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# THE COMPUTER AND ME

Presentation No. 2



# Parts of a computer



- A computer has a mouse allowing moving around the computer screen.
- A keyboard is connected to a computer to type in search for information.
- A printer is connected to a computer to print images or information.
- Speakers or headphones can be connected to a computer to listen to music or anything else.

# Usage of a mouse



- A mouse is one of the main tools in the Windows environment
- The appearance of a mouse cursor may vary depending on the computer programs installed.

# Methods of using a mouse

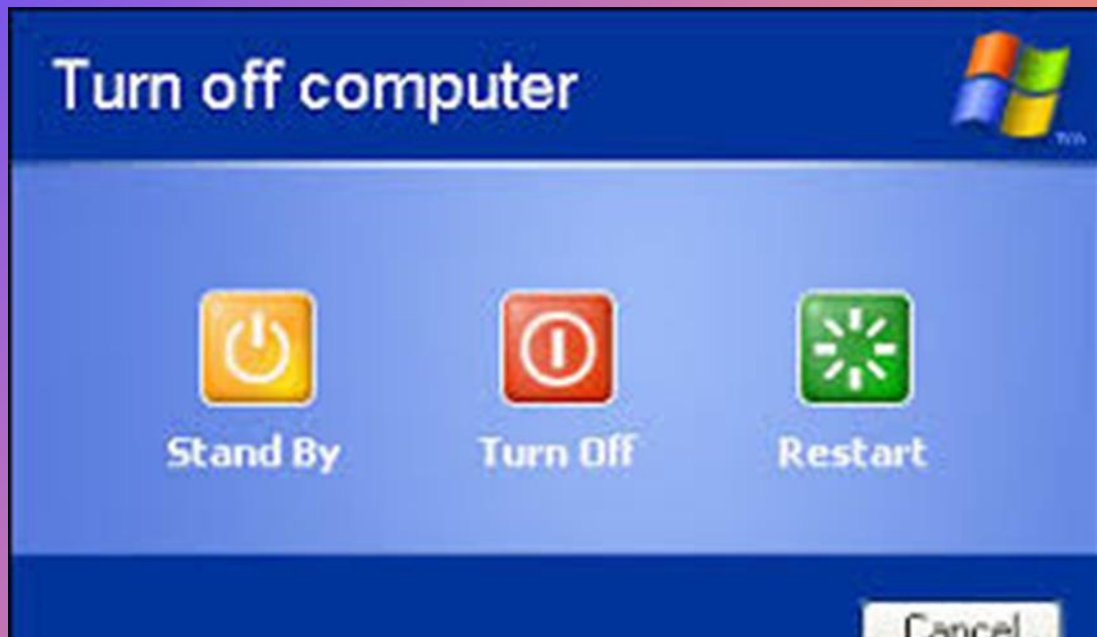
- Use a mouse to move the cursor to the selected object, then confirm with a click or double-click;
- Click - the left button of a mouse should be pressed and released once;
- Double-click - the left button of a mouse should be pressed and released quickly twice in a row





## The first steps in working with a computer

- A computer can be switched on by pressing the button with the following symbol.
- A computer can be shut down by pressing the Turn Off button
- Incorrect switching on and shutting down a computer on and off can adversely affect a computer and cause information damage or loss.



# How to switch on a computer



In order to switch on a computer properly:

- verify that it is plugged in if a computer is not running on batteries;
- turn on the monitor and other necessary external devices, such as a printer;
- press the power button on a computer; usually it is located on the front of the system unit as a button or label Power.
- The Windows logo usually appears on the screen when the operating system loads.
- Then, programs that need to be permanently in memory, such as an antivirus program, are also loaded into memory.

# Basic information and operations




- When a computer is turned on and ready for work, the desktop appears on the screen.
- The MS Windows desktop contains icons and a taskbar that are usually located at the bottom of the screen






# The taskbar contents the following:

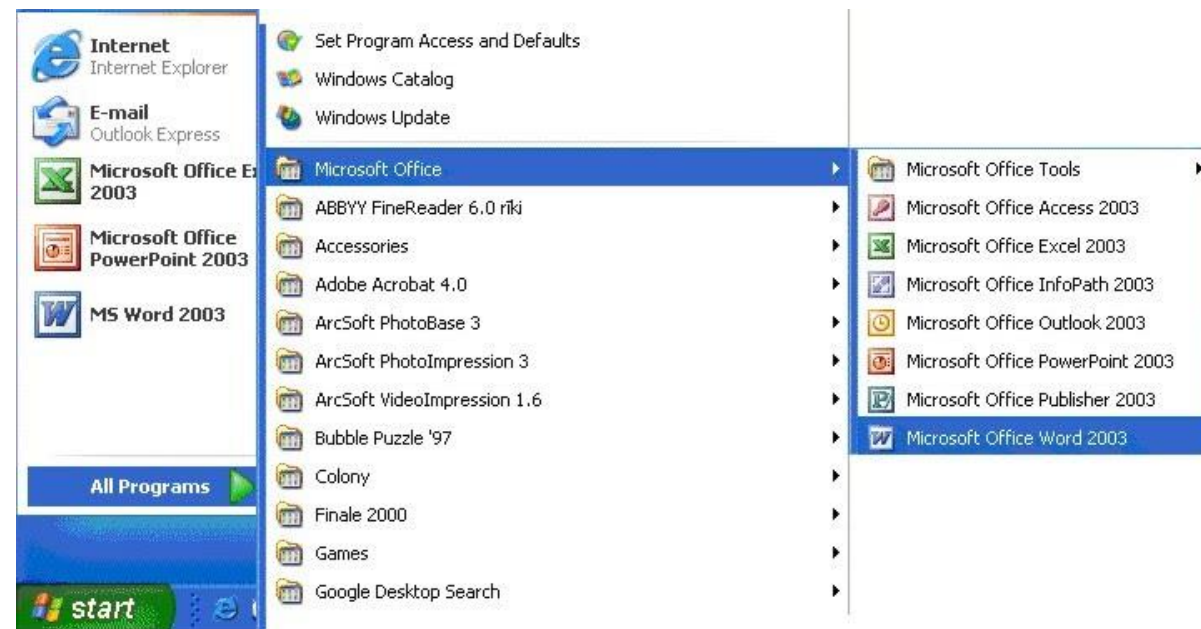


-  button.  
It is used to access programs quickly, find files, get help information, close the operating system, and other actions;
- icons for quick program opening;
- buttons for open program windows;  
The content and design of the taskbar depends on the operating system and varies from computer to computer.



# How to open Microsoft Office Word

- Press the button 
- In the window that opens, select  and click the left button of a mouse on the icon;
- Sometimes the icon  is brought up on the toolbar, you can just click on it;
- The most difficult way is the Start button- All Programs- Microsoft Office - Word

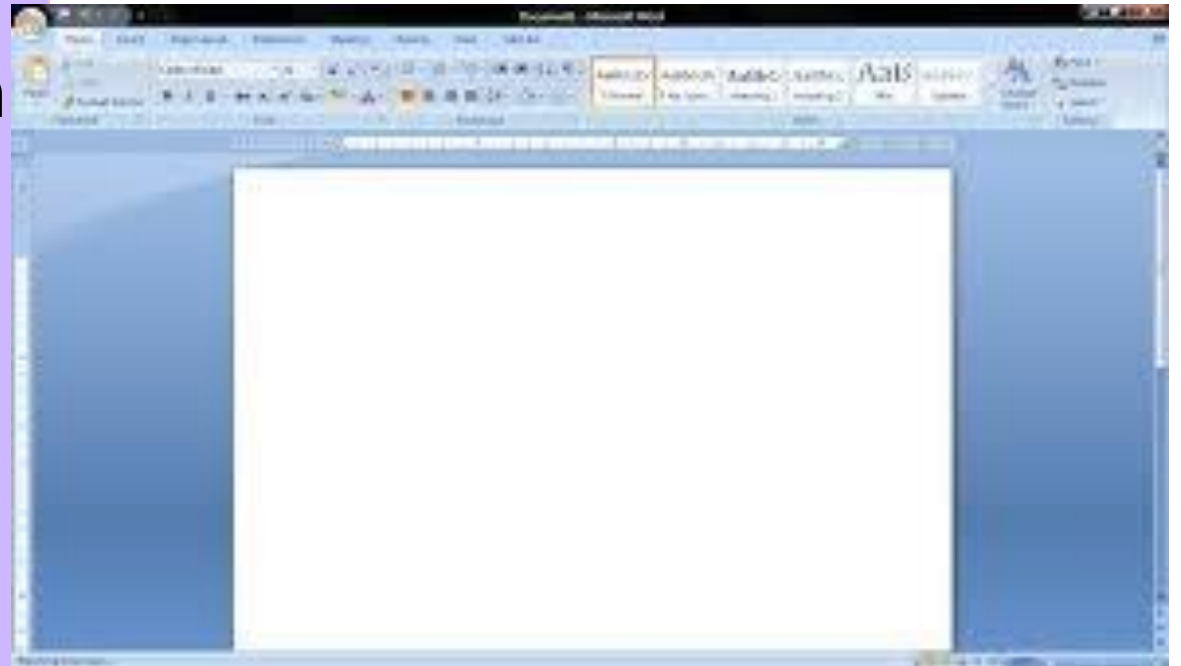


# Workspace of Microsoft Word

- When Microsoft Word is open

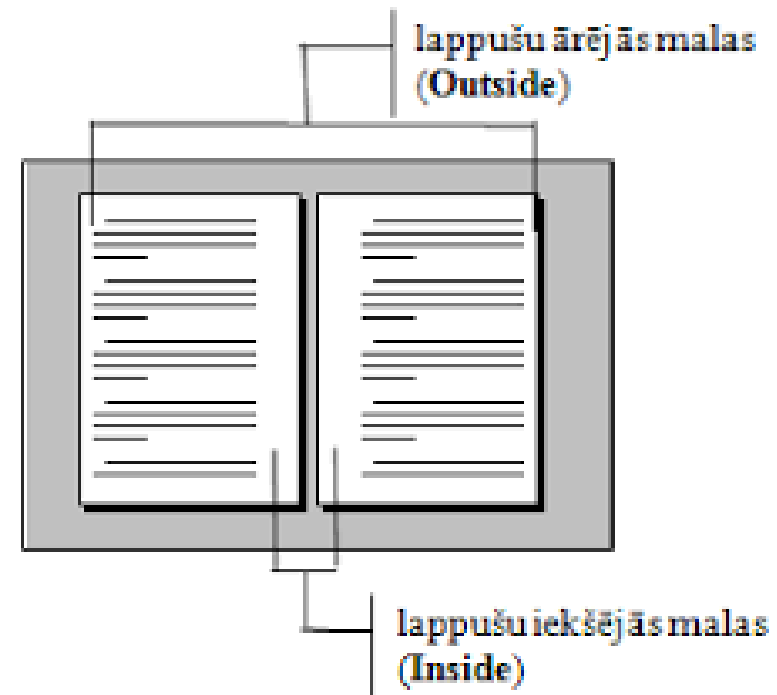
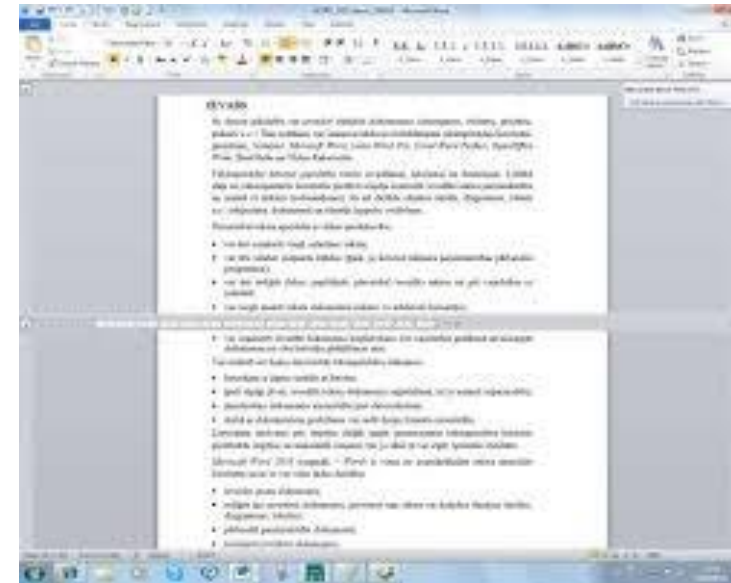
Start- Programs- Microsoft office-Microsoft Word

a window opens with a workspace,  
where a text can be entered



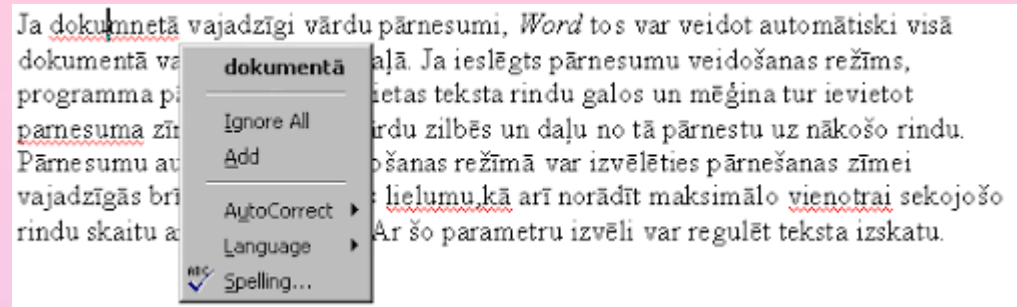
- Each time, when the bottom of a page is reached while typing, a new page is automatically added and the screen appears to be split in two parts.

- The programs sort the document pages one after the other and none of them will disappear



# Text errors

- Pay attention if under the text you type a red or green wavy line appears!

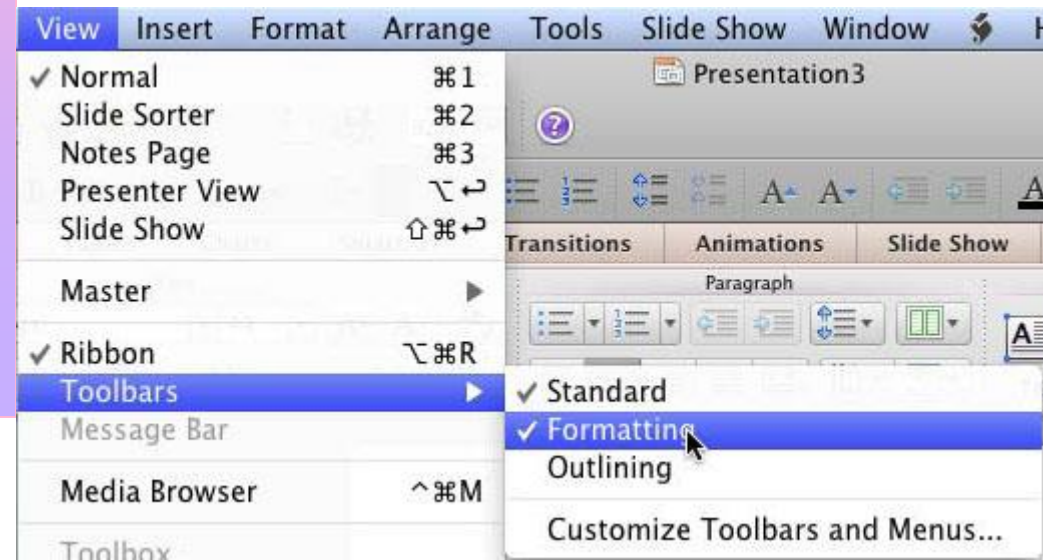
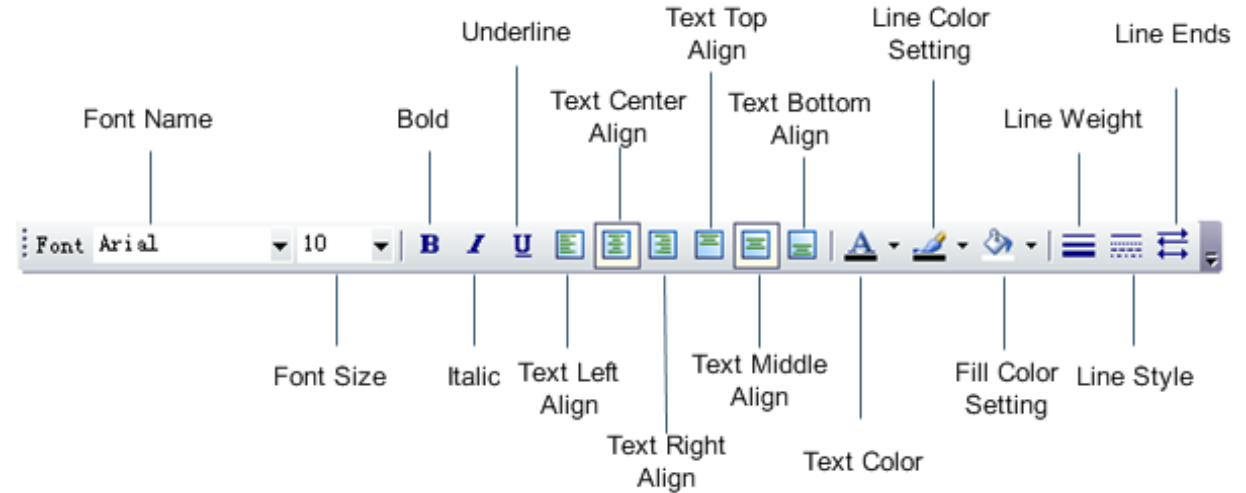


- The computer program underlines a misspelled word, offers a correction or pays attention so that the errors in the text are corrected in time!

# Text formatting parameters

- A special formatting toolbar is available for text formatting

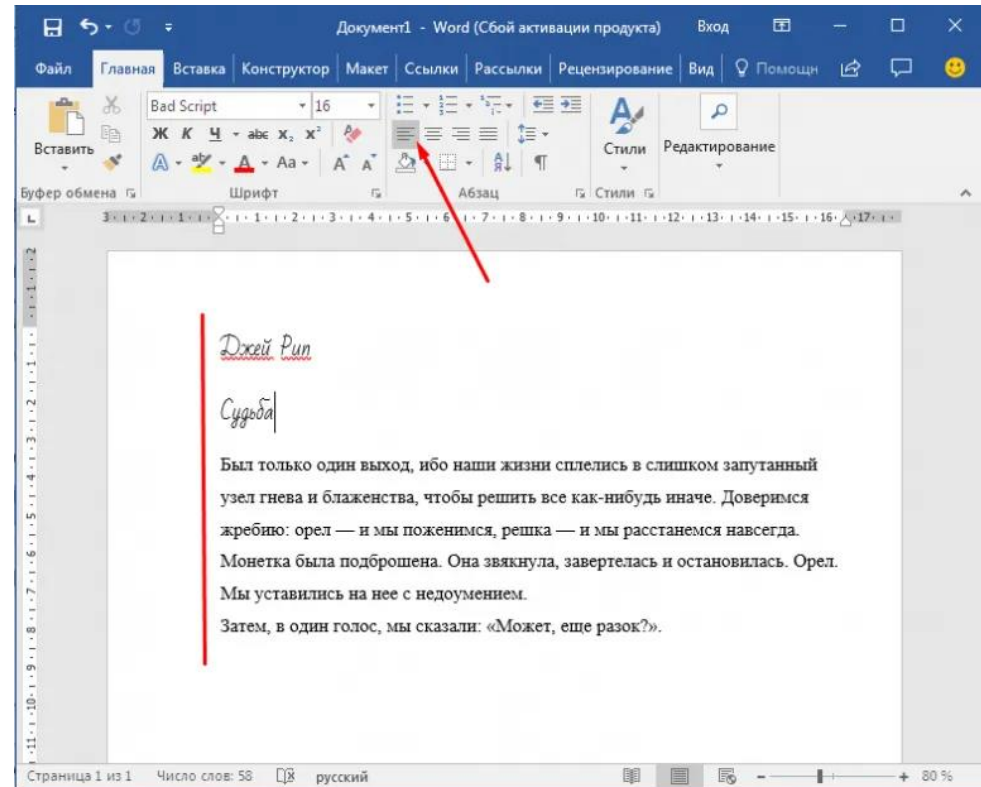
- It can be opened in the menu View – Toolbars- Formatting



# Paragraph alignment

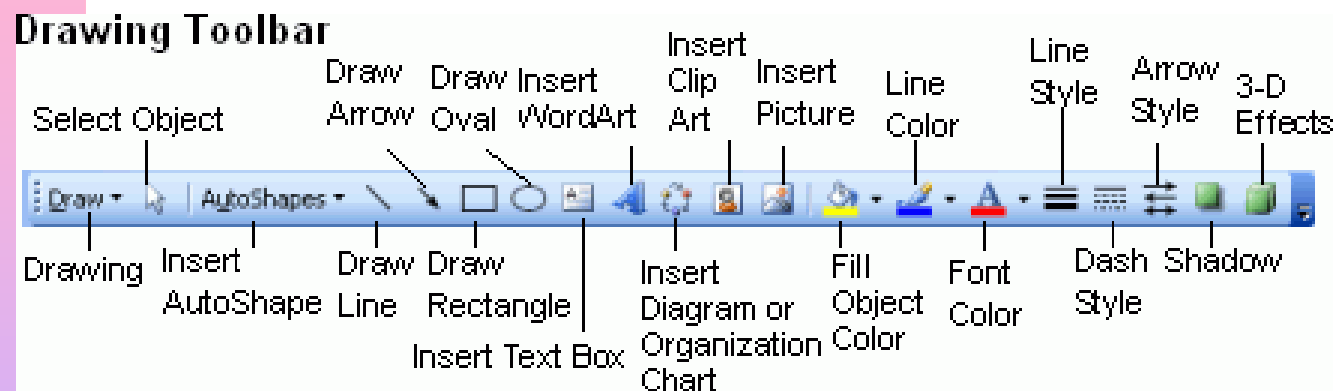
- Use the special tools on the formatting toolbar to align the paragraphs
- Align Left (Ctrl + L);
- Center paragraph (Ctrl + E);
- Align Right (Ctrl + R);
- Justify paragraph (Ctrl + J).

- Paragraph alignment can be specified with



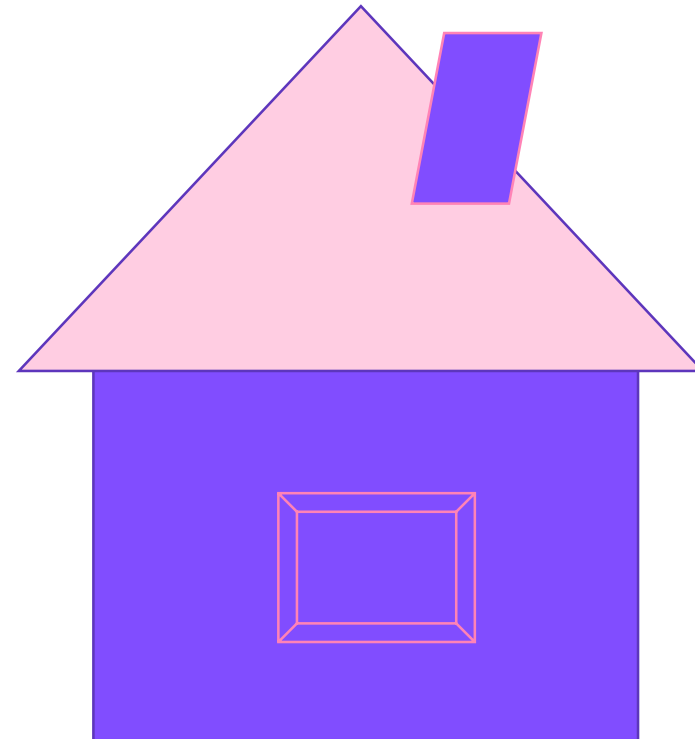
# Drawing in Word

- The tools from the *Drawing* toolbar itself can be used to draw simple pictures



- It is activated with a command  
View – Toolbars- Drawing

- The drawing tools include such tools as Line, Arrow, Rectangle, Oval, AutoShapes
- Shapes and lines are drawn using a mouse

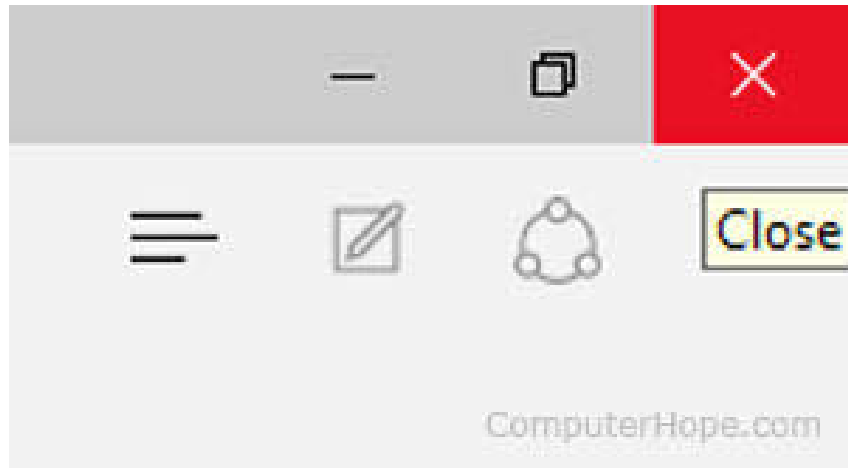




# How to resize images

- The drawn images can be edited - resized, moved, changed colour, brightness, etc.
- Firstly, an image must be selected by clicking on it with the left button of a mouse
- Hold down the left button of a mouse and move a mouse for increasing an image - in the direction away from the centre of an image
- for reducing an image - towards the centre.
- In order to delete an image, select it and press the Delete key on the keyboard

# How to shut down a computer properly



Proper shutting down a computer ensures that all processes are completed normally.

In order to shut down a computer properly:

- close all files you worked with;
- close all apps and windows;
- close the Windows operating system.

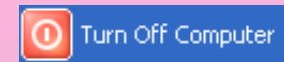
# Continuing to shut down a computer



- Press the button



- then the button



If a computer does not turn itself off, wait until appears on the screen

It's now safe to turn off your computer, and shut down the computer by pressing the On/Off button

**THANK YOU FOR YOUR  
ATTENTION!**

