

BOOST YOUR SKILLS

in Computer Basics for ESL Learners



Chapter 1: About Computer Basics



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Learning Objectives

■ Computer Objectives

- ▲ Turn the computer on and off
- ▲ Name the major parts of the computer
- ▲ Use the mouse

■ Language Objectives

- ▲ Use vocabulary words to describe parts of the computer
- ▲ Use computer verbs to describe actions
- ▲ Talk with a partner about the computer



Picture Dictionary – Nouns

Term	Definition
CPU (central processing unit)	The brain of the computer system
Power button	The button that turns the computer on
Monitor	The part of the computer that you look at to see your work; like a television
Screen	The part of the monitor that lights up and shows what is happening on the computer
Keyboard	The part that you type on with all the letters, symbols, and functions
Mouse	The small oval piece that you can use to move from one part of the screen to another
Mouse button	The two parts at the top of the mouse used to control mouse movement and make selections
Desktop	The picture you see on your screen when you turn on your computer that has many program icons on it
Icon	A picture that represents a program or command
Laptop	A computer that is all one piece and easy to carry around




Computer Verbs

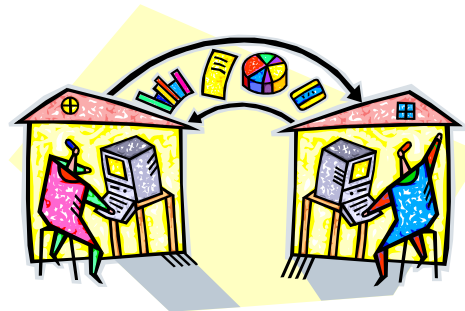
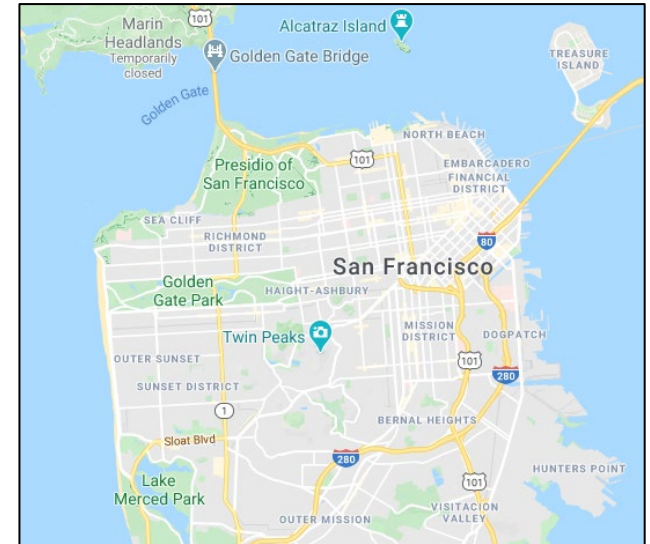
Verb	Meaning
Turn on	To give power to the computer so that it works
Turn off	To stop the power from going to the computer
Press	To push a button with your finger
Let go	To take your finger off the mouse button after you press it
Click	To press and let go of the mouse button in one smooth motion
Go to	To move your mouse pointer to an icon or program name that you see on your screen
Select	To choose a letter, word, sentence, paragraph, or program
Shut down	To turn off the computer using the Start menu
Drag	To use your mouse to move something to a different place on the screen



How We Use Computers

■ What can you do with a computer?

- ▲ Apply for a job
- ▲ Type a letter 
- ▲ Make a picture or graph
- ▲ Find maps and driving directions
- ▲ Find information for reports
- ▲ Send and receive email
- ▲ Translate words

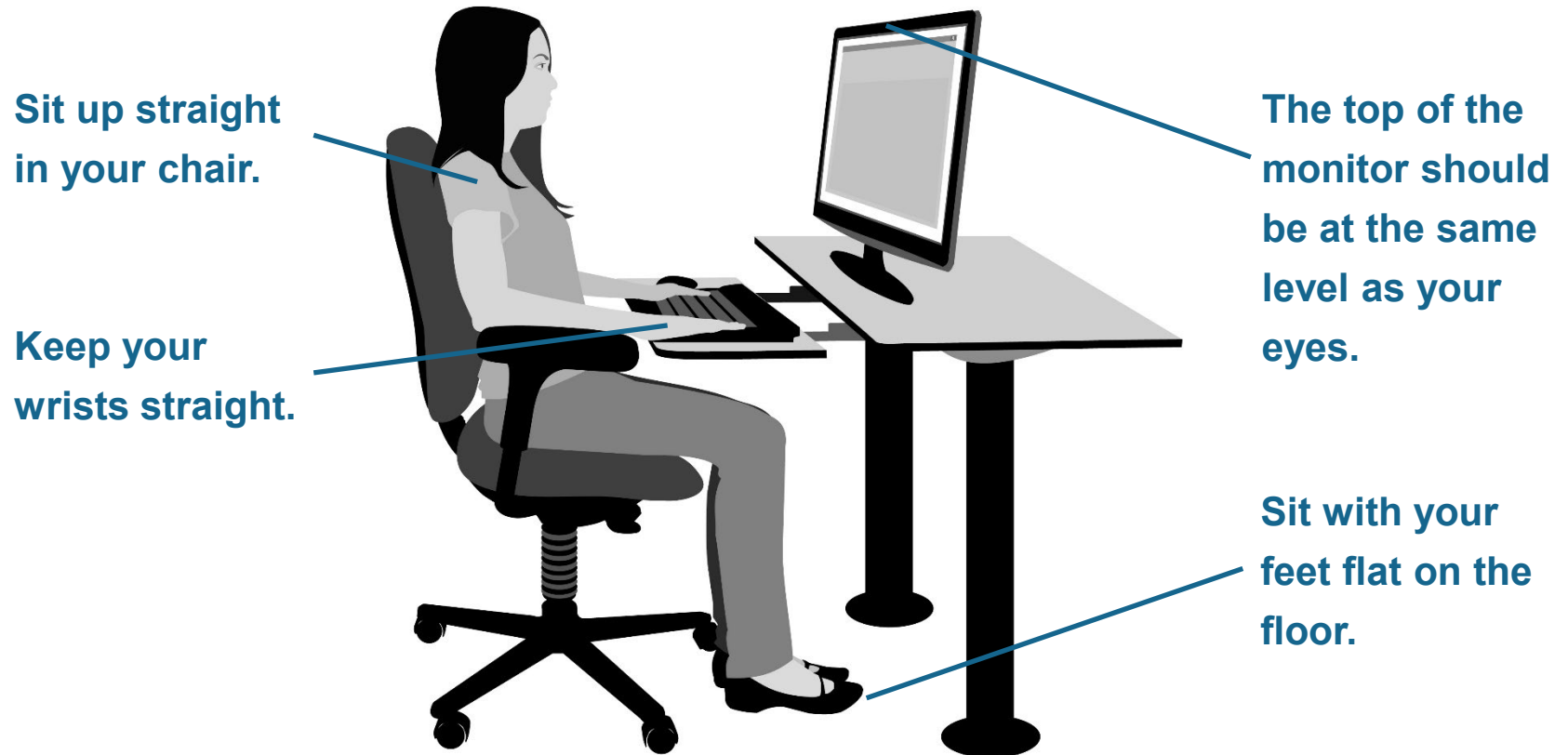


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Parts of the Computer



The Correct Way to Sit at the Computer



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Turning On the Computer

- Push the power buttons on your CPU and monitor.

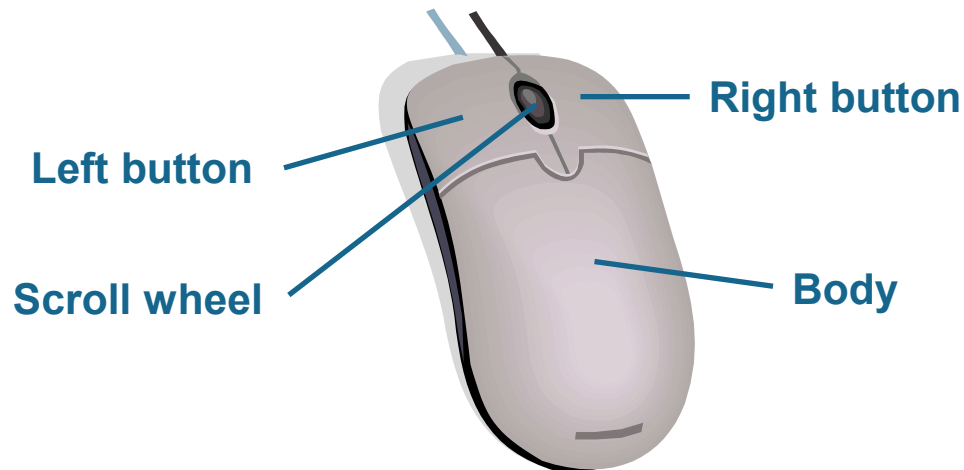


What Is Windows?

- Windows is a program inside your computer.
 - ▲ It allows you to communicate with the CPU.
 - ▲ It allows the CPU to communicate in a language that you understand.
 - ▲ It tells all programs and machines connected to the computer what to do

Using a Mouse

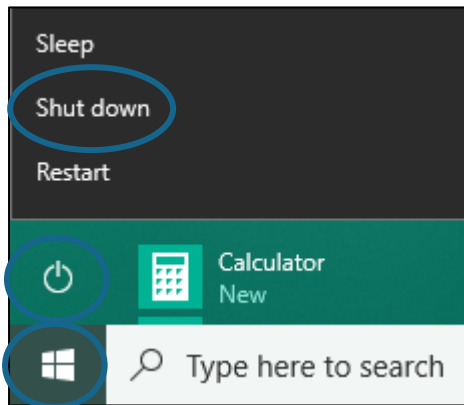
- You use the left button to click most of the time.
 - ▲ If you need to use the right button, you will be told to right-click.
- Use your thumb and fourth finger to hold the mouse and move it to new places.



Turning Off the Computer

■ Keep your computer healthy! Turn it off correctly!

▲ To turn off the computer, choose Start→Power→Shut Down.



TIP! *Start→Power→Shut Down is a command. It means to click the Start button, click the Power button, and then click the Shut Down button. All commands in this book will be written like this.*