

**Handout for OCNA Computer Club – session #2  
Rescheduled to April 9, 2005**

**Review**

**PC Basics** – Hardware, terminology

**Windows Basics** – Navigation; Win-XP vs Win-2000 vs Win-98  
Desktop customization/navigation; Start menu, multiple Windows, cut/pasting, resizing  
Windows short cuts – **list attached**

**Windows Explorer** – Working with files and folders; create a short-cut & add to Start menu  
Creating, finding, organizing folders;

**File Types** - purpose and what software for each; **list attached**

**New Topics**

**Internet Access** – Terms: ISPs, broadband, browsers, “cookies”, pop-ups, URLs

ISP – Internet Service Provider – AOL, Charter, Earthlink, AT&T, NetZero, MSN

Types – dialup (\$10-\$25); broadband - cable modem or DSL (\$40+); wireless

Browsers – Internet Explorer (Microsoft), Netscape (AOL),  
Fox Fire - <https://addons.update.mozilla.org/extensions/>  
Explorer Bar – Address  
Tools – Internet Options – go thru

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://  
**List attached**

**Web Searching – Google, AOL, Yahoo**

**Maps & Driving Instructions** - how to use Mapquest or Yahoo or AOL; road conditions  
Enter starting address  
Enter destination address  
Print driving instructions & map

**Downloading Programs & Games** - be careful and review each box and proposed action:  
eCleaner – download from <http://ecleaner.tripod.com/>

**Chatting Online** – Ability to word chat with friends & family; how to do it safely  
AOL IM (Instant Messenger) – download from [www.aim.com/](http://www.aim.com/)  
Yahoo Messenger – download from <http://messenger.yahoo.com/>  
Others - <http://chat.msn.com/>  
Chat Rooms – be very careful

## 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](http://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

## USEFUL INTERNET LINKS

**Scams & Urban Legends** - [www.snopes.com/snopes.asp](http://www.snopes.com/snopes.asp) and [urbanlegends .about.com/](http://urbanlegends.about.com/) Several sites where you can check out Internet promoted scams and false emails.

**Wikipedia** - <http://en.wikipedia.org/wiki/> Wikipedia is a free [encyclopedia](#) that is being written collaboratively by people from around the world. The following articles contain guidance and information about reading, authoring, and participating towards this effort on this site. Other sites:

[www.alpha.dictionnaire.com/index.shtml](http://www.alpha.dictionnaire.com/index.shtml) [www.faganfinder.com/quotes/](http://www.faganfinder.com/quotes/) [www.bbc.co.uk/languages/](http://www.bbc.co.uk/languages/)

**Fact Check** - [www.factcheck.org/default.aspx](http://www.factcheck.org/default.aspx) A nonpartisan, nonprofit, "consumer advocate" for voters that aims to reduce the level of deception and confusion in U.S. politics. They monitor the factual accuracy of what is said by major U.S. political players in the form of TV ads, debates, speeches, interviews, and news releases. Their goal is to apply the best practices of both journalism and scholarship, and to increase public knowledge and understanding.

**A9 Yellow Pages** - <http://a9.com/yellowpages> Amazon's new search engine, A9, offers a location search that includes contributed photos of the block where your restaurant, guitar store, coffee shop, or tailor is located. So far, the search engine is hard to use, and not every result includes a photo--and not every photo is on point. But if you've never been to College Ave. in Oakland, and you really need to find [Suzy Q Korean BBQ](#), you'll feel right at home once you get to the right street.

**Answers** - [www.answers.com/](http://www.answers.com/) This is a search engine to find answers to almost any question.

**Discontinued Items** - [www.discontinueditem.com/](http://www.discontinueditem.com/) This is a search engine to find sources for discontinued items.

**Music Web Site** - [www.musipedia.org/](http://www.musipedia.org/) A searchable, editable, and expandable collection of tunes, melodies, and musical themes. Every entry can be edited by anybody. An entry can contain a bit of sheet music, a MIDI file, textual information about the work and the composer, and last but not least the **Parsons Code**, a rough description of the melodic contour, to make the encyclopedia searchable by melody.

**Google Maps** - <http://maps.google.com/maps> No pictures here, but Google Maps is just plain nice. Once you enter your location, you can interact with the map, clicking and dragging to various locations, and looking up to-and-from directions on the fly. Knowing Google, I'm hoping for some fast improvements to this site, too. Why not let us click the address, say, and bring up search results for the location, such as reviews, photos, news stories ("didn't I hear that restaurant burned down?") and the like? I'll be waiting.

Other sites: [www.mapquest.com](http://www.mapquest.com) [www.us.map24.com](http://www.us.map24.com) <http://terraservice.net/>

**Interstate Weather Driving** - [www.weather.com/activities/driving/interstate/?from=drivfl](http://www.weather.com/activities/driving/interstate/?from=drivfl)

Weather driving conditions and forecasts across the country

**GeoURL** - <http://geourl.org/> The new site is scheduled to launch today, and I hope it does. GeoURL is a geographic search engine that essentially links the location of Web sites using GPS coordinates. You could find out, for example, if your favorite blogger lives anywhere near you--OK, I admit, that seemed to be its most promising feature. Still, bloggers have to find each other somehow, and there are probably other uses that have yet to be discovered.

**Zip Decode** - <http://acg.media.mit.edu/people/fry/zipdecode/> I think this site's getting a bit too much attention lately, because it's behaving a bit slowly, but Ben Fry's Zip Decode site has mapped all the zip codes in the United States. Type in numbers (make sure you turn on zoom!) and watch the map dynamically narrow itself down to a specific location. Use: unknown. Coolness: extreme.

**Online Crossword Puzzle Games** - [www.crosswordpuzzlegames.com/](http://www.crosswordpuzzlegames.com/) This web site offers 32,400 free crossword puzzles and fun tools for people who enjoy word games. Get some help with a puzzle or create your own, free

**Vegas Travel for Cheap** - [www.cheapovegas.com/index.php](http://www.cheapovegas.com/index.php) Will give you hotels, entertainment, dining, gaming hints if you are going to Las Vegas.

**Check Air Flight Times** - [www.flightarrivals.com/cgi-bin/WebObjects/Flights](http://www.flightarrivals.com/cgi-bin/WebObjects/Flights) Real time arrival & departure info. Other sites: [www.seatguru.com](http://www.seatguru.com)  
[www.airliners.net/search/photo.search?static=yes&specialsearch=COOL](http://www.airliners.net/search/photo.search?static=yes&specialsearch=COOL)

**WHA Information Center Price Point system** - [www.wipricepoint.org/](http://www.wipricepoint.org/) This Web site allows Wisconsin health care consumers to receive basic, facility-specific information about services and charges.

**AARP** - [www.aarp.org](http://www.aarp.org) Anyone 50 or over can get all the great benefits of membership in AARP for only \$12.50 a year. And membership includes your spouse or partner, free!

**USA Next** - [www.usanext.org](http://www.usanext.org) An AARP alternative. Join USA NEXT and enjoy a wealth of benefits, including the best prescription drug benefit in the country - valid at over 45,000 pharmacies nationwide. **USA Next is a family organization. There are no age requirements for joining. Americans of all ages are welcome to join** and take advantage of the USA Next National Benefits Network.

**The Old Farmer's Almanac** - [www.almanac.com](http://www.almanac.com) History, weather, puzzles, advice, gardening advice and much more available on this site.

**TV Guide** - [www.tvguide.com](http://www.tvguide.com) Very useful formatted TV listing site. Sometimes slow however.

**Radio Lovers Site** - [www.radiolovers.com](http://www.radiolovers.com) Offers hundreds of vintage radio shows for you to listen to online in mp3 format, all for free. Listen to radio shows such as Abbott and Costello, Superman, Groucho Marx, The Avenger, Gunsmoke, Sherlock Homes, and many others. Also: [www.singingman.us/DYR.htm](http://www.singingman.us/DYR.htm)

**Official Whitehouse Site** - [www.whitehouse.gov/history/life/](http://www.whitehouse.gov/history/life/) To celebrate the West Wing's 100th anniversary, the White House presents *Life in the White House*, an exclusive presentation of the rich history of the White House and West Wing.

**Presidential Recordings** - [www.whitehousetapes.org](http://www.whitehousetapes.org) Between 1940 and 1973, six American presidents from both political parties secretly recorded just under 5,000 hours of conversations. This site is designed as a service to the research community by making freely available all of the presidential recordings, along with relevant research materials, so that scholars, teachers, students, and the public can hear and use these remarkable tapes for themselves.

**State Courthouse Info** - [www.courtaccess.org/states.htm](http://www.courtaccess.org/states.htm) This page contains state court information on the topic of public access to court records.

**Baby Name Wizard** - <http://babynamewizard.com/namevoyager/lnv0105.html> If you have a baby's name, you should see this site, which graphs the popularity of certain names over time, and which lets you troll various decades just to find out the most interesting names. Another site: [www.thinkbabynames.com](http://www.thinkbabynames.com)

**Art Encyclopedia** - [www.artcyclopedia.com](http://www.artcyclopedia.com) This is a very interesting source of art history and art information.

**MLANET** - [www.mlanet.org/resources/medspeak/](http://www.mlanet.org/resources/medspeak/) The Medical Library Association has developed "Deciphering Medspeak" to help you translate common "medspeak" terms. You'll also find some tips on how to identify quality health care information on the Internet.

**North American Mammals** - <http://web4.si.edu/mna/> This is a searchable database of all living mammals of North America based on "The Smithsonian Book of North American Mammals" by Don E Wilson and Sue Ruff and "Mammals of North America" by Roland W Kays and Don E Wilson.