

# Computer Basics 2: Fundamentals

Many people panic because of the amount of choices. Take a deep breath to stop the panic and then think about what you are trying to accomplish.

## Parts of a window

**Title Bars** contains the file's name and the program's name

**Menu Bar** - list of different options. These Change depending on the program

**Minimize Button** - shrinks the window to the Taskbar

**Maximize** - fills the screen, changes to restore down

**Close** - exits the window

**Scroll box** - shows your place

**Scroll Arrows** - used to move the screen up/down or left/right

## Important Icons

**My Documents**  
Made to store documents like photos, music, or written files

Contains all your drives like the floppy disk, CD or DVD drive, and your thumb drive

**My Computer**

**Recycle Bin**  
Made to store files you believe you no longer want

## Drives

**3 1/2 Floppy (A:)**  
Stores 1.4 MB & Reusable  
Unstable, has trouble with heat, cold, water, magnets

**CD Drive or D Drive**  
Stores 4.7 GB & Permanent  
Stable, has trouble with scratches  
Must have burner to record

**CD Drive or D Drive**  
Stores 700MB & permanent  
Stable, has trouble with scratches  
Must have burner to record

**USB Mini Drive (Also Flash Drive and Thumb Drive)**  
Stores 32 MB to 8 GB, Stable & reusable  
Portable, used with all computers

**Local Disk (C:)**  
(All information on the computer is stored here)

**CD-RW Drive**

**ARCHIVE (G:)**

## Understanding Memory

Memory	becomes	Item	Memory taken up
1000 Bytes	= 1KB	Email message	15 – 45KB
1000 Kilobytes	= 1MB	Basic letter	600-900 KB
1000 Megabytes	= 1 GB	Quality digital photo	1.3 MB to 14 MB
1000 Gigabytes	= 1 TB	Small movie	100 MB to 4GB
1000 Terabytes	= 1PB	All the books in the Library of Congress	20 TB

Microsoft Windows  
 There are many different types of Window Systems  
 Most work about the same with enough differences to confuse, take it slow  
 and be patient  
 Example of Systems: **95, 98, 2000, XP, NT, ME, Vista**

**Start Menu**




Shortcuts for programs

**All Programs**  
Shows a list of all the software that is on your computer

**My Documents**


Stores all you documents and shows any recently used documents

**A Shortcut to My Computer**

**Control panel** allows you to change all the settings for your computer like sound, color, resolution. May also be called settings  **Settings**

**Printers** contains the profiles and settings for your printers, come here if you have trouble with your printer

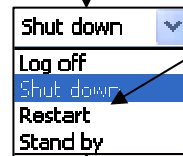
**Help** provides info for windows. It may be hard to understand. For better information try a good book.

**Search** is a very useful tool to find misplaced items, documents, files. Remember find can also be called Find.  **Find**

**Shutdown Window**



**Shut down** is the correct way to turn the computer off



**Restart** shuts down the computer and then turns it on again Useful for installing new hardware and software

**Stand by** puts the computer into a Sleep-like state

**OK Button** tells the computer to accept your decision

**Cancel Button** gets you out of the particular window Great for experimenting without problems

**Help Button** brings you to the help screen and will try to tell you about the functions on your screen