

OCNA Computer Class – Computer Basics

November 18, 2006

Windows Basics – Navigation; Win-XP vs Win-2000 vs Win-98

- ✍ Customizing your desktop
 - ✍ Icons – left click & arrange by name, type, etc
 - ✍ Wallpaper, Screen Savers, colors/size
 - ✍ Recycle Bin
 - ✍ Properties
- ✍ How to Launch Programs – Start button; Desk Top Icon
- ✍ Customizing your START menu
 - ✍ Ways to launch programs
 - ✍ Programs
 - ✍ My Computer – View System Info, Tools/Folder Options, Favorites
 - ✍ Help – How To; Glossary, Shortcuts, Tools
- ✍ Toolbar – the icon bar at the bottom of the screen
 - ✍ Properties – right click on open space on toolbar
 - ✍ Tiling, Cascading
 - ✍ Task Manager – ctl, alt, delete
- ✍ Control Panel
 - ✍ Add/remove hardware & programs
 - ✍ Customize your display – Themes, Desktop, Wallpaper, Screen Saver, Appearance, Settings
 - ✍ Folder Options
 - ✍ Security, Firewall
 - ✍ Printers & Faxes
- ✍ Disk directory - see Windows Explorer below
- ✍ Virus protection – McAfee, Norton, AOL free McAfee - Anti-Virus, Firewall, SPAM filters
- ✍ Multiple Windows Open, resizing and moving open windows
- ✍ Short-cut Keys – Alt-Tab, Shift-Tab
- ✍ MS Office vs Works - Word, Excel, PowerPoint, Access

Windows Explorer – Working with files and folders

15 min

- ✍ The most powerful program in Win XP – create a shortcut and/or move to Start menu
- ✍ Finding & managing files on your PC
- ✍ Change the “view” to “detail” for documents/files or “thumbnails” for photos
- ✍ Defining folders and subfolders
- ✍ Use to manage and display photos - slideshow
- ✍ Searching - start then Search, using Windows Explorer

Internet Explorer

- ✍ Cookies – little records left on your computer to guide a web-based program next time
- ✍ Pop-ups – online ads, annoying; how to turn on popup blocker
- ✍ URLs – Internet address of a web site – www, http://
- ✍ Web Searching – **Google**, AOL, Yahoo
- ✍ Maps & Driving Instructions - how to use **Mapquest** or Yahoo or AOL; road conditions
- ✍ Downloading Programs & Games - be careful and review each box and proposed action:
- ✍ Chatting Online – Ability to word chat with friends & family; how to do it safely
 - ✍ AOL IM (Instant Messenger) – download from www.aim.com/
 - ✍ Yahoo Messenger – download from <http://messenger.yahoo.com/>
 - ✍ Others - <http://chat.msn.com/>
 - ✍ Chat Rooms – be very careful

Proper & Comfortable Emailing –

- ✍ Beginning techniques – fill in subject, use BCC, cleanup, be prudent, text vs html emails
- ✍ Reading – delete all SPAM first; open and save, response, forward or/and delete;
- ✍ Respond – be prompt, include original email by turning that option on
- ✍ Forward – but first cleanup, be prudent who you send to, add short personal note
- ✍ Creating – spell check; attachments; be brief but use good grammar; cut/paste; drag/drop;
- ✍ Email etiquette – see the attached list

Advanced Email Techniques –

- ✍ Address Book – your email directory of names and email addresses; how to add, update
- ✍ Distribution lists – how to create and use re-occurring multiple email lists
- ✍ Spam filters – how to turn on; what do they do?
- ✍ Cleaning up emails – reply or copy, use eCleaner, don't forward with old garbage
- ✍ Managing attachments/photos – how to download and find;
- ✍ Emoticons – shorthand symbols used in emails and chatting - see attached list

Media Player vs Real Player vs Quicktime –

- ✍ Music – from CDs, Internet, hard drive – play some examples
- ✍ Videos – DVDs, video CDs, Internet, hard drive – play some examples
- ✍ iPods – mp3 players – Apple iPod, iRiver, Dell

CDs & DVDs – backup system (ASR Backup), data (Windows Explorer), special backup software

- ✍ Backups – to CDs or DVDs or Internet; rotate media to off-site (in car or safe-deposit box)
- ✍ Software options – restore from system checkpoints; XP Backup (install)
- ✍ Creating – automatic or periodic; background execution

WORD PROCESSING - Toolbar Options, templates, color, fonts...WordPad & NotePad are alternatives

- ✍ Document creation, naming, filing, Save, Saving As, Search (File)
- ✍ Edit - Select All, Cut, Copy, Paste, Undo, Find, Replace, Paste Special (Edit)
- ✍ View - Normal, Web View, Print View, Toolbars, Headers/Footers (View)
- ✍ Insert - Photos, Clip Art, Word Art, Page Breaks, Hyperlinks, Comments, etc. (Insert)
- ✍ Format - Fonts, Borders, Bullets, Columns, Paragraphs, and more (Format)
- ✍ Tools - Track Changes, Mail Merge (Tools)
- ✍ Tables - Inserting and formatting tables (Table)
- ✍ Spelling/Grammar checks - automatic

Calendaring – online, portable, printable including address book – do a Google search

- ✍ Desktop versions – MS Outlook, Palm, many more
- ✍ Online Calendaring - <http://calendar.yahoo.com> – see attachment
- ✍ Personal organizers or PDAs – like Palm - demonstrate

Printing – Control Panel

- ✍ Types of printers – All-in-One, B/W printers, color printers, photo printers
- ✍ Page/margin setup – how to set margins, page setup options, portrait/landscape, letter vs legal size
- ✍ Type of paper – bond copy paper, flyer/post card paper, photographic paper
- ✍ Printer supplies – ink cartridges

EXCEL Spreadsheets – history (Lotus 1-2-3), what is it used for?

- ✍ Columns/cells – cell logic/format basics, expanding, adding color, headers/footers
- ✍ Financial – formulas,
- ✍ Phone lists – how to format and maintain
- ✍ Sorting – data, w/o disturbing column headings
- ✍ Headers/Footers – Title, page #s,
- ✍ Formatting – cell, row, column, sheet,

Financial Software –

- ✍ Quicken – Intuit’s personal financial tracking for multiple checking/savings accts, credit cards, assets
- ✍ Money – MicroSoft’s financial software
- ✍ Quickbooks – Intuit’s business financial software
- ✍ Writing checks
- ✍ Tracking stocks – online feature
- ✍ Downloading credit card and bank details
- ✍ Single entry vs double entry

Tax Software – federal and state

- ✍ TurboTax – Intuit’s tax software
- ✍ Tax Cut – H & R Block’s tax software
- ✍ IRS.com-NEW – TurboTax, H&R Block, many more online – FREE
- ✍ IRS.gov – www.irs.gov
- ✍ Wis.gov – Home Page www.wi.gov; income taxes www.dor.state.wi.us/
- ✍ “Do Not Call” <https://nocall.wisconsin.gov/web/home.asp>

Photos – Handling in Windows XP, Adobe Products, Albums, Others – do a Google search

Editing/printing – Windows Photo Viewer, Picasa www.picasa.net/picasa/komando1.php

Scanning – with slide/negative adapter; use pixel setting of 300 to 2,400 dpi; the higher the better quality
color, B/W, newspaper, documents, slides, film stripes, negative stripes

Viewers – Windows Photo Viewer

Slide shows – Windows Explorer XP

Digital cameras – mega-pixels; digital vs analogue zoom; USB connection

Printing Photos – 4 colors (cyan, magenta, yellow, black); 4”x6” = 550x781 dpi, 8’x10’ = 1,024x768 dpi

Editing Photos **software** – w/camera/scanner; Adobe PShop Elements; free downloadable Picasa (Google), Flickr (Yahoo)

| | Editor- Picasa www.picasa.com | Web editor- Flickr www.flickr.com/photos/pxn8 | PShop Elements www.adobe.com |
|--|---|---|---|
| a. Organizes photos and post online | X | X | |
| b. Add description, labels, IPTC tags (attached) | X | ** | X |
| c. Cropping | X | X | X |
| d. Rotate, tilting photos | X | X | X |
| e. Auto-Contrast, Brighten, Color Enhance | X | X | X |
| f. Cloning and enhancing | X | | ** |
| g. Typography – typing on photos | X | X | X |
| h. Eliminate red eye | X | X | X |
| i. Layers | | | X |
| j. Resizing – dimensions & file size | X | X | X |
| k. Digital painting/art/sepia/posterize | X | X | X |

Sharing Photos – downloading, emailing, posting, slide show

? Insert into email – drag n drop or as an attachment; demo AOL email; & <http://photomail.mail.yahoo.com/>

? Viewing – XP Explorer slideshow, PowerPoint, movie, on TV, posters, photo piles, screensaver, wallpaper

? Sharing – burn to CD or DVD, post to blog or website; Yahoo PhotoMail beta

? Photo web sites - Panorama www.vrmag.org; www.shutterfly.com; www.snapfish.com; www.albumpost.com/

Photo Printing options

- ✍ Ink cartridges – b/w, color
- ✍ Paper types - 8x11, 8x14, tabloid
- ✍ Contact sheets – thumbnails; Photo packages
- ✍ Export to local or web-based photo finishers

Photo Projects

- ✍ Organizing/Backing Up photos – using Windows Explorer; online albums sites; CDs; DVDs
- ✍ Personal Calling Cards – with pre-cut card stock or brochure/flyer stock (good paper cutter recommended)
- ✍ Birthday & Holiday Cards – using MS Word full page or ½ page using 2 columns
- ✍ Holiday Letters & email greetings – with photos, 2 or 3 columns using Word
- ✍ Scanning in photos & cleaning up - www.lunacore.com/photoshop/tutorials/tut018.htm
- ✍ Personal photo or logo business cards – sample; logo letter formats - sample

FILES TYPES

DAT or TXT – text file with no formatting
DOC – MS Word WP file
WPD – WordPerfect WP document file
RTF – more universal WP format that holds most format
PDF – Adobe Acrobat file; very popular; reader is free and downloadable from www.adobe.com
XLS – MS Excel spreadsheet format

JPEG – Best photo format; condensed
BMP – bitmap photo file
TIF – MS Office Document Imaging file
PPT – PowerPoint file
PPS – PowerPoint file

EML – MS Outlook or Outlook Express email format

HTML – web page file

MP3 – most popular audio file; very compressed;

WAV – audio file

WMV – Windows audio/visual file

ASF – Windows media audio/visual file

MPG – MPEG video file

ZIP – WinZip file compressed multiple files into one .zip file; WinZip is free w/ download

BASIC SHORTCUT KEYS

The below basic shortcut keys are a listing of shortcut keys that will work with almost all IBM compatible computers and software programs. It is highly recommended that all users keep a good reference of the below short cut keys and/or try to memorize the below keys. Doing so will dramatically increase your productivity.

Shortcut Keys Description

| | |
|-------------|---|
| Alt + Tab | Move between open windows |
| Shift + Tab | Move backwards one field |
| Alt + F | File menu options in current program |
| Alt + E | Edit options in current program |
| F1 | Universal Help in 90% of Windows programs |
| Ctrl + A | Select all text |
| Ctrl + X | Cut selected item |
| Shift + Del | Cut selected item |
| Ctrl + C | Copy selected item |
| Ctrl + Ins | Copy selected item |
| Ctrl + V | Paste |

| | |
|--------------------|---|
| Shift + Ins | Paste |
| Home | Goes to beginning of current line |
| Ctrl + Home | Goes to beginning of document |
| End | Goes to end of current line |
| Ctrl + End | Goes to end of document |
| Shift + Home | Highlights from current position to beginning of line |
| Shift + End | Highlights from current position to end of line |
| Ctrl + Left arrow | Moves one word to the left at a time |
| Ctrl + Right arrow | Moves one word to the right at a time |

Free photo editing programs

To help you optimize your photos. You should try them to see which you prefer.

IrfanVIEW - is a very fast, small, compact and innovative FREEWARE (for non-commercial use) graphic viewer for Windows 9x/ME/NT/2000/XP/2003. It is trying to be simple for beginners and powerful for professionals. IrfanView was the first Windows graphic viewer WORLDWIDE with Multiple (animated) GIF support, Multipage TIF support, and Multiple ICO support. More info: www.irfanview.com/

Paint.net – is a image and photo manipulation software designed to be used on computers that run Windows XP and 2000. Paint.net is jointly developed at Washington State Univ with additional help from Microsoft, and is meant to be a free replacement for the MS Paint software that comes with all Windows operating systems. For more info: www.eecs.wsu.edu/paint.net/

Picasa - is software that helps you instantly find, edit and share all the pictures on your PC. Every time you open Picasa, it automatically locates all your pictures (even ones you forgot you had) and sorts them into visual albums organized by date with folder names you will recognize. You can drag and drop to arrange your albums and make labels to create new groups. Picasa makes sure your pictures are always organized.

Picasa also makes advanced editing simple by putting one-click fixes and powerful effects at your fingertips. And Picasa makes it a snap to share your pictures – you can email, print photos home, make gift CDs, instantly share via Hello™, and even post pictures on your own blog. For more info: www.picasa.com

Computer Maintenance Processes

Each of us needs to keep our computers and hard drives in efficient and useful form. I recommend that you do the following procedures at least once per month. If you are a very active user, then you may want to do these once a week. Go to Start and Programs and Accessories and System Tools:

Disk Cleanup – will analyze how much space can be deleted and then you choose.

Defrag – this will analyze and allow you to resolve the fragmentation of disk files that happen as you delete files and create new ones. This is a long process.

Backup – using Windows Explorer (my favorite Windows program) to drag and drop file folders of data to a backup device (CD, DVD, web site, remote drive). You will need to make a list of critical data to backup; you don't want to or need to backup your entire C drive. You should keep all program CDs that came with your computer or that you purchase since. If you downloaded software, then you can download it again as needed. BTW: there are all kinds of backup software available; use Google to find options for free backup software or those that you may buy.

Remove Software – go to the Control Panel and select “Install or remove software”; it will bring up a list of all programs on your computer. Carefully review which programs you no longer want to use and specify “remove”. DO NOT REMOVE anything you don't recognize; it may be critical to Windows system performance. Do a Google search about programs you don't know.

Wireless Computing

You can buy/install a wireless hub in your home that will allow you to move your computer, printer and more to where you want without having to worry about wiring. Normally you would install a wireless hub if you have a laptop computer but you can also network all your computers, printers and stereo system together with wireless.

Local Free Wireless Locations include: Applebee's; Borders; Coffee Traders Intl; UW-Eau Claire, McIntyre Library, 105 Garfield Avenue; Panera Bread; Draganetti's and likely many more with certainly more to come in the very near future.

Between 2 to 5 neighbor wireless hubs can be seen from my notebook at home and all are encrypted except one. Setting up a wireless hub in your home is fairly simple but must include defining security or encryption to ensure that strangers and neighbors can not get on. I have an installation considerations PDF that I can email to you if you need one. Online course: <http://wireless-basics.workshops.help.com/>

Legality - using another's unsecured wireless hub to access the Internet is not yet illegal but it is not right to use and degrade a service that someone else is paying for. Currently there are no easy ways to detect other users on a home wireless service.

A new wireless device has recently been introduced that will hook up your stereo system to your home wireless network so that you can listen to “playlists” of “ripped” CD music from your computer. I have copied almost all of our CDs to our computers using the “rip” option in the free Windows Media Player. A database in your My Music folder is captured from the Web as you “rip” each CD, including the CD cover, the artist name, CD name, song name, length, and more.

You can also buy wireless speakers and headsets; here is just one example www.grfrequencies3.com/audio.htm

Web Browser Settings

On your IE Browser go to Tools menu, select Internet Options: Periodically “Delete Files” and “Clear History”. I personally don't “Delete Cookies” because I believe that they are more useful than harmful. How often should you do this depends how active a web user you are. Weekly, bi-weekly or monthly is up to you.

Your IE browser may often give a horizontal scroll bar at the bottom of the window because it has to slide to read the page. Likely your screen resolution is set fairly low – perhaps 800x600 pixels. Most Web pages are designed for higher resolutions. If your resolution is lower, part of the page will be hidden. IE adds the scroll bar so you can view the full page.

Increase your resolution by right-clicking on the desktop. Select Properties and the Settings tab. Use the Screen Resolution slider to increase the resolution. When you're done, click Apply and OK. This also means that fonts will appear smaller, and may be difficult to read. You can increase the font size by clicking View>>Text Size in IE. Select a larger size in the submenu.

There are other monitor settings. Click here for more tips www.komando.com/tips_show.asp?showID=7401

DSL vs Cable vs Dialup

Best local options today:

SBC/ATT DSL - \$15/mo for 1st 12 months – pay for modem & shipping with mail-in rebate for modem cost. So your upfront cost is shipping + installation help if you don't do it yourself. \$50 to \$150 for installation.

AOL 9.0 Optimized SE – now FREE – includes free anti-virus, spyware and firewall; cd comes with DSL modem above.
You will be able to stop your current annual renewal cost for antivirus and spyware.

Charter Cable Modem – highest speed of 3mbps about **\$45/mo**; there are specials

Clearwire Wireless Internet – highest speed of 1.5mbps download, 256kps upload - \$37/mo + \$5/mo modem lease + taxes = **\$42.25**

Speed at What Price?

Phone and cable companies charge a wide range of prices for different Internet download speeds. Prices can vary in some areas of the country.

| Speed, in Mbps | <1 | 1.5 | 3 | 5/6 | 7/8 | 10 | 15 | 30 |
|----------------|---------|-------|-------|-------|-------|-------|-------|--------|
| AT&T | \$14.99 | 19.99 | 24.99 | 34.99 | | | | |
| EarthLink | | 29.95 | 34.95 | 39.95 | | | | |
| Qwest | | 31.99 | | 41.99 | | | | |
| Verizon D.S.L. | 14.95 | | 29.99 | | | | | |
| Verizon FIOS | | | | 34.95 | | | 44.95 | 179.95 |
| Cablevision | | | | | | | 44.95 | 59.90 |
| Comcast | | | | 42.95 | 52.95 | | | |
| Time Warner | | | | 39.95 | 49.95 | 49.95 | | |

Download speeds are the maximum theoretically available. Upload speeds are typically slower. Promotional prices often require 6-month or 1-year commitments. Prices can sometimes fall if packaged with other services.

Source: the companies

Useful and/or Interesting Internet Links

September 2006 – compiled by D. Berglund

Computer & Internet Tools:

PC Shortcuts -- http://reviews.cnet.com/4520-3000_7-5449741-1.html?tag=nl.e501

Keyboard Shortcuts --

www.microsoft.com/enable/products/keyboard.aspx

Automated Shortcuts -- www.autohotkey.com/

Word Templates -- <http://office.microsoft.com/en-us/templates/CT061993411033.aspx>

Free MS Viewers www.microsoft.com/office/000/viewers.asp

Sync Folders --

www.komando.com/downloads/category.aspx?id=1272

Google Free Tools -- www.komando.com/google

How to Get Rid of Spam -- www.spamprimer.com/

Email Cleanup Prgm -- www.papercut.biz/emailStripper.htm

Innovative Search Engine -- www.kosmix.com/

Reverse Search Engine -- www.reversephonedirectory.com

Notations on Websites -- diigo.com

Free Office Suite www.zoho.com/

Downloadable Fonts www.dafont.com www.1001fonts.com

Computer History -- www.computerhistory.org/

Photography Tools:

Shutterfly Photo Editor -- www.shutterfly.com/studio/overviews.jsp

Photo Sharing Site -- sharpcast.com

File/Photo Sharing -- www.gigasize.com

Online Photo Editing Tools -- <http://pixoh.com/>

Free graphic viewer www.irfanview.com/

Stock Photos -- everystockphoto.com

Health & Cooking:

The Cook's Thesaurus -- www.foodsubs.com/

Online Medical Site -- www.mdchoice.com

Health Search Site -- www.healthline.com

Generic Alternatives -- www.drugdigest.org

Online Coupons/Bargains -- www.shopping-bargains.com

Food/Cooking Site -- www.food411.com

Green Recycling -- www.eco-labels.org/greenconsumers

Home Made Bread Site -- www.cookingbread.com

Promo codes [Coupon Cabin](http://CouponCabin.com), [Current Codes](http://CurrentCodes.com), [Naughty Codes](http://NaughtyCodes.com), [KeyCode](http://KeyCode.com)

School & Education:

Free Online SAT & ACT Test Prep -- <http://number2.com/>

Online Language Learning -- www.bbc.co.uk/languages/

Art Site -- www.drawn.ca

Online Shopping -- www.sizeeasy.com

Federal Benefits Link -- www.govbenefits.gov/govbenefits_en.portal

Free Patent Search Online -- www.freepatentsonline.com/index.html

Knitting Site -- www.knitty.com

Drawing Lessons -- www.drawspace.com

Writers web site -- glypho.com/

Great Books Online -- www.bartleby.com

eBay Courses -- www.ebayuniversity.com pages.ebay.com

Library of Congress -- www.loc.gov/index.html

Earthquake Info -- shakemovie.caltech.edu

Patriotic Reading -- <http://sagebrushpatriot.com/America.htm>

Home/Family Tools:

Doppler Radar Weather -- www.weather.gov/radar_tab.php

Weather Forecast -- www.forecastadvisor.co

USPS Hold Mail Site -- <https://dunsapp.usps.gov/HoldMail.jsp>

Home-Owners Web Site -- www.homeownernet.com

Rent Calculator -- www.rentometer.com

Home Improvement Calculators -- www.easy2diy.com

User Manual/Guides -- www.usersmanualguide.com

Google SketchUp 3D Design -- www.sketchup.com/

Get Thru Companies' Auto-Attendant -- www.gethuman.com/us

Recycling Computers & more -- http://reviews.cnet.com/4520-3000_7-6490987-1.html?tag=nl.e501

Charity Recycling -- <http://recyclingforcharities.com/index.php>

FTC Complaint Site --

[m.ftc.gov/pls/dod/wsolcq\\$.startup?Z_ORG_CODE=PU01](http://m.ftc.gov/pls/dod/wsolcq$.startup?Z_ORG_CODE=PU01)

Sex offender web site -- www.nsopr.gov

Free Online Phone Directory -- www.free411.com

Hard to Find 800 Numbers -- www.hardtofind800numbers.com/

Auto Site -- www.nadaguides.com

Find Radio Station -- yes.com

Dept of Treasury Auctions -- www.ustreas.gov/auctions/

US City Cost of Living Index --

www.infoplease.com/ipa/A0883960.html

Politician Check www.factcheck.org

Calculators -- www.drcalculator.com/

www.webcalcsolutions.com/

Driving/Flying Travel Websites:

Fuel Cost Calculator -- www.fuelcostcalculator.com

Fuel Economy -- www.fueleconomy.gov

Gas Buddy -- gasbuddy.com

Gas Price Watch -- www.gaspricewatch.com

Car Pool Site -- alternetrides.com

Air Travel Site -- www.farecompare.com

Airplane Seat Info -- www.seatguru.com

Federal TSA Site -- waittime.tsa.dhs.gov

Air Fare Compare -- www.farecompare.com/

Universal Packing List -- <http://upl.codeq.info/>

Great Travel Site -- www.seeamerica.org

Find Wireless Hotspots -- metrofreefi.com wififreespot.com

Traffic Updates -- maps.yahoo.com/traffic

Travel Stories -- www.theamericanroadside.com

National Park -- www.nps.gov

Online Games/Fun Sites:

Online Scrabble Game (beta) --

www.themaninblue.com/experiment/SSCrabble/

Forms/Games -- www.pdfpad.com

Anagram Helper -- <http://wordsmith.org/anagram/index.html>

Deal or No Deal Game -- www.joytube.com/bankers-deal/

Word Game -- <http://wordoku.biz/>

Flash Games -- <http://games1.org/>

'60s Music -- <http://oldfortyfives.com/TakeMeBackToTheSixties.htm>

'50s Music -- <http://oldfortyfives.com/TakeMeBackToTheFifties.htm>

Fishing Website -- www.takemefishing.org

Live Animal Cams -- livewavecams.com

NASA Images Website -- grin.hq.nasa.gov

Broadcast Yourself -- www.youtube.com

Download and keep streaming videos -- keepvid.com

NASCAR Homepage -- www.nascar.com

Creative Science/Culture News Site -- www.phylotaxis.com

Animal Planet --

http://animal.discovery.com/games/games.html?clik=animal_leftnav

History Sounds --

www.freeinfosociety.com/site.php?postnum=460

Birthday Stats -- www.paulsadowski.com/birthday.asp

Anti-Phishing Site -- www.phishtank.com

Create Your Own Chatroom -- www.opentalklive.com

Google GPS points www.everytrail.com

