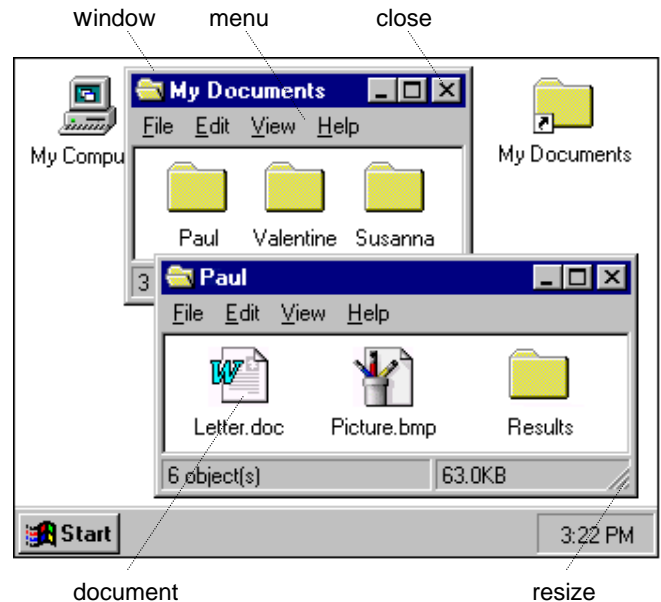
Each window has a 'Menu' wich gives access to functions.

You can move a window on your screen in the same way you move a folder.

The size of a window can be adjusted or 'Resized'.

When you are finished with a window, you close it. When you want a window to disappear temporarily, you minimize it.

The following basic tasks show you how.

Task ①	Using the menu

First open a folder to get access to the functions:

1. Move your cursor on a menu-item: 'File', 'Edit' or 'Help'
2. Notice that the item becomes a button
3. Click the left mouse button to open the menu
4. Move the cursor down to choose an option and click again
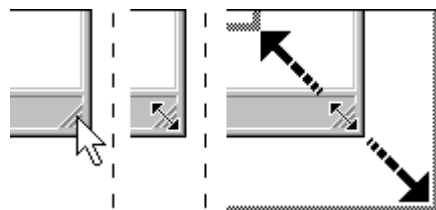
Task ②	Resizing a window

To change the window size:

1. Move the cursor to the bottom-right of the window
2. The cursor should first change shape
3. Click the left mouse button and hold the button down
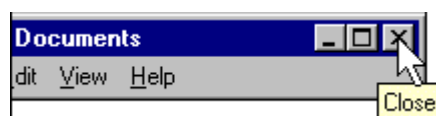4. Move the mouse to change the size and release the button

Task ③	Minimizing a window

To make a window disappear temporarily:

1. Go to the 'Minimize'-button on the top-right of the window
2. Click the button to make the window disappear
3. To get it back, click the button in the taskbar

Task ④	Closing a window

To make a window disappear:

1. Go to the small button on the top-right of the window
2. Click the left mouse button

6 Handling documents

When you work with documents, it is important to put them in a good place. For this purpose your computer also has the function of a file cabinet. Inside the folder 'My Documents', you create your own folder to put away your documents. Practice the following tasks and teach yourself how to handle your documents.

Task ①	Creating a new folder
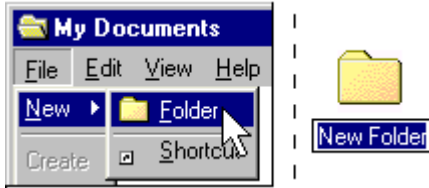
To make a new folder:

1. Double-click on 'My Documents'
2. Click on 'File' in the menu
3. Go to 'New' and wait for the second menu to appear
4. Go to 'Folder', click again
5. Now you can immediately type a name

Task ②	Renaming a folder

To change the name of an icon:

1. Select the folder
2. Click on the name and wait until the cursor changes
3. Now type a new name ➲ *See: page 8 Keyboard and typing*

Task ③	Moving a document
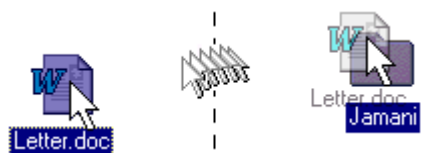
To move a document or folder to another folder:

1. Click the document icon and hold the left button down
2. Move or drag the document on another folder or window
3. Release the button: the document is now in the other folder

| Task ④	Transporting a document
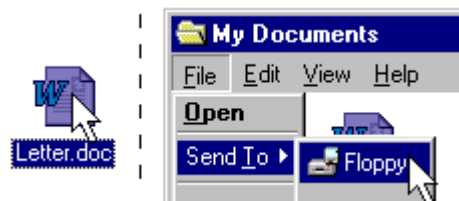
To put a document on a floppy-disk:

1. Select the document
2. Click on 'File' in the menu or click the right button
3. Go to 'Send To' and to 'Floppy'
4. Click the left button again: a copy of the document is put on floppy

To put a document from a floppy-disk on the computer:

1. Open (double-click) the icon 'My Computer' on the desktop
2. In the window that appears, open 'Floppy'
3. A new window opens and shows the content of the floppy
4. Move or drag documents to and from this window

Task ⑤	Deleting a document
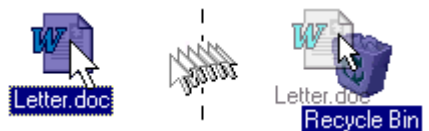
To remove a document from your computer:

1. Drag the document to the 'Recycle Bin' and release the button
2. Click the button with 'Yes' in the dialogue-box

7 Using programs

About programs

The programs on your computer are the tools you use to work on documents. On the right you see the program MS Word.

When you start a program, it opens in a new window. The program window also has a 'Menu' with functions and closes just like any other window.

A program starts with a 'New document'; an empty page on your screen.

There are many different programs to work with. The following tasks are the same for most programs. Practice them a few times using MS Word.

menu   document name   zoom   close

new document   scrollbars
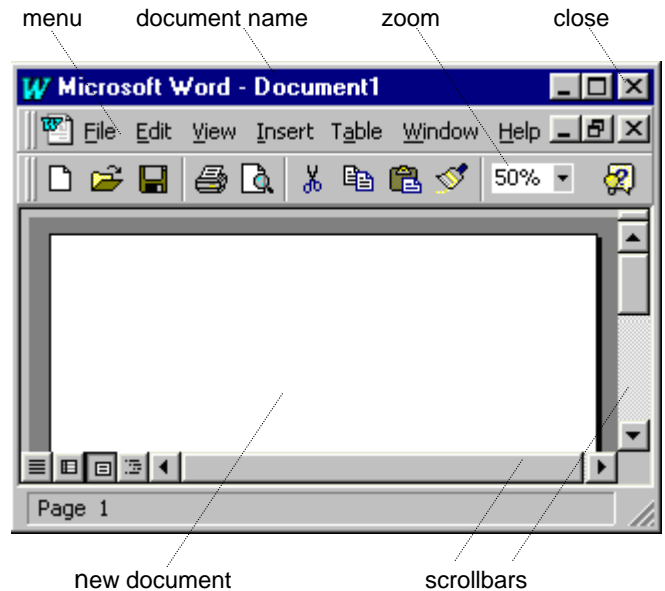
Task ①	Starting a program

To start a program using the Start-button:

1. Click the Start-button on the computer's desktop
2. Go to 'Programs' and wait for the next menu to appear
3. Choose a program and release the mouse button
4. Choose Microsoft® Word for this example: a good tool for working with text based documents

To start a program using a document icon:

1. Double-click the icon of any document
2. The right program now starts and opens the document

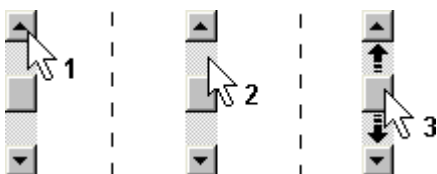| Task ②	Zooming in and out
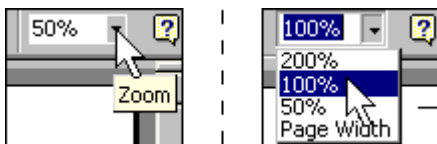
To change the view on your document:

1. First type some text to see what will happen
2. Click the small arrow next to the 'Zoom'-factor '50%'
3. Select another zoom-factor or select 'Page Width' for a good view

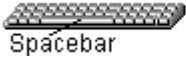| Task ③	Scrolling

To move your document on the screen:

1. Click the arrows in the scrollbar to move the document slowly
2. **or** Click in the empty spaces to move the document with bigger steps
3. **or** Drag the block up or down to move the document fast

8 Keyboard and typing

When you start typing for the first time, it will take some time to find the right keys on your keyboard. After a while, you know where they are and it will go faster. The best way to learn typing is by doing it a lot. Just start MS Word and begin typing sentences. The following tasks will teach you all the skills you need!

Task ①	Typing words and sentences
⇧Shift + T Ti	**To start each sentence with a BIG capital letter:** 1. Hold down 'Shift' and press 'T'
H I S This	2. Complete the first word ('This'): Press 'H', 'I' and 'S'
Spacebar This	3. Press the 'Spacebar' on the keyboard and type the next words 4. Be careful to press the Spacebar only once between words!
⇧Shift + ?/ This text?	5. Finish the first sentence: Hold down 'Shift' and press '?' 6. Press the spacebar and start the next sentence.
Enter This text?	7. Press the 'Enter'-key once to start a sentence on a new line 8. Press 'Enter' again to create extra space between the lines

Task ②	Inserting new text
This tex This tex This new text?	**To add words to an existing sentence:** 1. Move the cursor to the point where you want the new text 2. Click the left mouse button once to put your cursor in the text 3. Type the new text: it will appear where your cursor is 'blinking'.

Task ③	Moving through text
When you and then th + ↓ When you and then th	**To move the 'blinking' cursor inside the text:** 1. Put the cursor inside the text so that it is 'blinking' 2. Use the 'Cursor'-keys to move up, down, left, right

Task ④	Selecting text
This text This text	**To select one word:** 1. Double-click on the word: the grey box means it is selected
This text This text	**To select more words or sentences:** 1. Click on one side of the text - hold down the button 2. Move the cursor to the other side and release

Task ⑤	Deleting text
This text + Delete This ext	**To remove text on the right side of the cursor:** 1. Press the 'Delete'-key to remove letters one by one
This text + ←Backspace This ext	**To remove text on the left side of the cursor:** 1. Press the 'Backspace'-key to remove letters one by one
This text is + Delete is	**To remove words or complete sentences:** 1. Select the text and press the 'Delete' or 'Backspace'-key once

9 Saving your work

Saving is important!

Saving your work means storing your document on the computer so you can use it again a next time.

When you start a new document, always begin by saving it inside your own folder. While working on your document, remember to save every 5 or 10 minutes.

If you do not save your work, you will lose your work when the computer fails or the electricity is cut.

With MS Word on your screen, carry out task ① step by step. Take your time to examine the new things you see!

save-dialogue box   current folder

folder contents   document name
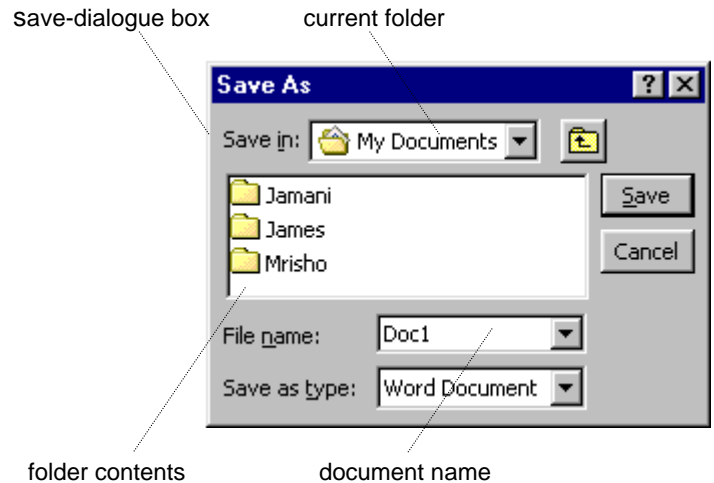
Task ①	Saving a new document

Step 1:   Open the Save-dialogue

1. Click the 'Save-button' in the top-left of the program window

2. The 'Save-dialogue' appears on your screen
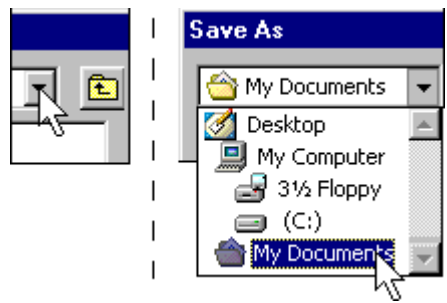
Step 2:   Select the right location to put your document in

3. Click on the arrow next to the current folder

4. From the menu, go to 'My Documents' and click again

5. Now 'My Documents' is the current folder

6. Look in the folder contents for your own folder

7. Double-click your folder to open it and make it the current folder

Step 3:   Give your file a good name so you can find it again

8. Put your cursor in the text area next to 'File name'

9. Delete the text 'Doc1' and type a new name

Step 4:   Finish saving your document

10. Click the button 'Save' in the dialogue

11. Your document is now saved and the dialogue disappears

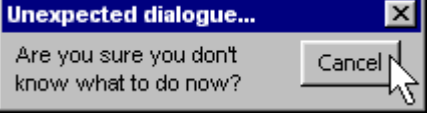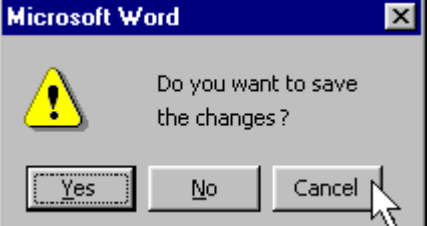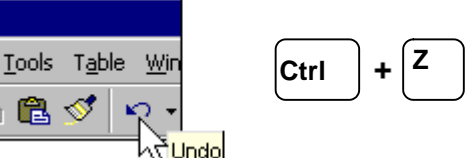| Task ②	Saving while you work!
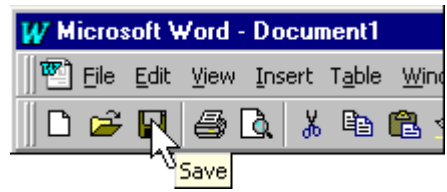
Remember to save frequently while you are working:

1. Click the 'Save-button' every 5 or 10 minutes. This way you will never lose more than a few minutes' work!

Note: when saving an already named document, no dialogue box appears

The final page of part 1 teaches you how to shut down the computer. It also tells you what to do when you seem to be lost or in trouble. Being a good inquisitive student, you should be trying out a lot and make many mistakes. So it is good to be in trouble! Turn the page and teach yourself to get out of trouble again.
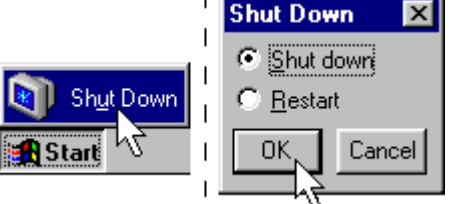
10 I am in trouble!

It may seem that a computer does not always do what you want: A new dialogue-window suddenly appears or you see changes in the document you do not want. In that case: don't worry! Usually, there is a simple way out.

Problem ①	**Unexpected dialogue or window?**

Pressing the wrong keys or buttons may cause a dialogue box to appear on your screen. You can simply remove it:

1. Click the button 'Cancel' in the dialogue box, *or*

2. Click the Close-button in the top-right of the dialogue box

A dialogue also appears when the computer needs you to confirm that you really want something. On closing a program, for example, you click:

1. 'Yes' or 'OK' to save your work and close the program, *or*

2. 'Cancel' to remove the dialogue and return to your work, *or*

3. 'No' to close the program without saving your document

Other examples of confirmation dialogues occur when:

- Deleting a document: Click 'Yes' to confirm or 'No' to cancel

- Shutting down the computer: Click 'Yes' to confirm or 'Cancel'

Problem ②	**Unexpected text changes?**

Pressing the wrong keys or buttons may cause text in your document to disappear or change. To correct text changes:

1. Click the 'Undo'-button to go one step back

2. **or** Hold down the Ctrl-Key and press the Z-key (Ctrl-Z)

3. Repeat this until the changes have been repaired or 'undone'

Problem ③	**How can I…?**

If you want to know more about a function or if you need help on a problem, you can always use the 'Help'-function.

To get help on Windows in general:

1. Click the Start-button in the taskbar and choose 'Help'

Note: In the menu of most programs you will find a Help-function for that specific program. Try it out and learn more!

The final task	**Switching off the computer**

1. Click the Start-button on the computer's desktop

2. Go to 'Shut Down' and click again: a dialogue box appears

3. Click the 'OK'-button and wait until you see: 'It is now safe to turn off..'

4. Switch off the computer by pressing the on/off button

Note: Some computers switch off automatically after clicking 'OK'. Before switching off, save your work and close all programs.

Now you know enough to start with the real work. Go through this part one more time to remember where to find the different skills. Then continue with Part 2 or go directly to Part 3!

Jamani's Guide to Computers

Jamani's Guide to Computers is intended for people without computer experience and supports the use of computers with Microsoft® Windows 95, 98, etc. Jamani's aim is to enable whoever is interested to take the very first steps into the wonderful world of computers and internet.
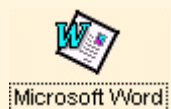
Part 1 - Basic knowledge and skills

Introduces the computer as a practical toolbox for working with information and creating documents. It focuses on the basics skills, needed to work with Microsoft® Windows: using the mouse, keyboard, folders, opening programs and copying and saving documents.

Part 2 - Internet and E-mail

Provides basic knowledge for exploring the possibilities of internet and e-mail. Jamani's Guide aims to enable people to enter an internet cafe, browse the internet, open an e-mail account and start sending and receiving e-mails and attachments.

Part 3 - Word Basics

Provides basic knowledge and skills for working with text documents using Microsoft® Word. Examples of documents serve as starting point and allow Word's main functions to be explained within the context of actual documents: a letter, a pricelist and timetable and a leaflet.

Part 4 - Excel Basics

Provides basic knowledge and skills for working with numbers and calculations using Microsoft® Excel. Real documents are used to explain Excel's basics within the context of actual documents: a students' grade list and a simple business plan.

In cooperation with:

Agency for the Development of Education Management, Bagamoyo, Tanzania
ADEM offers courses and consultancy in education management and administration and conducts research into operational problems of educational institutions. E-mail: adem@ud.co.tz