The Easy Computer Manual

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Basics

Mouse — The mouse normally looks like a little arrow, but it can change depending on what you are doing

Red X Button — It is found on the top right of every window, and if you press it with the mouse it will close the window

Enter key — it is located on the keyboard it can be used to open icons, and create new lines when typing a message

Start Menu — Nearly everything you can do with a computer can be found in the start menu -(it is a good idea to practice using the start menu, it is one of the hardest things to learn)

Tab Key — it is located on the keyboard and it is typically used to go from the user name to the password field. (but remember when finished you have to press enter key)
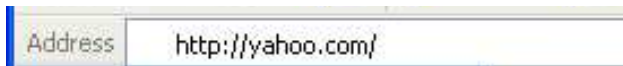
Address Bar — it is found on the top right of the Internet Explorer, this is where you type in "yahoo.com" or ("mail.yahoo.com" to go directly to mail)

Note google.com has a search bar, not an address bar.

Period (or dot) - is used for the period between "yahoo" and "com" Example: Yahoo . Com

White area next to Yahoo!ID and Password: — is called a field, you have to click in it one time with the mouse before you can start to type

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Please use the space below to make your own personal notes.

_____

_____

_____

_____

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Turning On The Computer

To turn on the computer you need to press the Power Button
It is found on the outside of the computer (Box)
— The power button looks like this:

After the computer is finished starting up
this screen should appear:

You now need to click, with the Mouse, on Class

After you Click, Class, with the mouse, you have now Successfully logged onto the computer, please proceed to the next page for more information on how to go on the internet.

Going on The Internet

After completing the steps on Page 3, you should now see a screen similar to this:

You must now find the
Internet Explorer
Internet Explorer is found
in several locations

-On the Desktop
-In the Quick Launch Bar
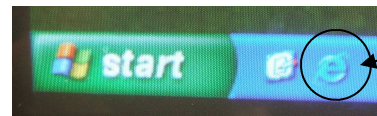**-In the Start Menu**

Please Pick **ONE** way

On the Desktop, Internet explorer looks like this:
 —You Can Double-Click (click 2 times fast) on this:
 — Or you can click it one time and press Enter
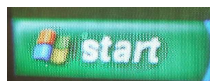   (enter is on the keyboard)
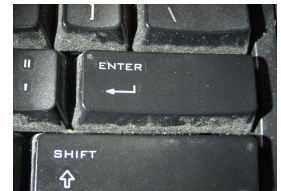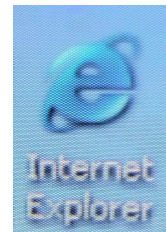
———————————**—OR—**—————————————————

In the Quick Launch bar, you simply find the E next to start and click on it
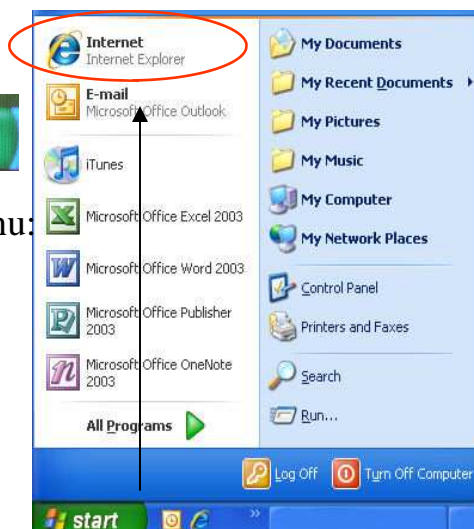one time with the mouse.

———————————**—OR—**—————————————————

In the Start Menu, you first
click on Start

You Will Then See This Menu:

Next you simply bring
the mouse over the
Internet Explorer until
it changes color (like
in the picture below),
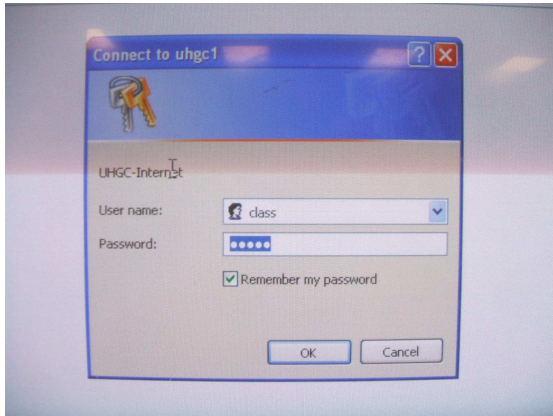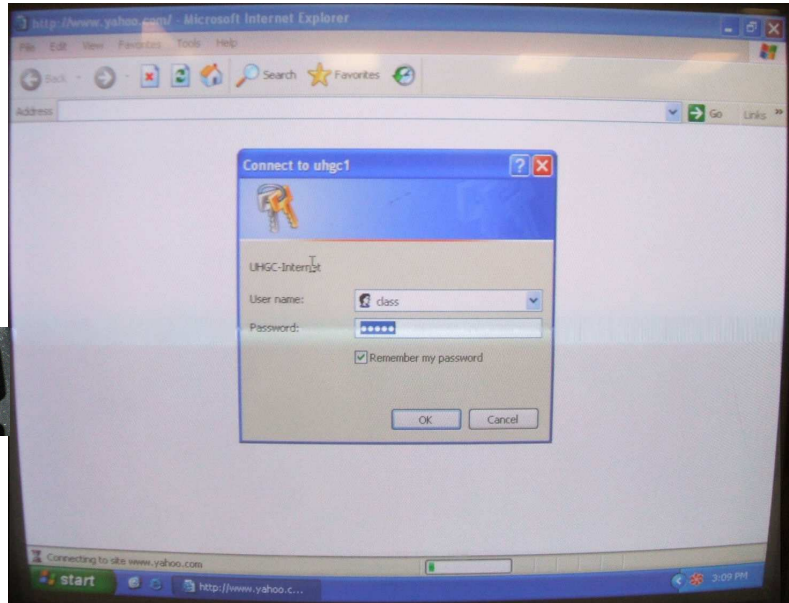and **click** it one time
with the **mouse**.

The Internet Continued...

A screen such as this should now appear.

If this screen **does not appear**, or a **different type** of window appears simply press enter on the keyboard.

When This window pops up, Either Click "OK" with the mouse, or more simply **Press Enter on the keyboard.**

Only type in this box if you do **not** see class next to user name.
User Name is: **class**
Password is: **class**
Then press enter as above

If you now see a screen like this one you are on the internet.
- If this is **not** the Screen you see do not be worried.
  To get to this screen you can easily follow steps on the next page.
- If **no page displays or only a white screen** there was an error made.
- Please go to page #4 and try again.

# Checking Yahoo Mail

If you see this page, please go to page 7

A screen similar to this should appear. If it does not you can easily navigate to it.

If you get a blank screen or a screen that shows only white, no writing, please re-try page #4 and #5

IF the above screen **does not** appear, please follow these steps.

- Click in the address bar
      —It can be found at the **top right** of the screen
- Clear the text in the field and type **yahoo.com** and press **enter** on the keyboard
- When you are finished it should look like this.
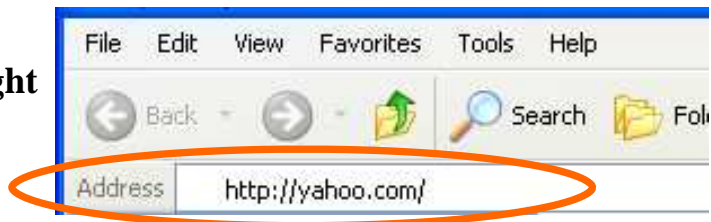
- Now a screen similar to the one above should appear, the screen should say yahoo! in red letters just as the screen above does.
- If it does not go back and reattempt the above steps

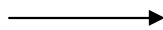When you see a page like the one above please go to the next page

Checking Yahoo Mail Continued...

Now that you see this page, you can easily check your mail

To Check your Mail, **Click** with the **mouse** on the **Mail tab** (image below)

—The mail tab is found on the middle upper right

It looks like this image

Next you will be asked for your user name and password, on the next page there are several steps walking you though this process

Checking Yahoo Mail Continued...

A screen asking for your **user name** and **password** should now appear

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With the **mouse click** on Yahoo!ID or click in the white field next to the YahooID:
—>Now type in your <u>Yahoo ID</u>, (you **do <u>not</u> need** to put **@yahoo.com**)

With the mouse **Click** on <u>Password</u> **or** Press **TAB** on the keyboard
—>when you type your password little dots will appear in place of letters and numbers these dots look like this: ● ● ●

When finished press Enter

If you would like, write your user name and password here for easy reference.
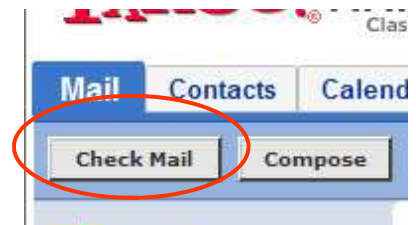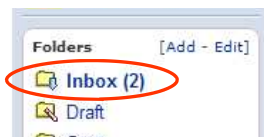
User name _____

Password _____

Checking Your Mail

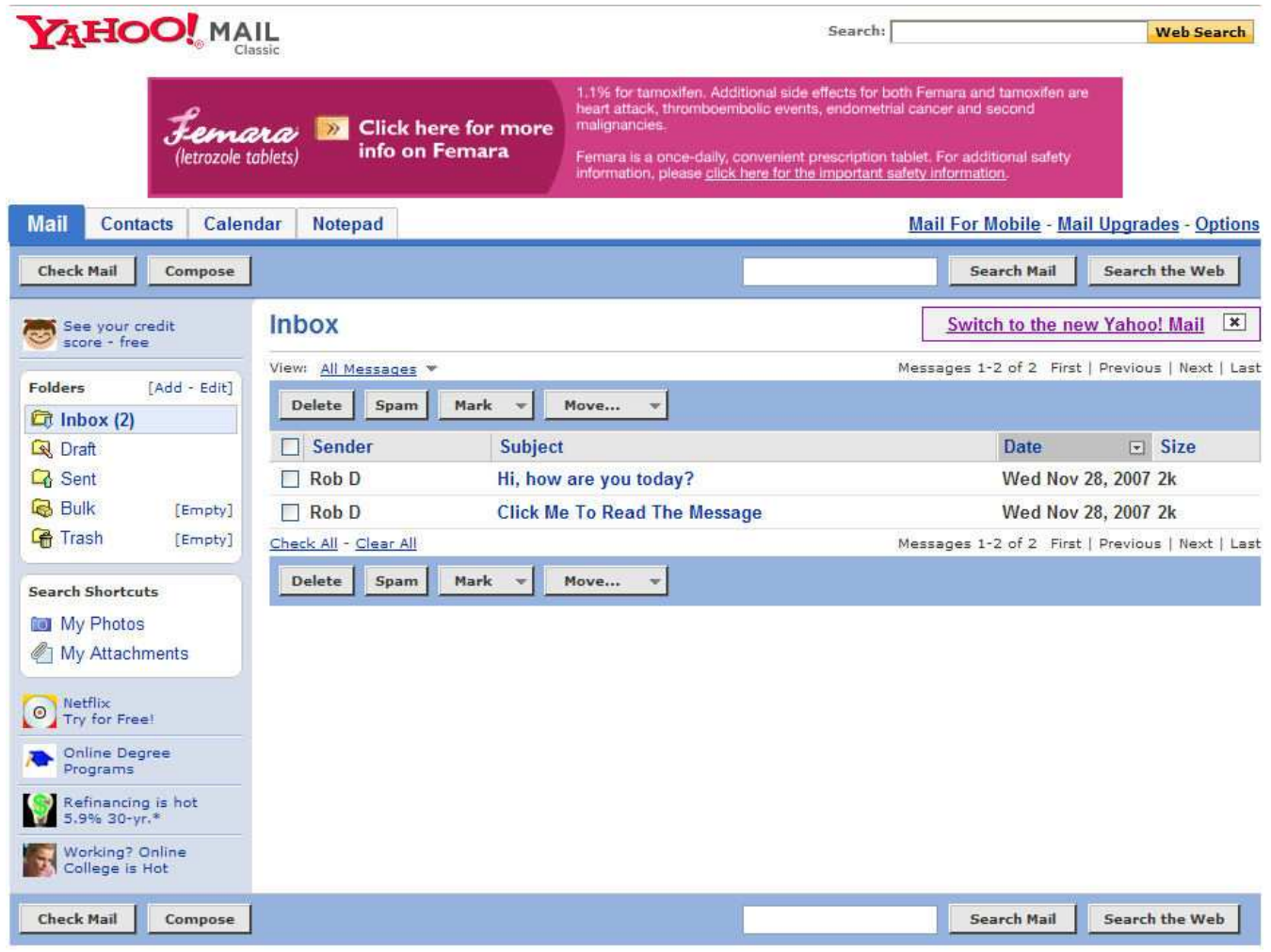After Entering your user name and password you should be taken to
this page:

To Check your mail, Click Check Mail on the top right with
the mouse.
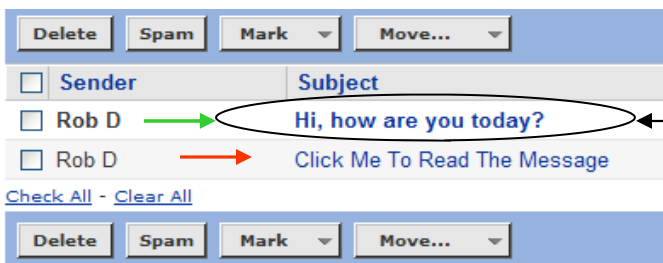
————OR————

Click on Inbox

Reading Mail Messages

You should now be in your Inbox, your Inbox looks similar to what is below:

To Read messages you have Click on the Messages subject line.
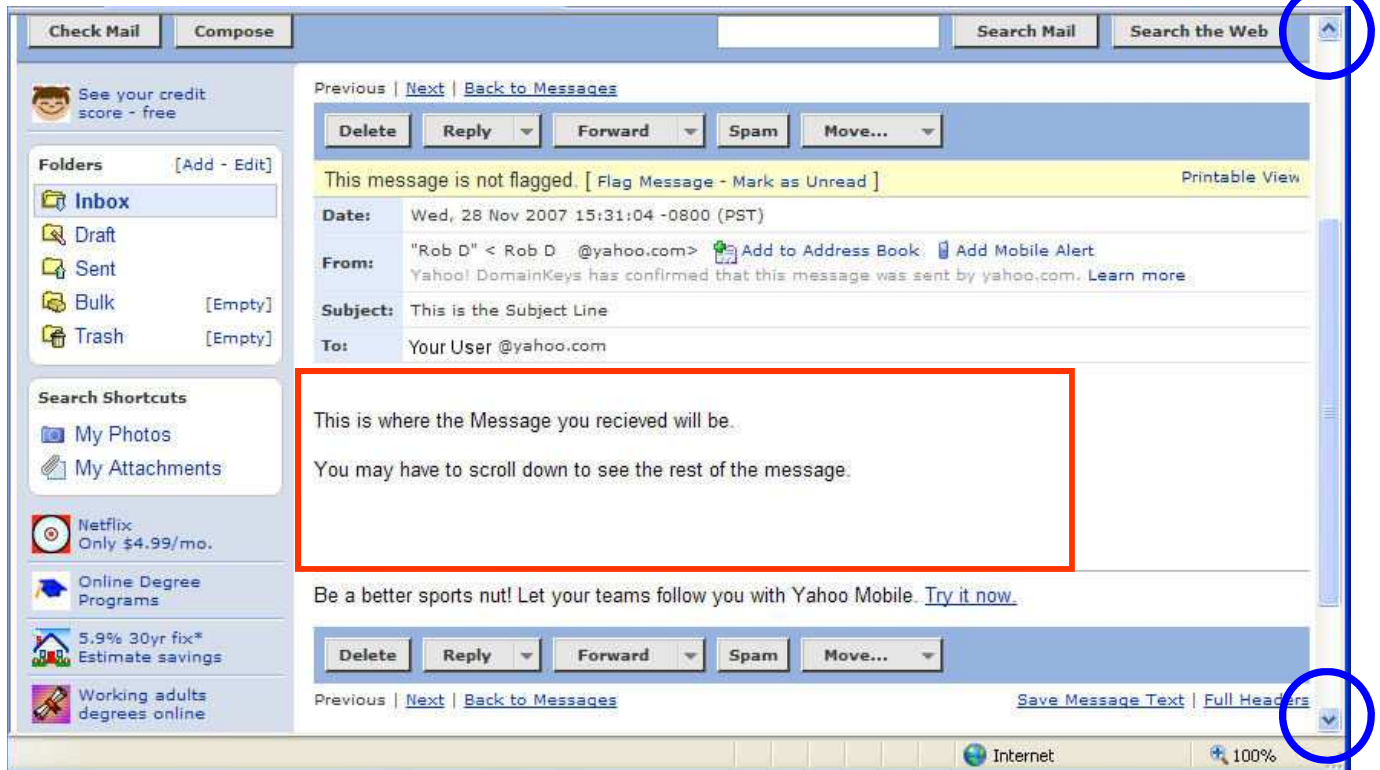   The subject line is **Blue** and Bold If unread

"Hi, how are you today?" is the subject line, and you would click on that to read the message

NOTE—Your Subject Line **will** probably be **different**, but it will be in the **same location.**

Notice ——▶ "Click Me to Read the Message" **has** already been **read**, so it is **no longer** bold

——▶ "Hi, How are you today?" **has not** been **read** so it is **Bold**

Reading Your Messages

The Red Box Shows where the message should appear
from the person sending you a message.

In many cases to read the message you will have to scroll.
If your **mouse** has a **scroll** wheel you could use that. **If not:**
    — To scroll you click on the scrolling arrows (highlighted in blue above)
    — Clicking lower button will scroll down,
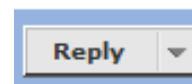   and the button on top will scroll up again.

When you have finished Reading your message, you can Delete it, Reply, or move to
the next message.
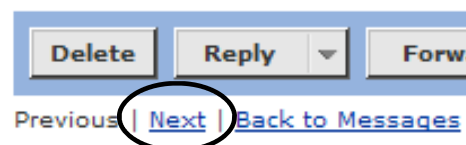If you Click Delete you will get rid of the message.
Do not do this to messages you **wish** to **keep**!
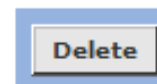
Use Reply To send a message back to the person.
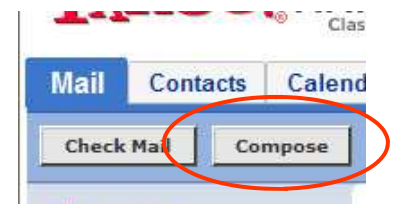
Use Next, to see your next message

Sending (Composing) An Email

Generally Compose and Check Mail are always on the top right.

If you are starting from the page (#9) below you would Click on Compose (as shown below)

To send a new message, Click Compose on the top right.

Compose is also on the top right if you are reading a message someone sent to you.

Generally Compose and Check Mail are always on the top right.

Sending An Email

When you Click Compose, a screen like this should appear.

To send a message you must type who it is "To" and a "subject" along with the "Body" of the letter.

To type in the "To" field, you **must click** in the white **area next** to the **word "To."** When the cursor is **blinking** in the white area you can then **type** in the **other person's email address**.

A subject is a **few** words **about** the email, to type in there, you must click in the white area next to it, just like above.

You would then continue to type your message, in the message area (as shown to the right).
You would Click in the Message area with the mouse, and start to type your message.

When finished Click Send, at the top or bottom

Finished Sending Mail

When you Finish typing your message, and you click on Send at the top or bottom of the page, you will see a screen similar to this one.

You have now finished sending your message.
You can Check Your Mail or you can Compose another message from this screen.
— Please go back to page 9 if you wish to check Your Mail
— Please go back to page 11 if you wish to Send a New Message

These are two quick shortcuts if you want to check mail or compose a new message.
Simply click on the one you wish with the mouse.

Microsoft Word

 - Microsoft word is used to type documents, similar to a typewriter. It also includes a spelling checker, to make sure when you type, the words are spelled correctly, and the proper grammar is used.

- Microsoft word is very simple and easy to use
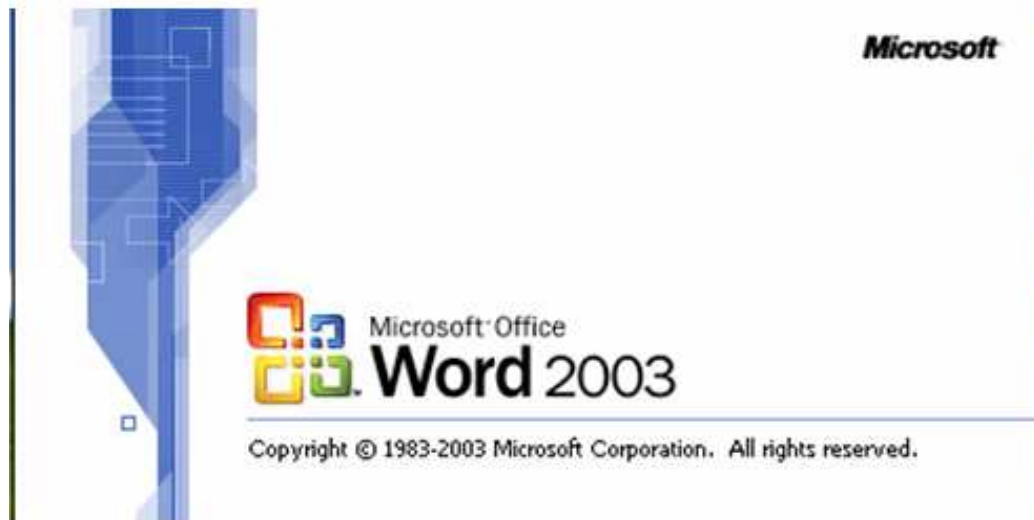
Using Microsoft Word

To Start Microsoft Word you have to find it's icon.
    The Microsoft Word Icon looks like this:

-OR-

The Icon is almost always in different places on different computers

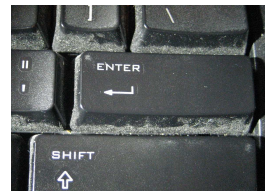You must now find the **Microsoft Word Icon**
Normally it is found in several places:
-On the Desktop
-In the Start Menu
-In the All Programs Menu
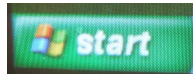
On the Desktop, Microsoft Word will look like this: ⟶
 —You Can Double-Click (click 2 times fast) on this:
 — Or you can click it one time and press Enter
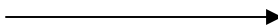   (enter is on the keyboard)

———————— —**OR**— ————————————

In the **Start Menu**, you first click on Start

You Will Then See This Menu:

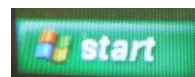Next you bring the mouse over the **Microsoft Word** Icon, and **click** it one time with the **mouse**.

———————— —**OR**— ————————————

Please go to the Next Page for the other way to open Microsoft Word

Please Proceed to the Next Page.

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Using Microsoft Word

To Click Microsoft Word in the All programs menu, you have to click on **Start**
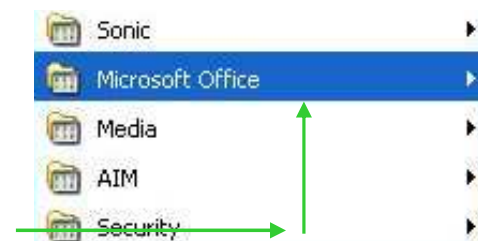

You then click (or **bring the mouse over** and wait a second) on **All Programs**

Very **Carefully** you have to **slide** the mouse to the **Right**

You would then bring the **mouse up** to **Microsoft Office**

Again, **Very Carefully** you would have to **slide** the **mouse** to the **Right** and bring it **over** Microsoft Word and then **click** it with the **mouse**.

This can be very hard, and you may need to try more then one time

Using Microsoft Word

When you have successfully clicked on the Microsoft Word Icon, a screen such as this should appear:
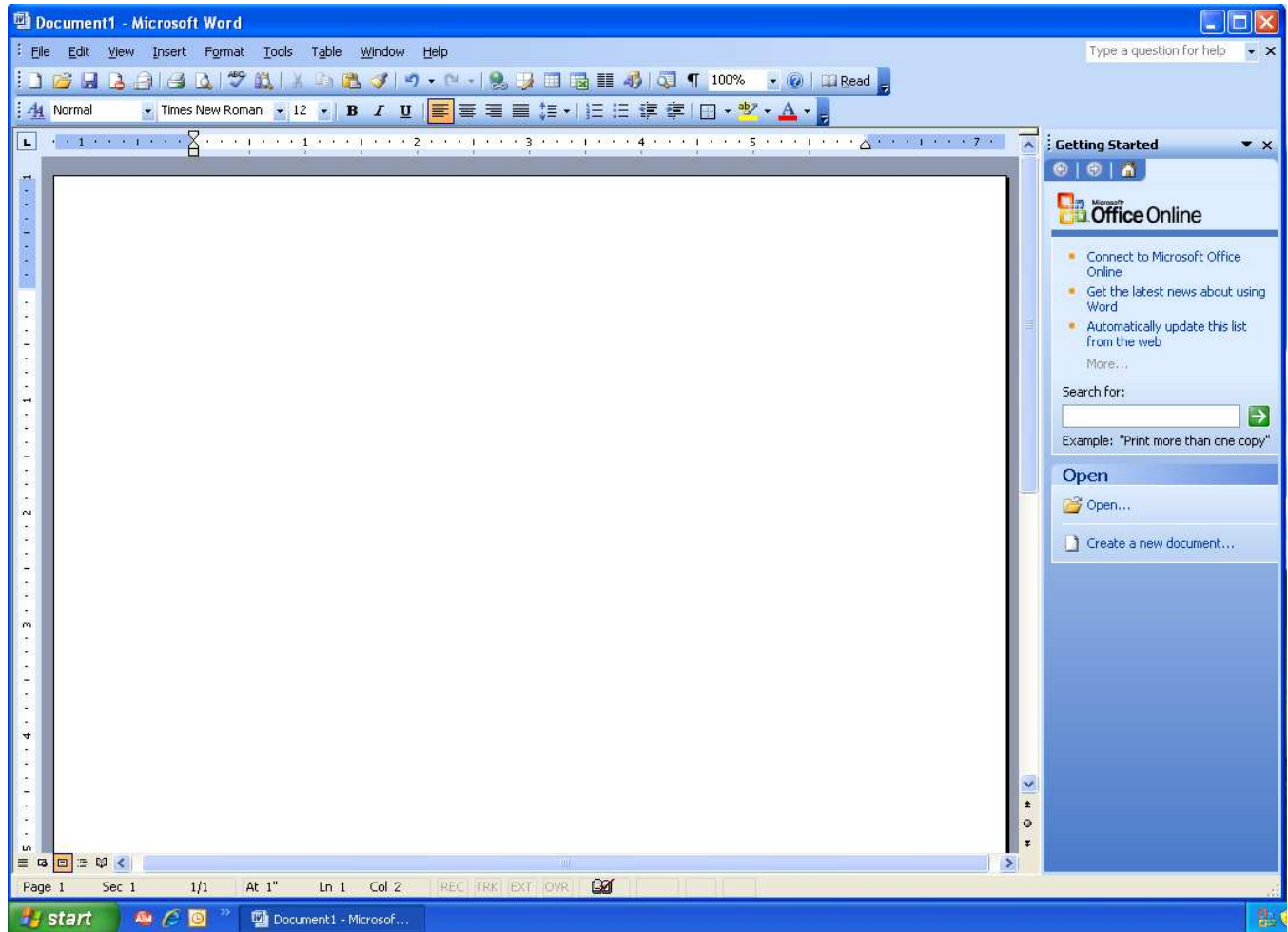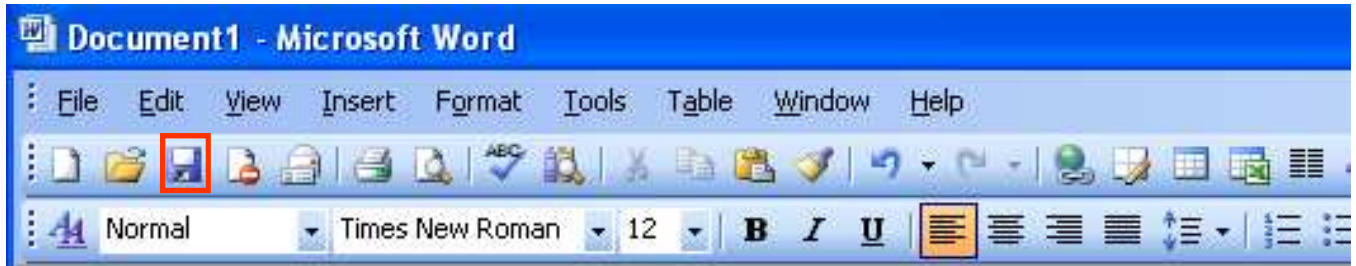

You could now start typing

—When you have finished typing and you like to save your work, or keep it, please go to the next page.

—If you have already typed something and would like to go back and read it, or make changes please go to page 20.
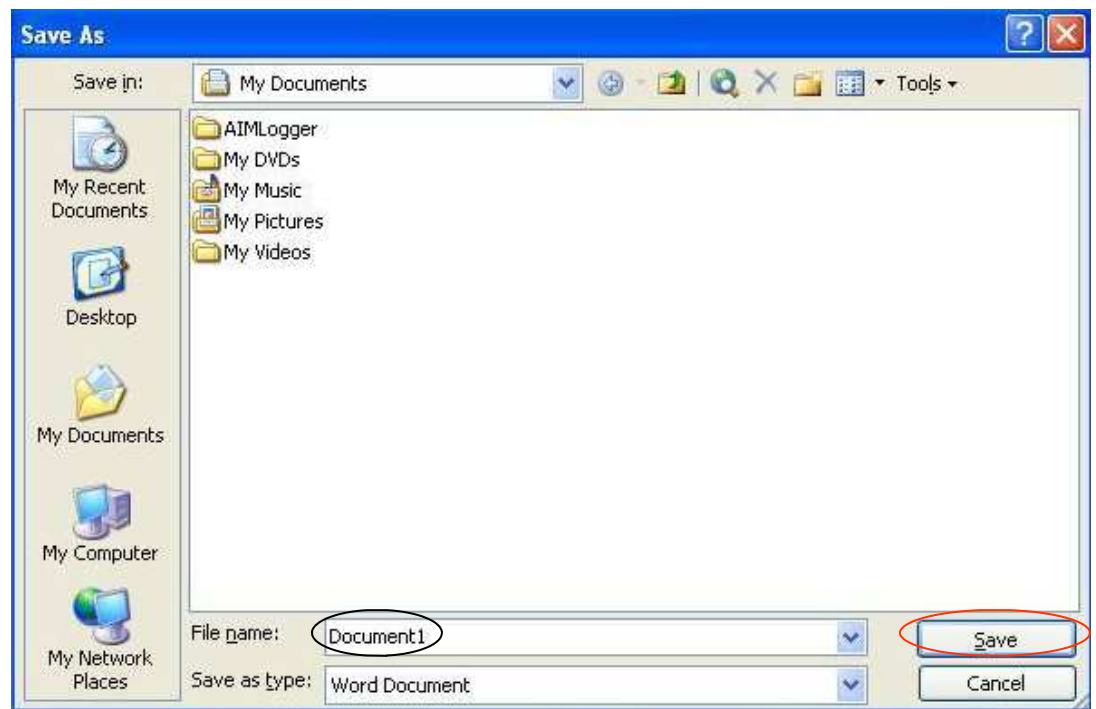
Using Microsoft Word

If you have **finished** typing and would like to **save** your work, so you can read it or print it later, you can by clicking **Save**

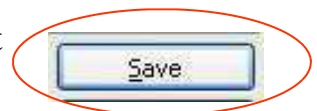When you Click with the mouse on **Save**, a screen like this will appear:

To **create a name** for what you typed you Click in File Name (see below)
The File Name should be something regarding the what you typed. (for example, "cookie recipe")
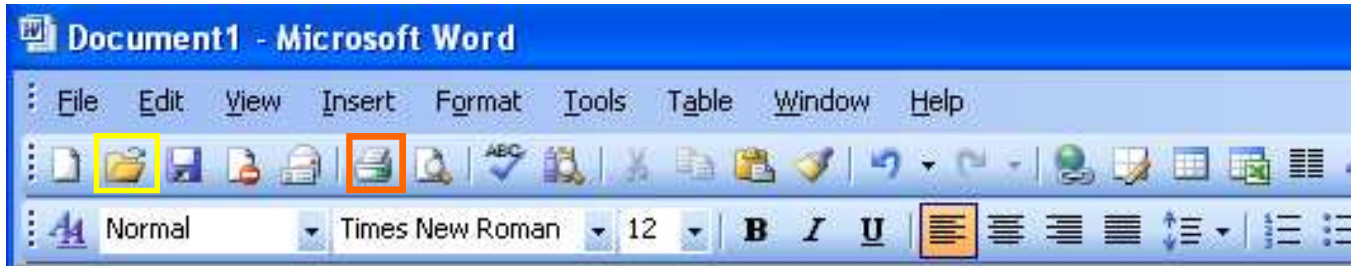
You have to backspace or delete Document1 before you can change the name

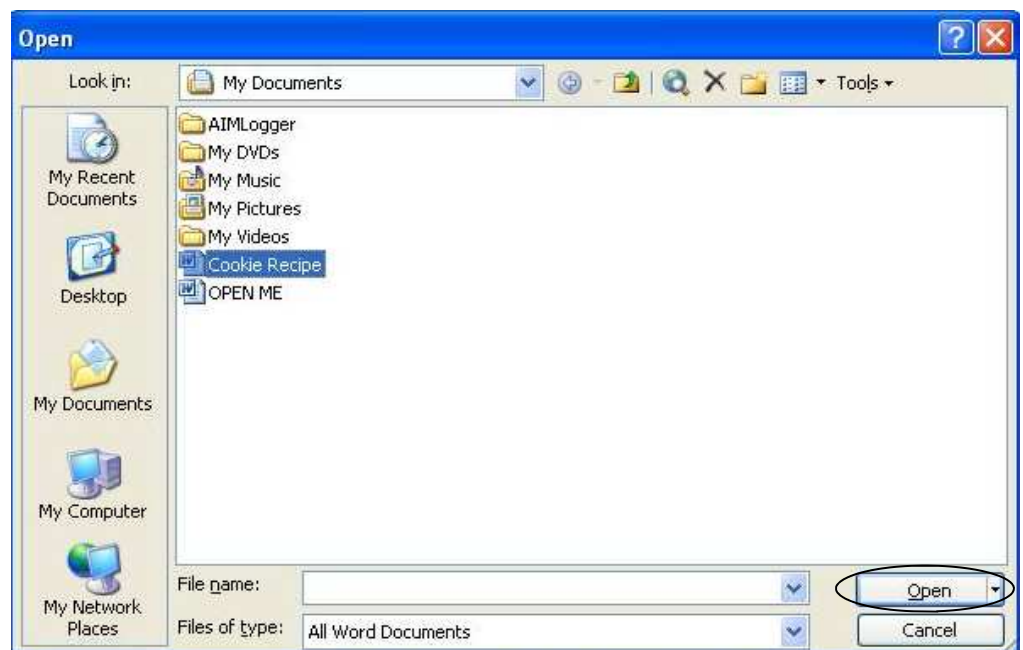When you type the name in File Name you click on Save to the right

Using Microsoft Word

If you have **already** typed something and would like to open it to read it or print it, you can by clicking **Open**
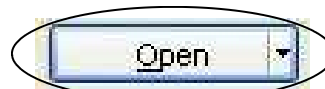

When you Click with the mouse on **Open**, a screen like this will appear:

With the Mouse you would click on the File you want to open, you click it **one time**, and it will change to look like this:

After you Click the File you want to Open, you click the "**Open**" Button on the lower right.

To Print, you would Click, the little printer icon

Using Microsoft Word—Spell Check
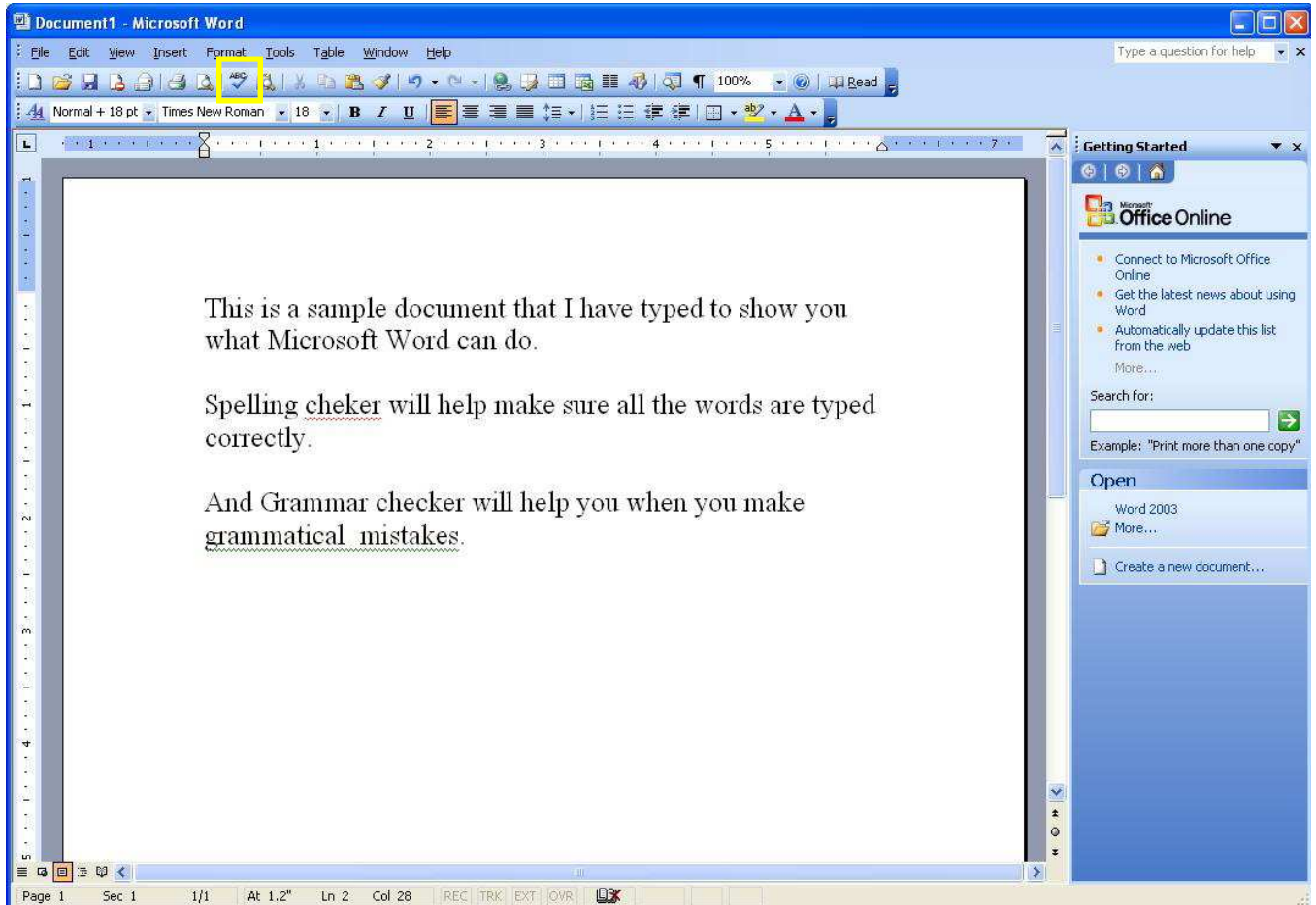
Notice: - **Misspelled** words will be underlined in **red**, and **Grammatical** mistakes will be underlined in **green**

To use spell check you can press **F7** all the way at the top of the Keyboard, or you can click with the mouse the ABC✓

The next page will show you how to use Spell Check

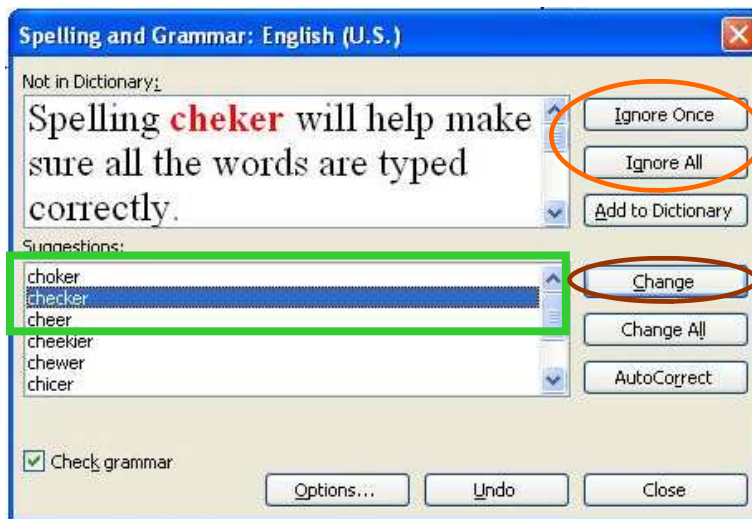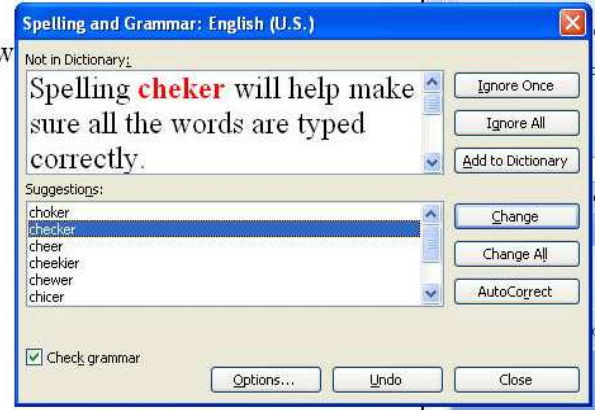# Using Microsoft Word—Spell Check

When you Click F7 or the spell check button, a window will pop up just like this.

Note: grammar check and spell check work the same way

Spelling cheker will help make sure all the words are typed correctly.

And Grammar checker will help you w grammatical mistakes.

Spelling and Grammar: English (U.S.)

Not in Dictionary:

Spelling **cheker** will help make sure all the words are typed correctly.

Suggestions:
- choker
- checker
- cheer
- cheekier
- chewer
- chicer

☑ Check grammar

Ignore Once | Ignore All | Add to Dictionary | Change | Change All | AutoCorrect

Options... | Undo | Close

Spelling and Grammar: English (U.S.)

Not in Dictionary:

Spelling **cheker** will help make sure all the words are typed correctly.

Suggestions:
- choker
- checker
- cheer
- cheekier
- chewer
- chicer

☑ Check grammar

Ignore Once | Ignore All | Add to Dictionary | Change | Change All | AutoCorrect

Options... | Undo | Close

Note: if you click close spell check will end, but not finish.

If you **believe** the word is spelled **correctly** you can click Ignore Once **or** Ignore All

Ignore Once
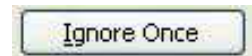
If the word is misspelled you would **find** the **correct spelling** on the **left**

- choker
- checker
- cheer

Click on it **one time** (seen on the left) and then click **Change**

Change

Microsoft Office Word

The spelling and grammar check is complete.

OK
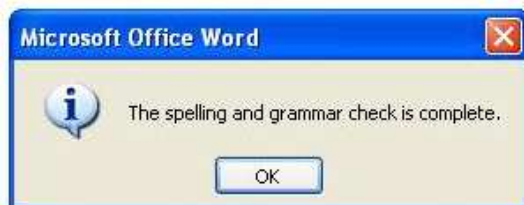
When you get this message You have **finished** spell check

Click **OK** to Continue what you were doing

OK
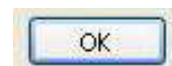
Turning off the computer

When you have finished using the Computer, and would like to turn it off please follow the steps below

There are two ways to turn off the computer
    —Press the **Power Button**
    —Use the **Start Menu**
ONLY USE ONE WAY

The same way you turned on the computer you need to press the **Power Button**.
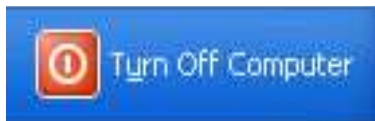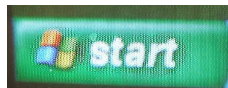   It is found on the **outside** of the **computer** (Box)
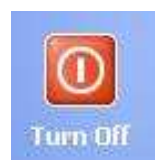   — The power button looks like this:

- OR -

Click on the **Start Menu**

Now Bring the Mouse over and **Click** on "Turn off Computer"

With the mouse you can now **click** on "Turn Off"

NOTES