

Computer & Online Basics

For Digital Navigators help: Dial 311

1

Reminder: Charge Your Computer!

You may charge your computer prior to class, or leave charger plugged in while in use!



2

Turn on your laptop

Press the power button at the top of your keyboard to turn on/off the computer.

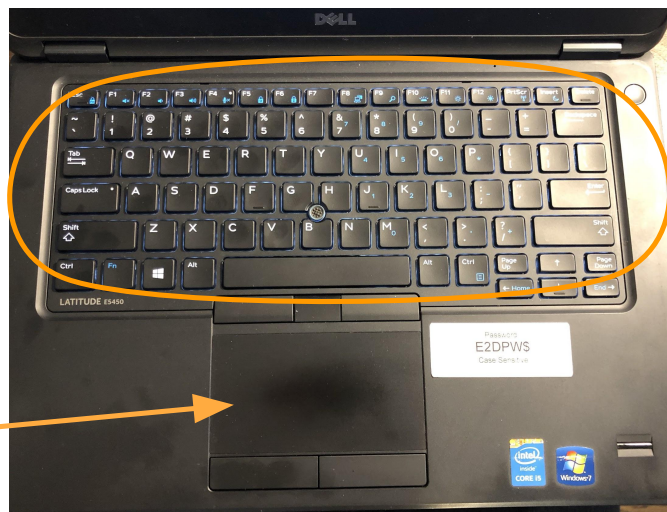


3

Computer Components

Keyboard

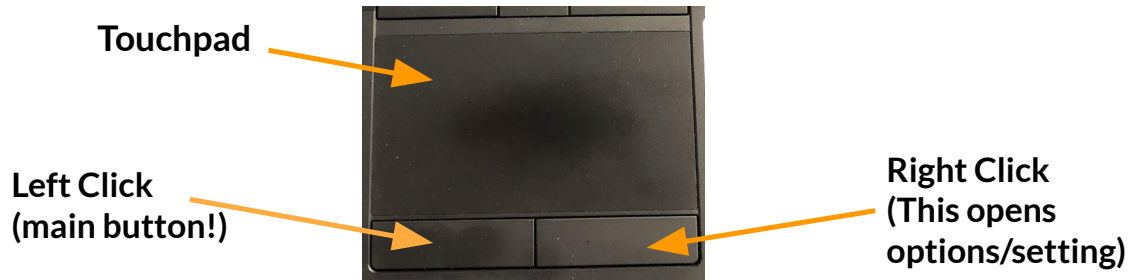
Touchpad



4

Touchpad

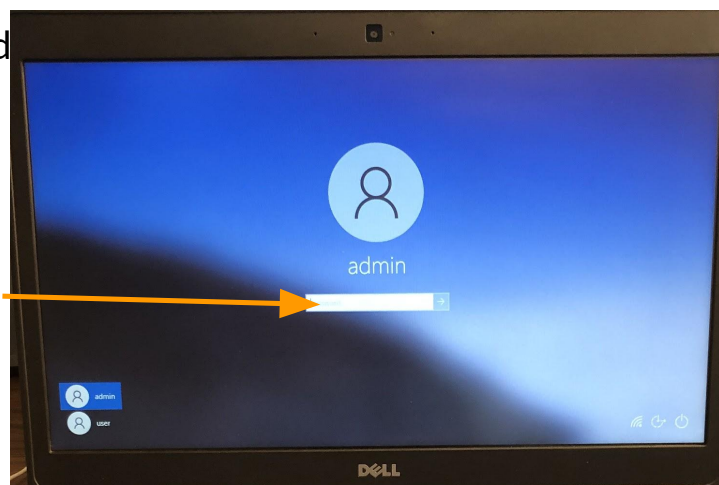
- Use your forefinger to navigate the touchpad.
- Touch in one spot and use one finger for best navigation.
- To drag: press down on pad with one finger while dragging mouse across the screen-let go when done.



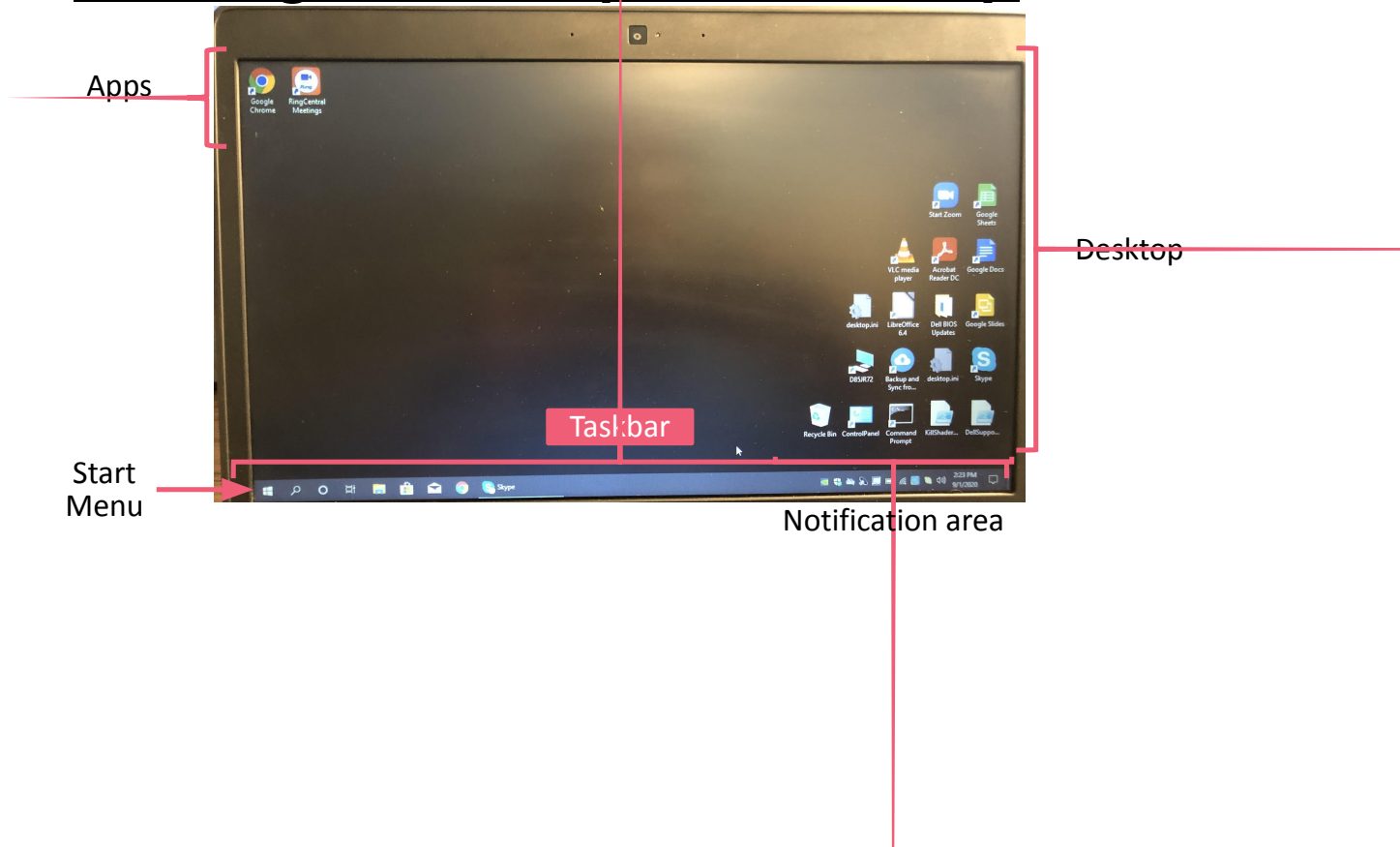
Starting up your laptop

After your laptop is powered on, you will log in.

- You will see “admin”
- Enter **E2DPW\$** into the white box (use capital letters)

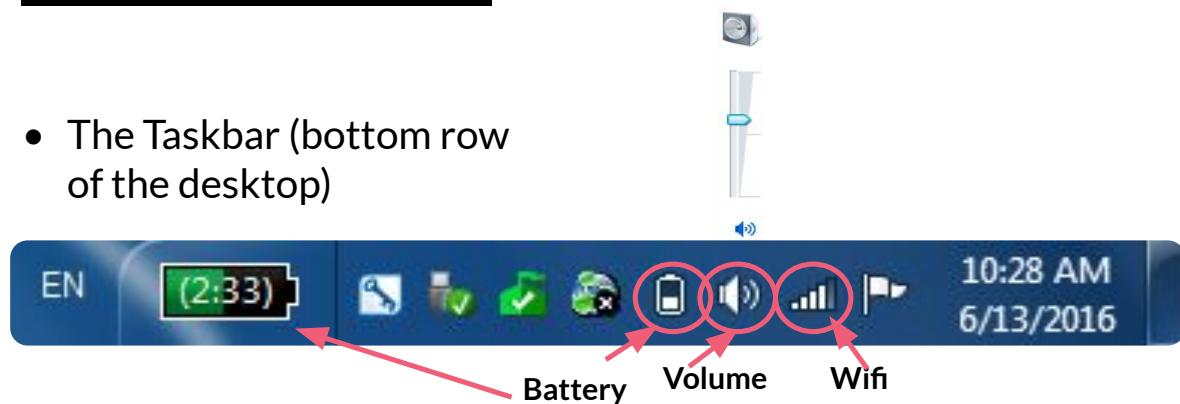


Getting to know your Desktop



Icons to know

- The Taskbar (bottom row of the desktop)



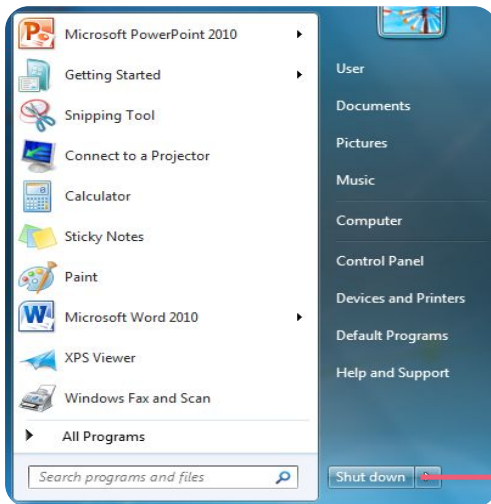
You must connect to Wi-Fi in order to join class and search the internet.

How to: Connect to Wi-Fi

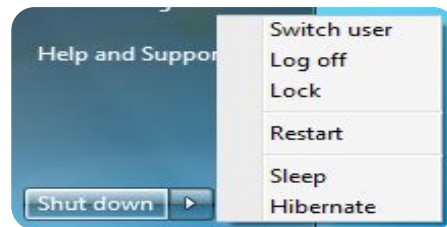


- Select the Network icon on the taskbar.
- A list of nearby Wifi networks will appear.
- Select the Wi-Fi network you want, then select "Connect."
- Type in the network password, if required.
- The Wifi icon should say "connected".

The Start Menu



The Start Menu at the bottom left of your desktop gives access to documents, settings, Microsoft Apps, shutting down the computer & much more.



Clicking & Selecting Icons

This icon is called the mouse or cursor:



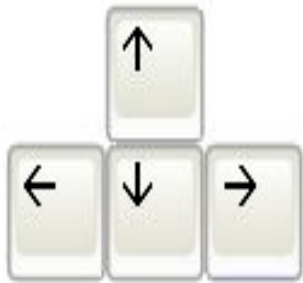
These arrows will appear when you move your mouse to the edge of an open tab.



Click and drag on the edge of a tab to resize.

Directional Keys

These arrows found on your keyboard can move the mouse or page up, down, left and right.



When an open window is taking up your entire screen, press the “escape” key at the top left of your keyboard to exit the window or make it smaller.



Special Keys

Space Bar (bottom middle of keyboard)



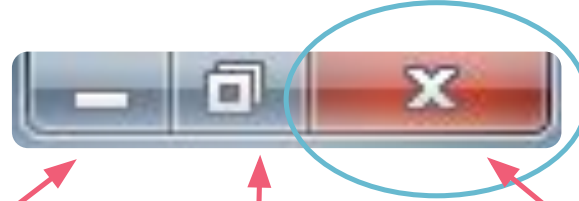
After typing, click “Enter” to search!



Hold down the “Shift” button while typing a letter to capitalize!

Working with application windows

- Each window will have these three options:

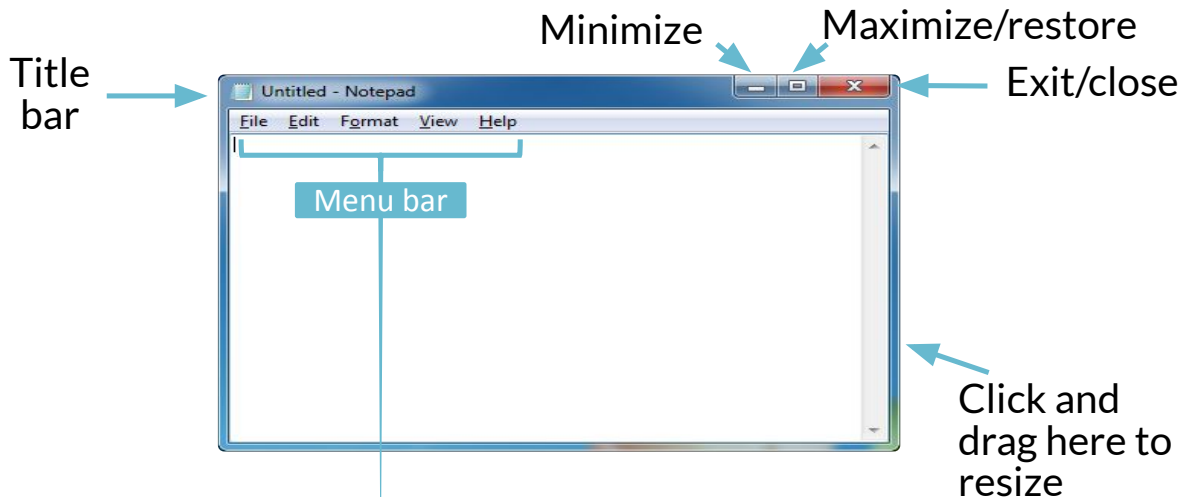


Minimizes window: Find at the bottom taskbar (temporarily closes/hides)

Maximizes window: Enlarges or allows for multiple windows to be seen at once.

Exit & Closes Window!

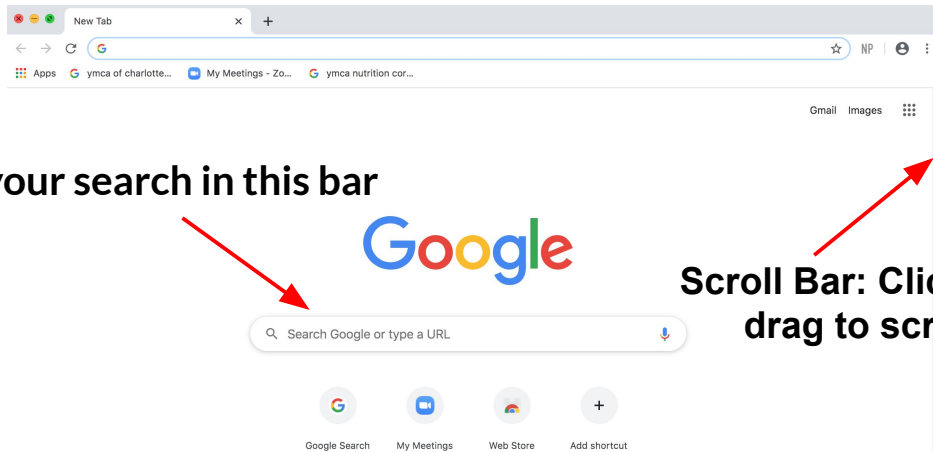
The application window



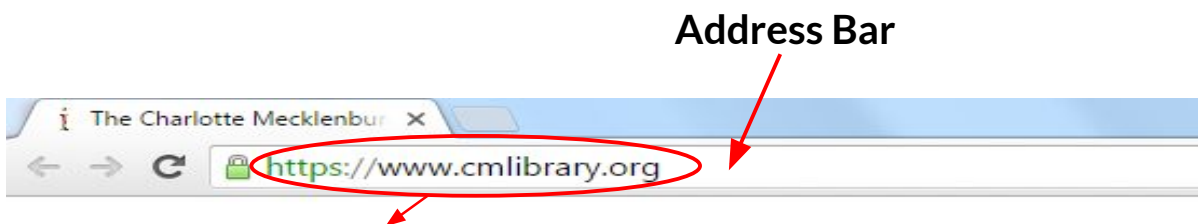
Open Google Chrome



- Double Left Click on the Google Chrome icon

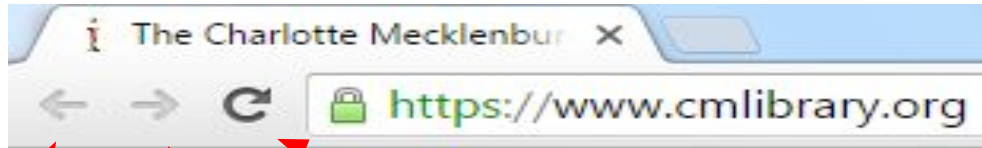


Visiting a Website



Web Address (URL) – www.cmlibrary.org
URLs never have the @ symbol in them. Those are reserved for email addresses.

Browser Buttons



Back: Click to return to a previous page

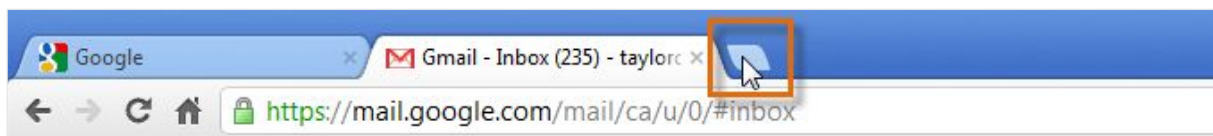
Forward: Click to move to forward after using the back button

Refresh: Click to reload a page

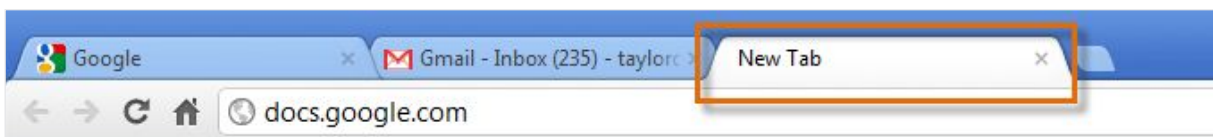
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How to open a Tab:

1. Click the **New tab** button to the right of open tabs.

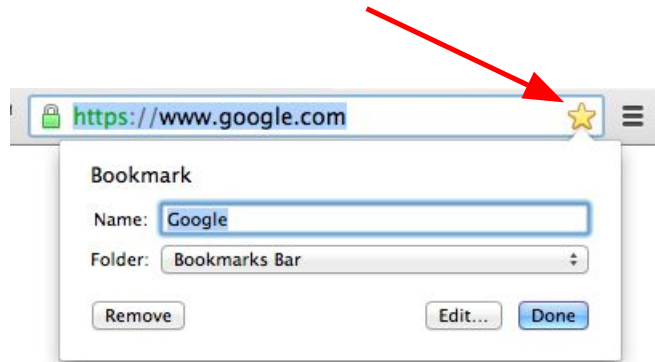


2. The **new tab** will appear. Click in the address bar. Type a web address and press **Enter** to navigate to a new page.



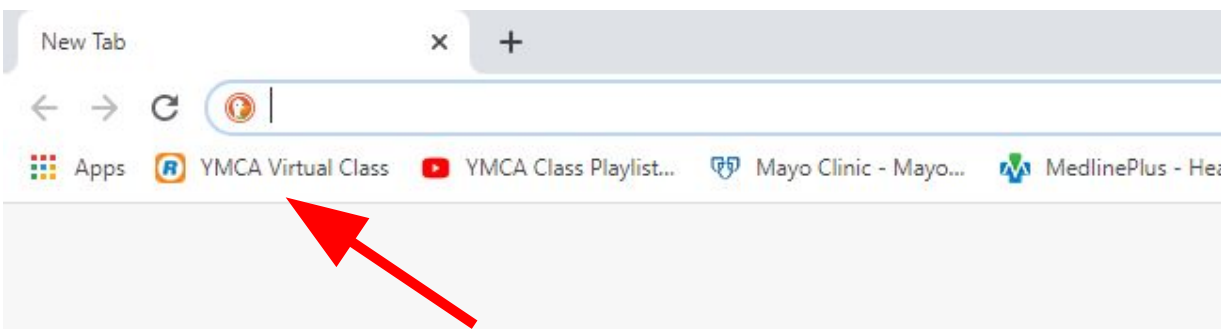
How to: Bookmark (save a website)

- Click on Google Chrome
- Then type in www.google.com
- Search “YMCA Charlotte”
- Click on YMCA Website
- Click on star in search bar to save to bookmark tab



How to access Zoom:

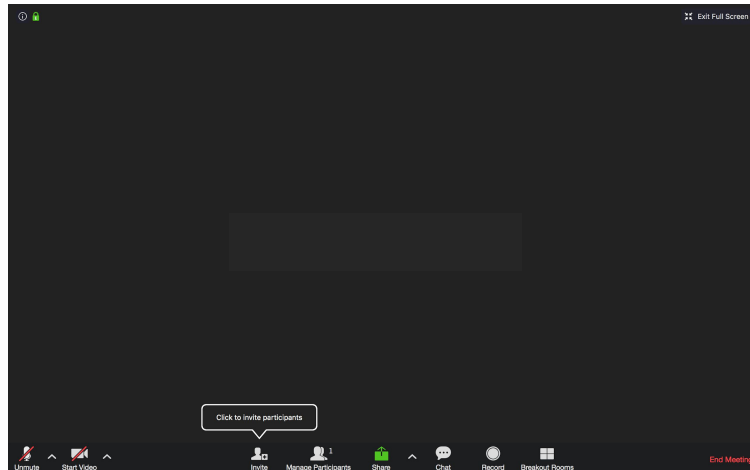
You will access the class each week by accessing Google Chrome and clicking on the YMCA Virtual Class bookmark:



Zoom Meeting:



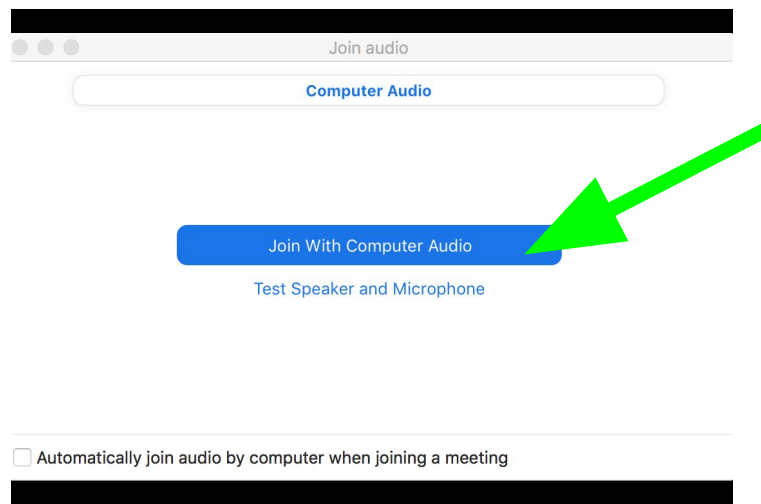
Once you click on the link, you will see this window with your username until your video is turned on in the bottom left corner.



Finding the audio button on Zoom

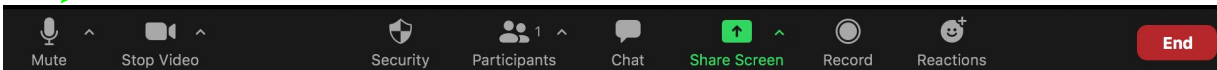


You may need to connect your audio once the Zoom call opens. Click on the blue rectangle to connect!



Turning on your audio/video

The microphone icon will allow you to hear and be heard by others in the class. Press the mute icon if you need to silence your audio.



The camera icon will allow you to see and be seen by others in the class. Press the camera icon again to stop the video.