Computer Basics 2

Getting to know the computer:
Here are the important things to know about the computers you will be using.

This is the power button:

You will see this one on the Dells.
On the new computers it will look like this:

Below the power button in this picture are the headphone and microphone jacks (the two round things), and the USB ports. (Those are the flat, rectangular openings near the bottom.)
Those jacks and ports can also be found at the back of the computer. The front ones are usually easier to get to.

This is what those ports look like on the Dells:

Here is the power button for most of the monitors:

You will also see a DVD drive on the front of the computers. They look something like this.

The first image is from one of the Dells. The second is from my own computer. I'm including it to give a clearer picture of what the drives look like.
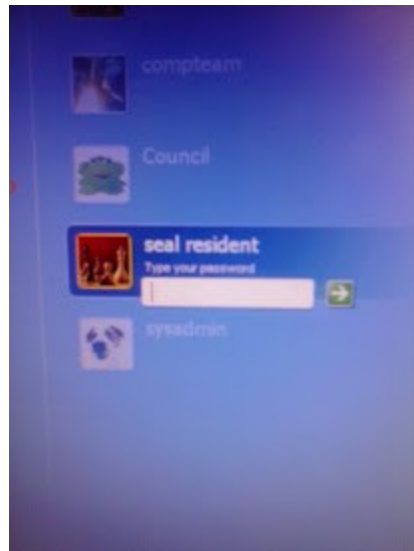
Logging in:

If the computer is not logged into the resident account when you go over to it you will likely see a screen like this:
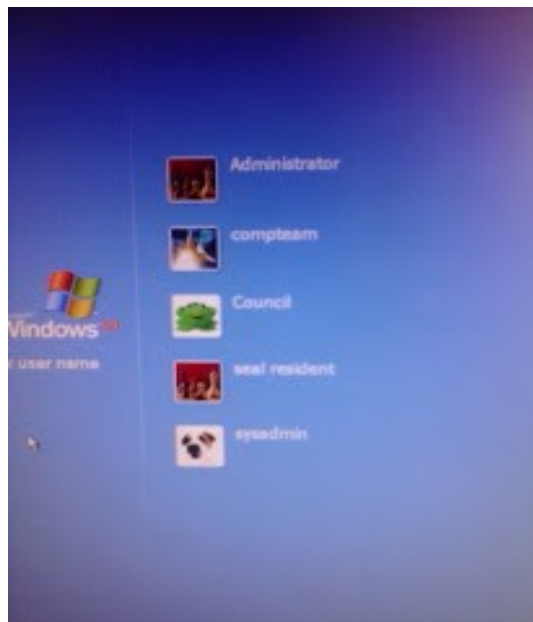
Click on the account you want.
In this case it would be 'Seal Resident'.

You should be logged in automatically. If a password is required you will see a box like the one above. Enter the password and click the arrow button at the right. The login process is the same whether you are using Windows XP or Windows 7. The screen just looks a little different in Windows 7.

Getting to know the Windows desktop

This is the basic Windows XP desktop. (Windows 7 looks very similar. There are just a few minor changes like with the start button and some icons.)
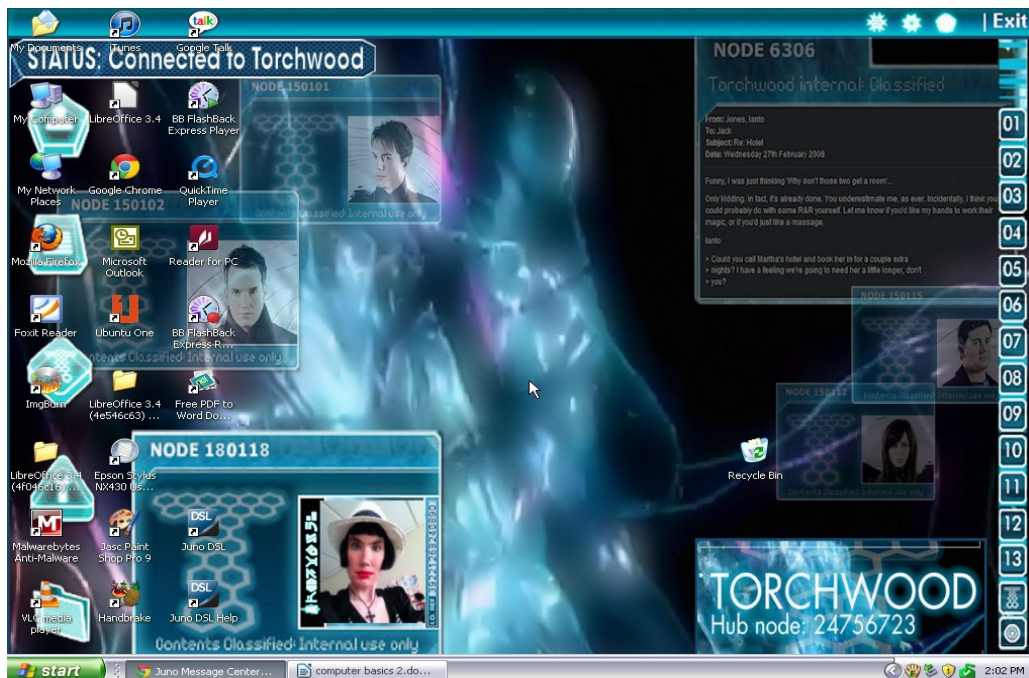
At the bottom left is the start button:

The bottom left is the system tray.

It contains the clock and icons for notifications and running programs.

The left side of the screen contains icons for programs installed on the computer. There are also usually icons for My Computer, My Documents, and the Recycle Bin. (The Recycle Bin can also be at the lower right of the screen.)

Double click any of these to launch the associated program.

Clicking on the start button will bring up the start menu.

This menu contains links to all programs installed on the computer. There are also buttons for logging off or shutting down the computer.

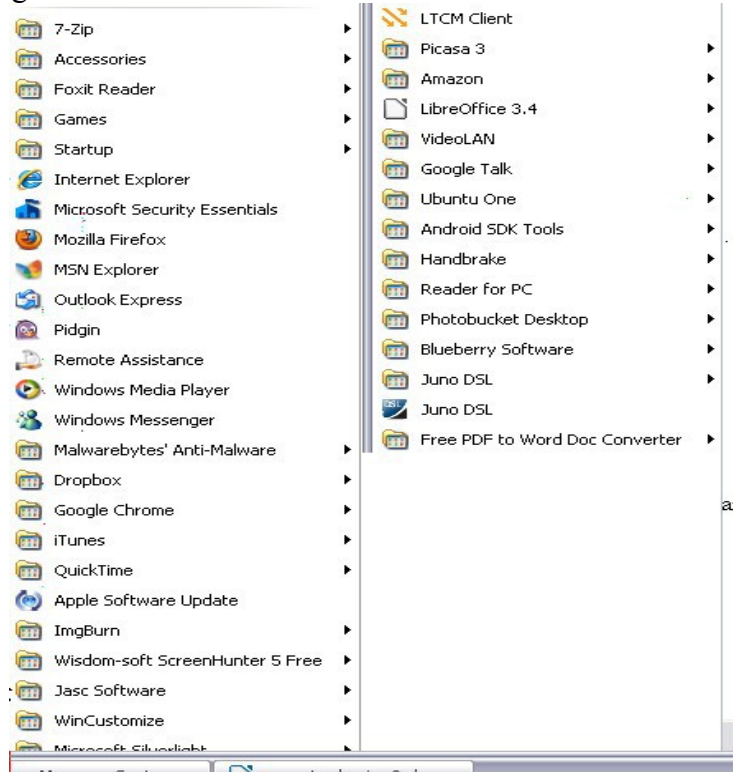The left side has a list of recently used programs.

The right side has links to commonly used system folders.

Click on the 'All Programs' link on the left to see the list of all installed programs.
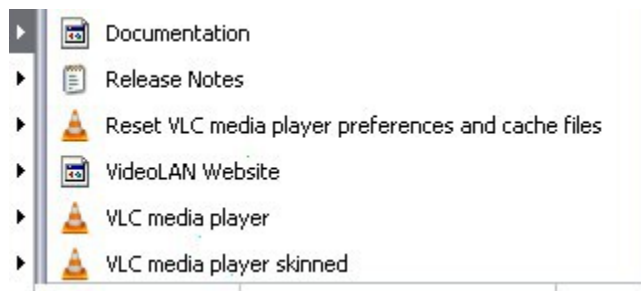
All Programs ▷

It should look something like this:

7-Zip ▸	LTCM Client
Accessories ▸	Picasa 3 ▸
Foxit Reader ▸	Amazon ▸
Games ▸	LibreOffice 3.4 ▸
Startup ▸	VideoLAN ▸
Internet Explorer	Google Talk ▸
Microsoft Security Essentials	Ubuntu One ▸
Mozilla Firefox	Android SDK Tools ▸
MSN Explorer	Handbrake ▸
Outlook Express	Reader for PC ▸
Pidgin	Photobucket Desktop ▸
Remote Assistance	Blueberry Software ▸
Windows Media Player	Juno DSL ▸
Windows Messenger	Juno DSL
Malwarebytes' Anti-Malware ▸	Free PDF to Word Doc Converter ▸
Dropbox ▸	
Google Chrome ▸	
iTunes ▸	
QuickTime ▸	
Apple Software Update	
ImgBurn ▸	
Wisdom-soft ScreenHunter 5 Free ▸	
Jasc Software ▸	
WinCustomize ▸	
Microsoft Silverlight	

You'll notice some programs have arrows to the right of their names.

VideoLAN ▸

Click on that arrow to open the folder and get to the program links.

▸ Documentation
▸ Release Notes
▸ Reset VLC media player preferences and cache files
▸ VideoLAN Website
▸ VLC media player
▸ VLC media player skinned

Click on the link you want from the list.

The program will open.

Watching a DVD/listening to a CD

The steps are similar for both music CDs and DVDs.
Look for the DVD drive on the computer.

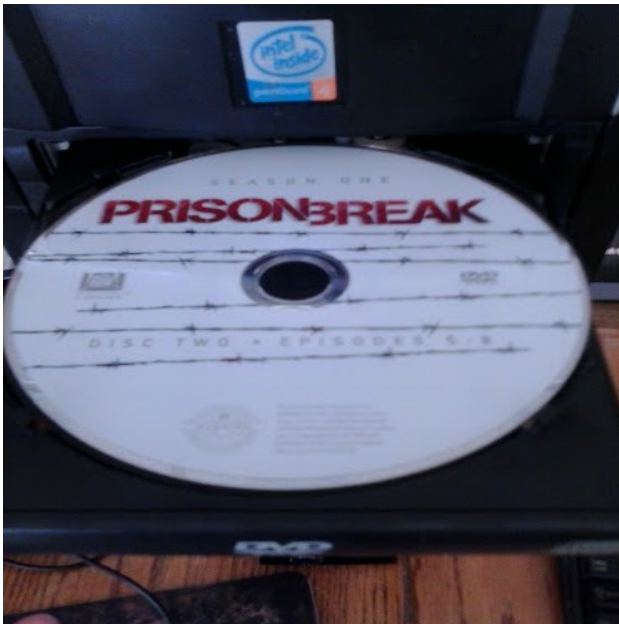Press the button on the right to open it.

(This is not on the same drive as above. I'm using it because it's easier to see than the black one.)
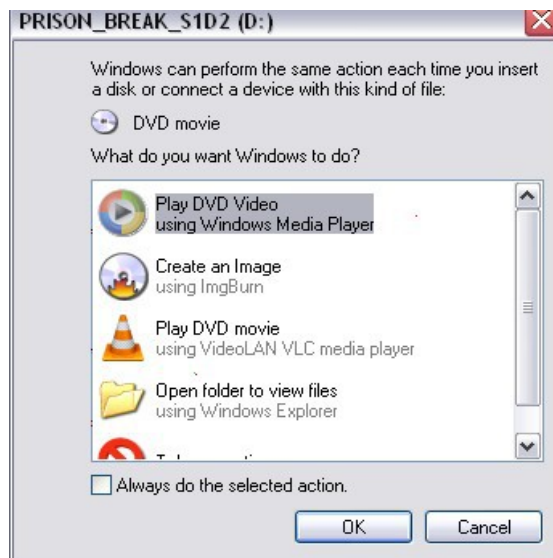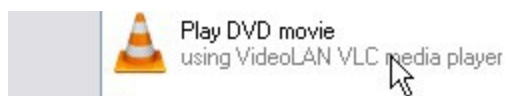It should look like this:

Place your disk on the tray.

Press the button again to close it.

You might see a box like this pop up.

If so you would choose this option:

You also can choose the option highlighted in the first picture and use Windows Media Player.

Click OK and the program will open.

If autoplay has been disabled you need to go to the desktop or programs menu and launch the program

to play the disk.
In this example I will be using VLC Media Player.

Once you've clicked on the icon this window will open.
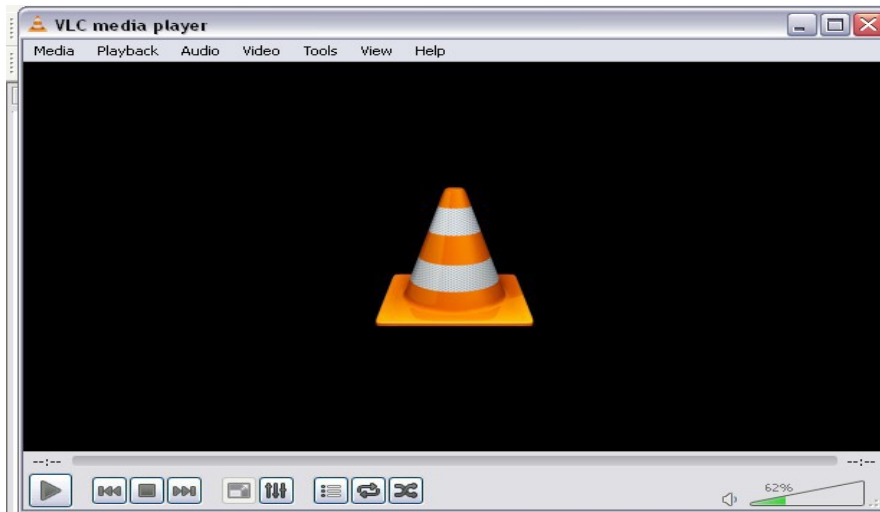
Go to the 'Media' link at the top.

You'll want one of the top three options in the menu that opens.

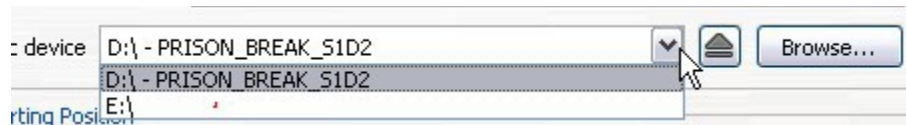Since we're playing a DVD we want 'Open Disc'.

Click on that link.

You should see a window like this:
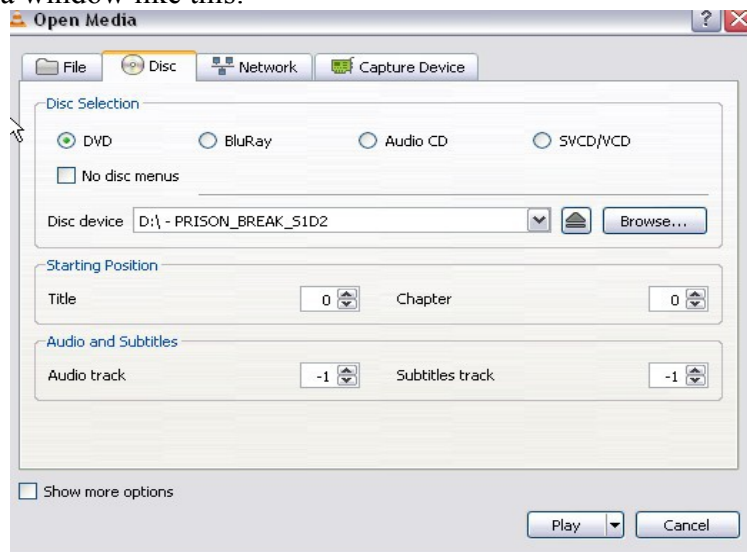
If your disc is not shown in the 'Disc device' window click on the Browse button or the arrow by the
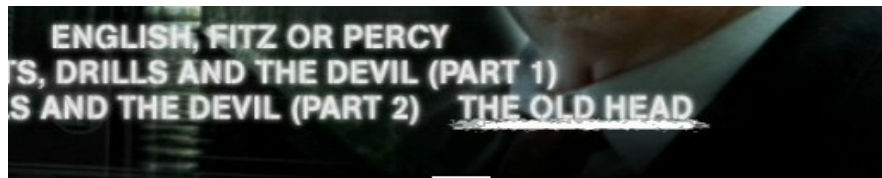
dropdown box to locate it.

If everything looks correct you can just click 'Play'.
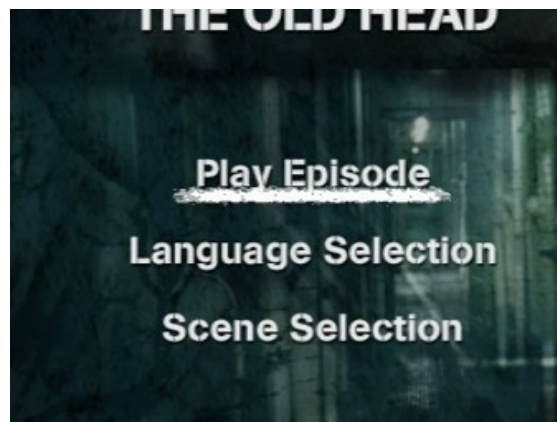
Your DVD should start.

If you are watching a disc with more than one program on it you will need to use your mouse to navigate the menus.

In this example there are multiple episodes on the disc. Left click to highlight and select the one you want to watch.

You also would do the same for the episode menu.

Use the controls at the bottom of the VLC window to pause or stop the playback.


The steps are the same for playing a music CD or audiobook. (With the difference that there is no on screen navigation.)

Adjusting volume
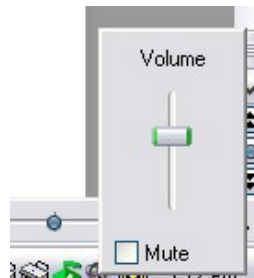
Here is how to adjust the volume on the computer.

Most of the computers can play sound with or without headphones. The new computers however, cannot. You need to plug in headphones to get sound on them.

Start by looking for the volume icon on the system tray.
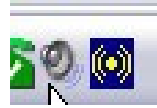
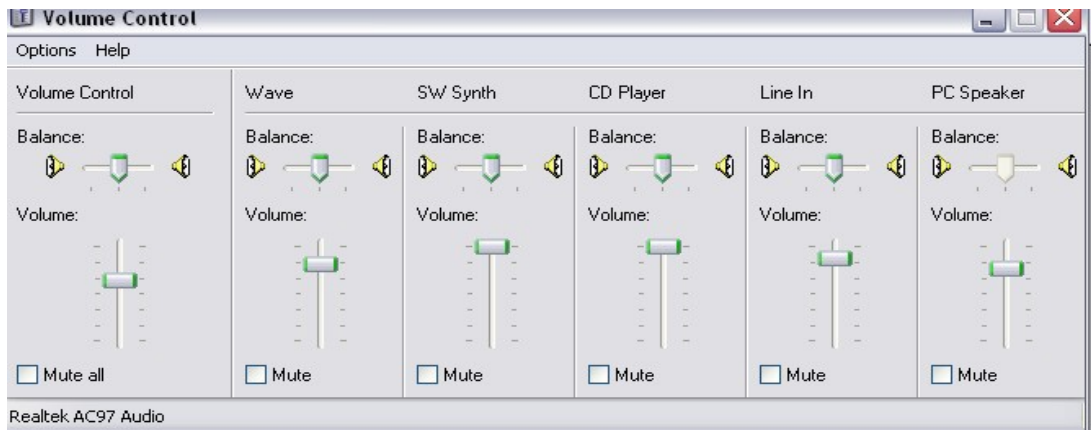It should look something like the above.

Left click and you will get this box:

Right click and you will get this:

Click on 'Open Volume Control'.

This gives you a whole lot more options.

Drag the sliders up or down to adjust the volume and other settings.

You can also click the mute box to totally mute the volume.