

Basics

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



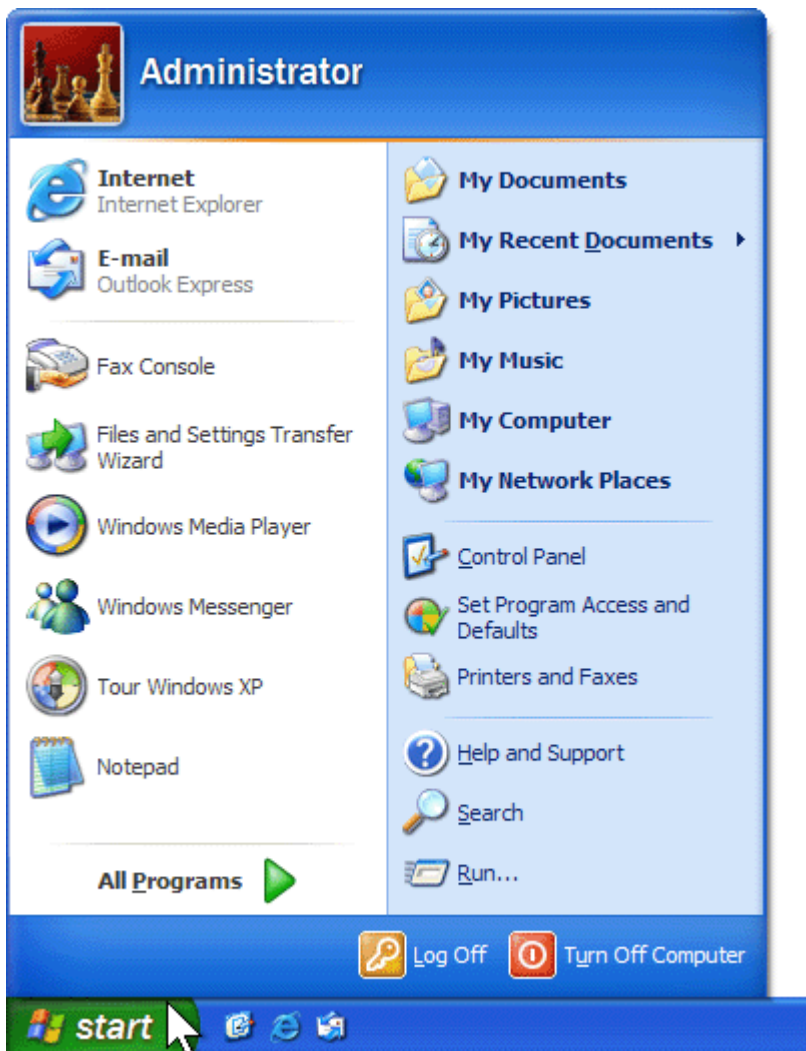
***Red X Button** — It is found on the top right of every window, and if you press it with the mouse it will close the window



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



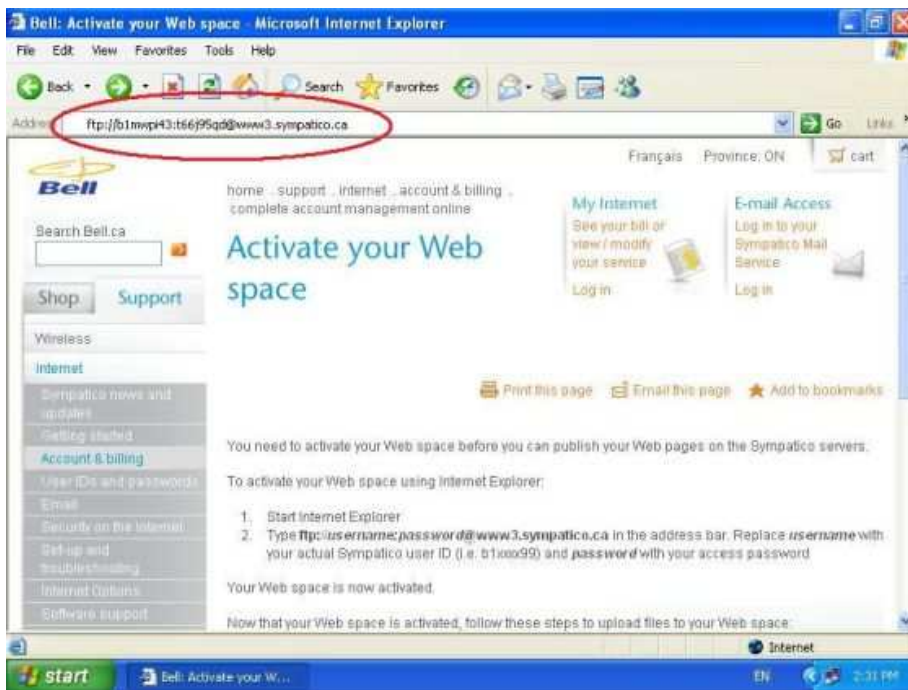
***Start Menu** — Nearly everything you can do with a computer can be found in the start menu -(it is a good idea to practice using the start menu, it is one of the hardest things to learn)



***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)



***Period (or dot)** - is used for the period between "yahoo" and "com"

Example: Yahoo.Com



***White area under 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



The image shows a screenshot of the Yahoo! sign-in interface. At the top, it says "Sign in to Yahoo!". Below this is a yellow box with a key icon and the text "Are you protected? Create your sign-in seal. (Why?)". Underneath is the "Yahoo! ID:" label, followed by a text input field containing "»". Below the field is the example "(e.g. free2rhyme@yahoo.com)". At the bottom is the "Password:" label, followed by an empty password input field.

***Please use the space below to make your own personal notes*:**
(Remember this is yours to keep so feel free to write wherever you'd like)

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, a screen similar to this screen should appear:



-> Since your computer screen probably has different icons on the screen, click your mouse on the picture that says **"UHGC"** next to it.

-> After you Click on **"UHGC"**, 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 TO 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:

- 1) On the Desktop
- 2) In the Quick Launch Bar
- 3) In the Start Menu

Please Pick **ONE** way

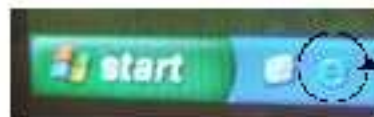


- 1) **On the Desktop**, Internet explorer looks like this:
 - You Can Double-Click (click 2 times fast) on this:
 - Or you can click it one time and press Enter (enter is on the keyboard)



OR

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



- 3) **In the Start Menu**, you first click on Start



You Will Then See This Menu:



The Internet Continued...

-> 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 #6 and try again.

Checking Yahoo Mail

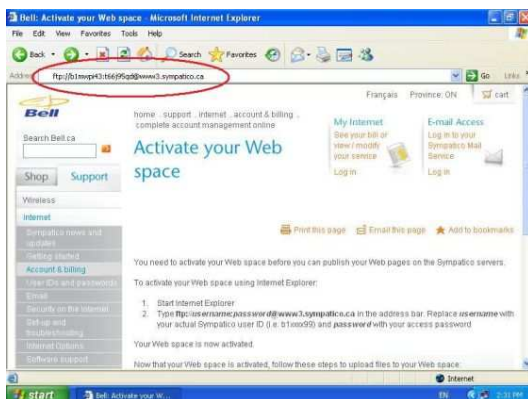
-> If you see this screen then you are on the right track.



->If you get a blank screen or a screen that shows only white, no writing, please re-try pages #6 and #7.

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

1) Click in the address bar (—It can be found at the **top right**)



2) Back space the text and type **www.yahoo.com** and click **enter** on the keyboard. This will bring you to the screen above.

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.



Checking Yahoo Mail Continued ...

YAHOO! MAIL

Sign in to Yahoo!

Yahoo! ID: Your User Name

Password: Your Password

☐ Keep me signed in for 2 weeks unless I sign out. [Sign Out](#) (Uncheck if on a shared computer)

[Sign In](#)

[Forgot your ID or password? | Help](#)

Don't have a Yahoo! ID?
Signing up is easy. [Sign Up](#)

One Yahoo! ID. So much fun!
Use your single ID for everything from checking Mail to checking out Yahoo! Music, Photos, Messenger, and more.

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NOTICE: We collect personal information on this site.
To learn more about how we use your information, see our [Privacy Policy](#)

With the **mouse click** on Yahoo!ID or click in the white field next to the YahooID:

—>Now type in your Yahoo ID,

->With the mouse **Click** on Password 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

Sign in to Yahoo!

Yahoo! ID:

Password:

☐ Keep me signed in for 2 weeks unless I sign out. [Sign Out](#) (Uncheck if on a shared computer)

[Sign In](#)

[Forgot your ID or password? | Help](#)

Don't have a Yahoo! ID?
Signing up is easy. [Sign Up](#)

If you would like, write your user name & password here for easy reference.

User name: _____

Password: _____

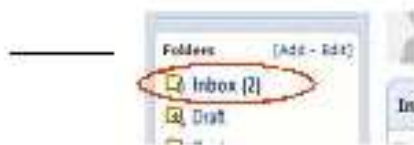
Checking Your Mail

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

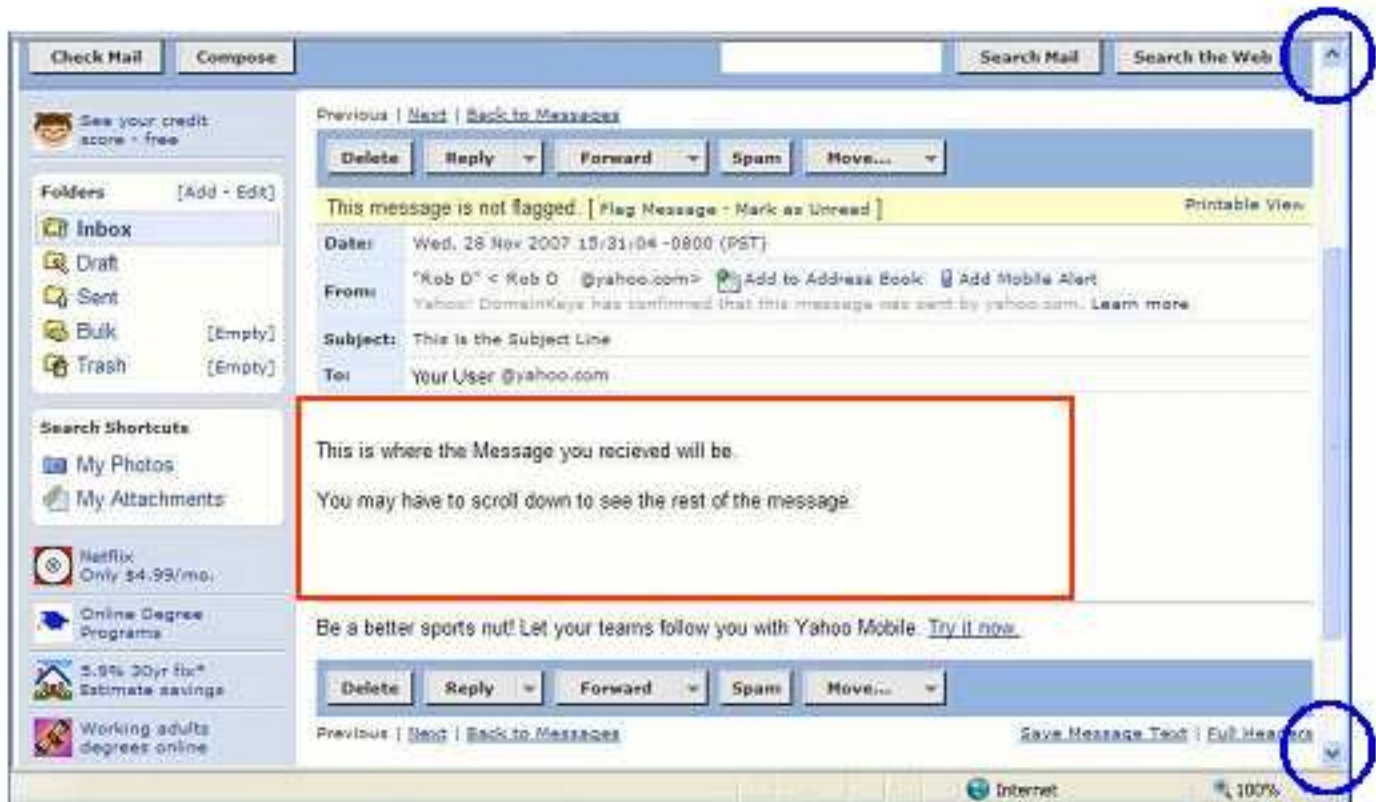


"Hi, how are you today?" is the subject line, and you would click on that to read the message

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

→ "Click Me to Read the Message" has been **read**, so it's **not** 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.

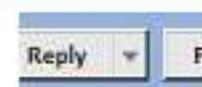


->When you have finished Reading your message, you can Delete it, Reply, or move to the next message. If you Click Delete you will get rid of the message.

Do not Delete messages you wish to keep!

-Use Reply To send a message back

-Use Next, to see your next message



Sending (Composing) An Email

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

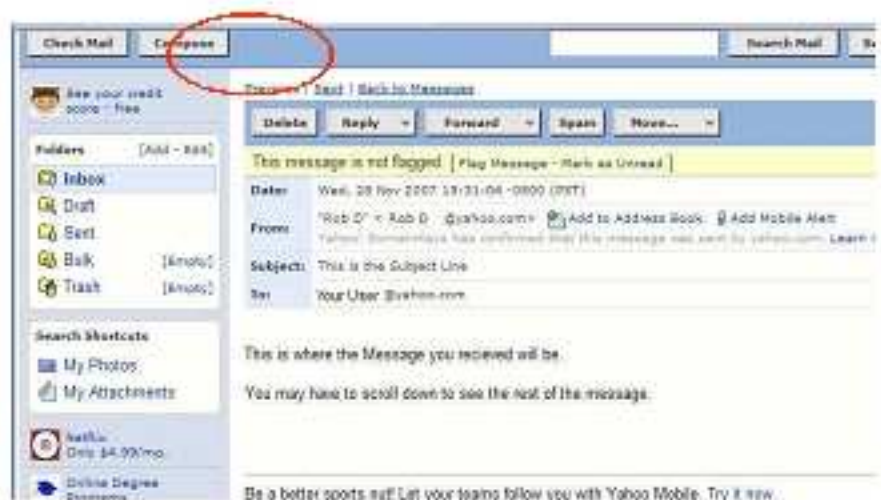
->If you are starting from the page (#9) below you would Click on Compose (as shown below)



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



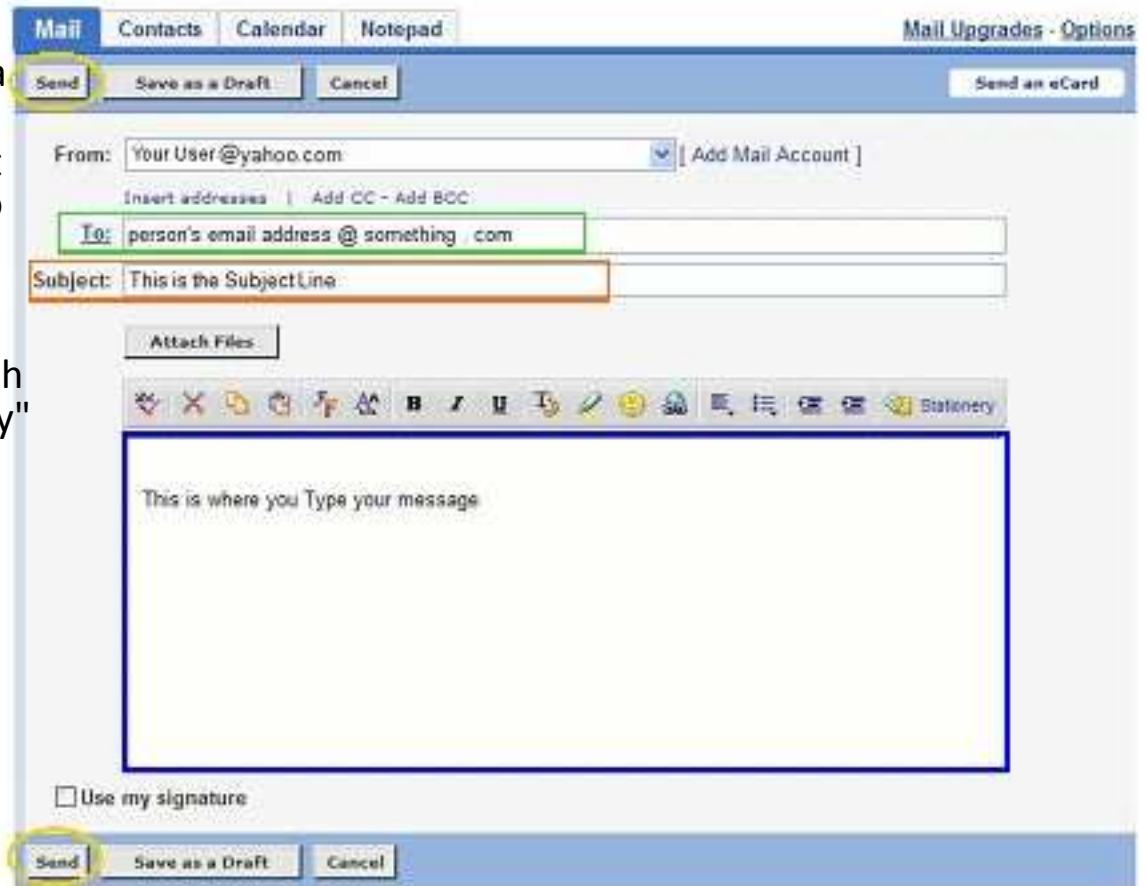
Compose is also on the top right if you are reading a message someone sent to you.



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.

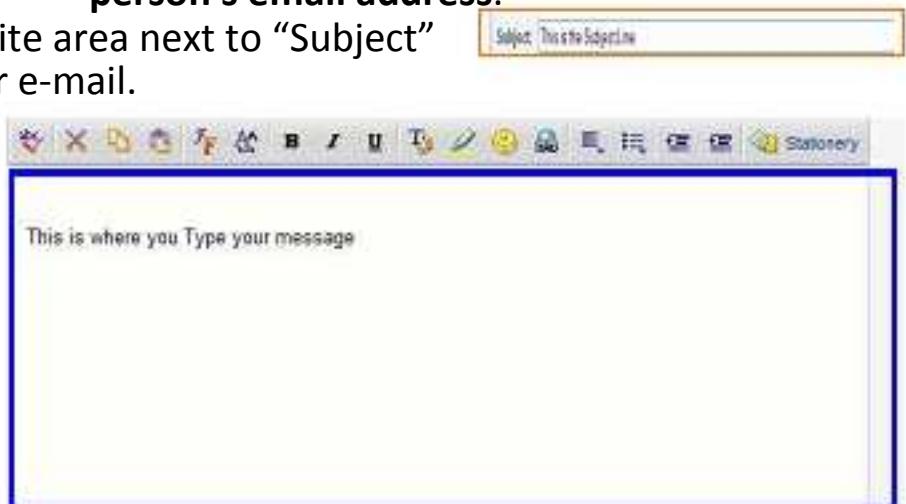
A screenshot of an email composition window. At the top, there are tabs for 'Mail', 'Contacts', 'Calendar', and 'Notepad'. Below these are buttons for 'Send', 'Save as a Draft', and 'Cancel'. The 'From' field is filled with 'Your User@yahoo.com'. Below it, there are links for 'Insert addresses', 'Add CC', and 'Add BCC'. The 'To' field is highlighted with a green box and contains 'person's email address @ something . com'. The 'Subject' field is highlighted with an orange box and contains 'This is the Subject Line'. Below the subject field is an 'Attach Files' button. A large text area for the message body is outlined with a blue box and contains the placeholder text 'This is where you Type your message'. At the bottom, there is a checkbox for 'Use my signature' and another set of 'Send', 'Save as a Draft', and 'Cancel' buttons. The 'Send' button at the bottom is highlighted with a yellow circle.

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

-> Click once in the white area next to "Subject" to make a subject to ur e-mail.

-> Then, to type your message, click in the Message area with the mouse, and start to type your message.

When done Click send
(at the top or bottom)

A close-up screenshot of the email composition window. The 'Subject' field is highlighted with an orange box and contains 'Subject: This is the Subject Line'. Below it, the large text area for the message body is outlined with a blue box and contains the placeholder text 'This is where you Type your message'. The 'Send' button at the bottom is highlighted with a yellow circle.

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 11 if you wish to check Your Mail

— Please go back to page 13 if you wish to Send a New

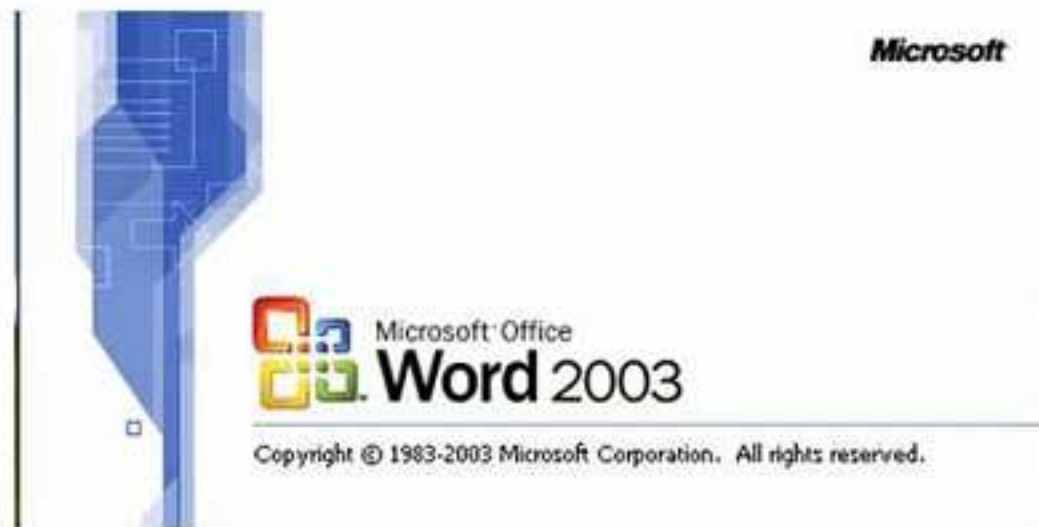
Message



These are two quick shortcuts if you want to check mail or compose a new message. Simply click either 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:



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:

- 1) **On the Desktop**
- 2) **In the Start Menu**
- 3) **In the All Programs Menu**

1) **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—

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



You Will Then See This Menu:

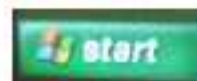
Next you bring the mouse over the **Microsoft Word** Icon, and **click** it one time with the **mouse**.



3) In the All Programs Menu:



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**

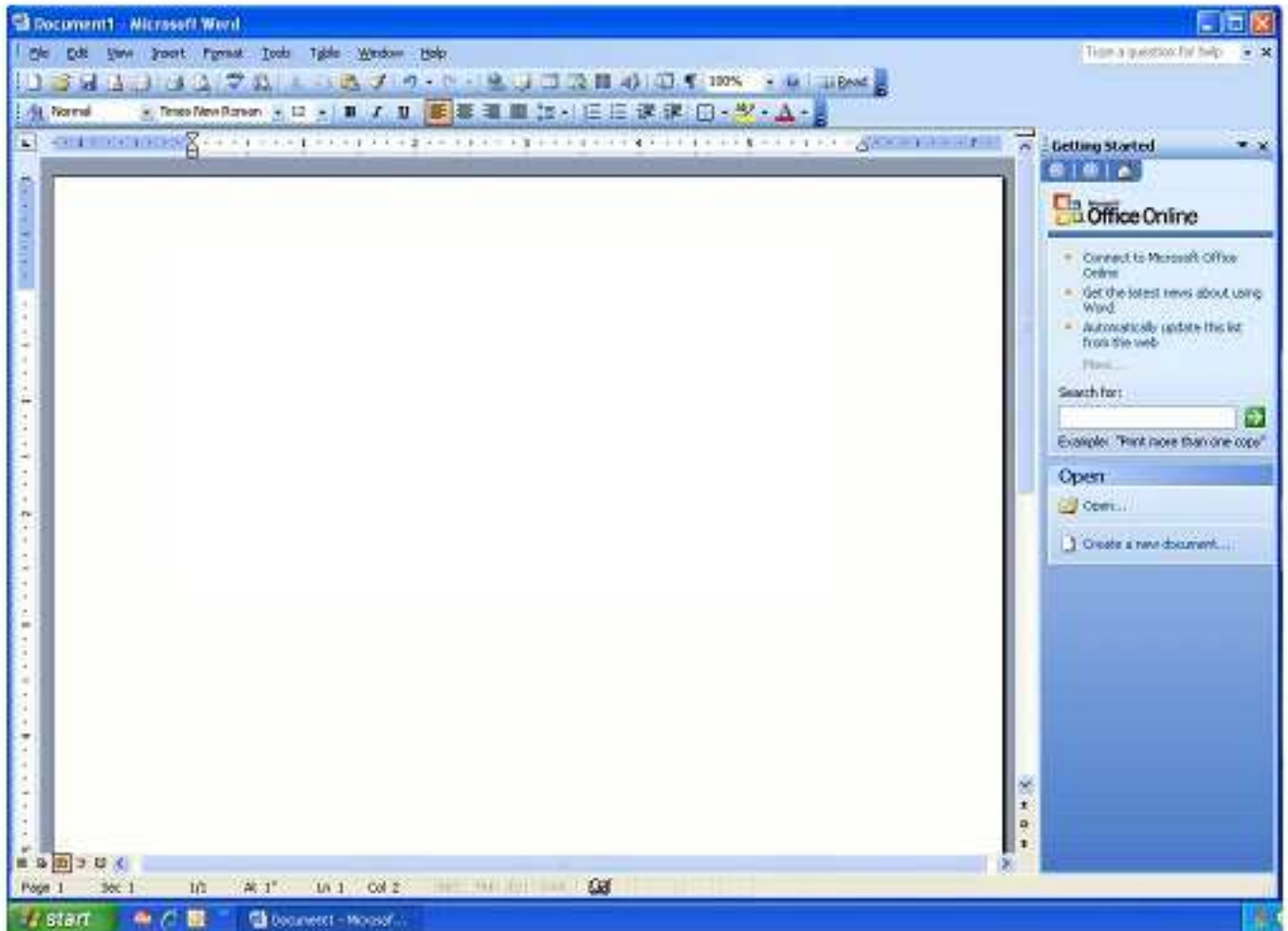


You would then bring the **mouse up** to **Microsoft Office**
Again, **Very Carefully** you would have to **slide** the **mouse** to the **Right** and bring it **over** Microsoft Word and then **click** it with the **mouse**.



Using Microsoft Word

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

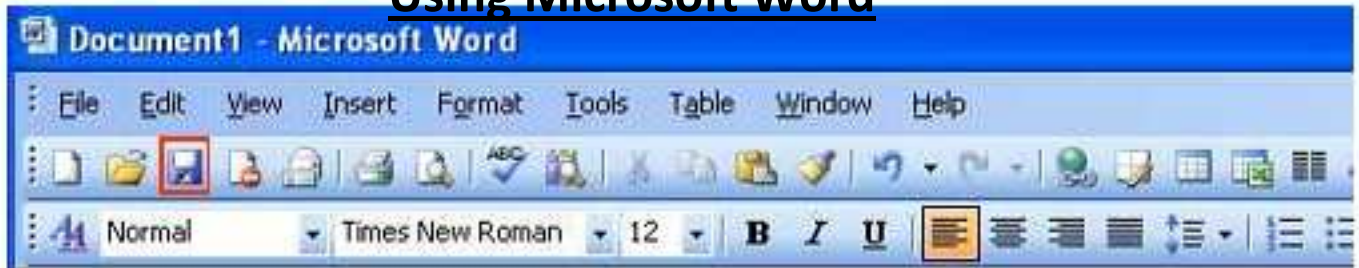


You could now start typing

—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 22.

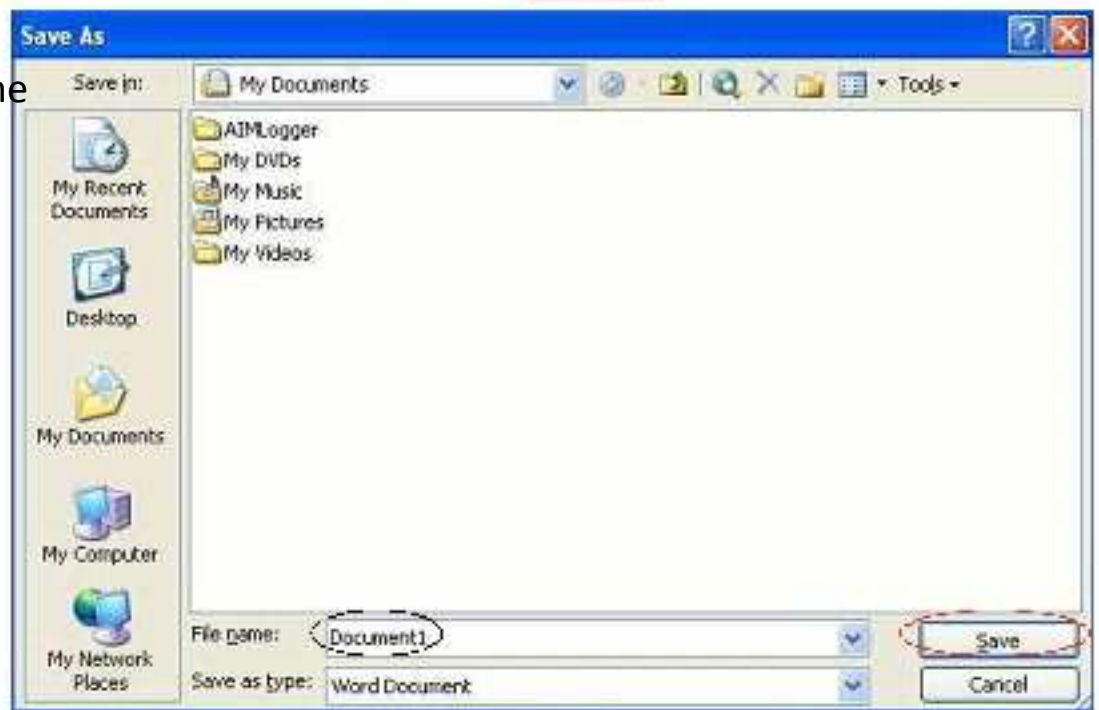
Using Microsoft Word



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:



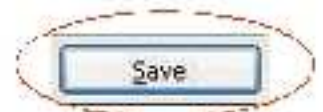
To **create a name** for what you typed you Click in File Name (see below)

The File Name should be something regarding the what you typed. (for example, "cookie recipe")

(*Remember you have to backspace "Document1" before you can change the name)



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



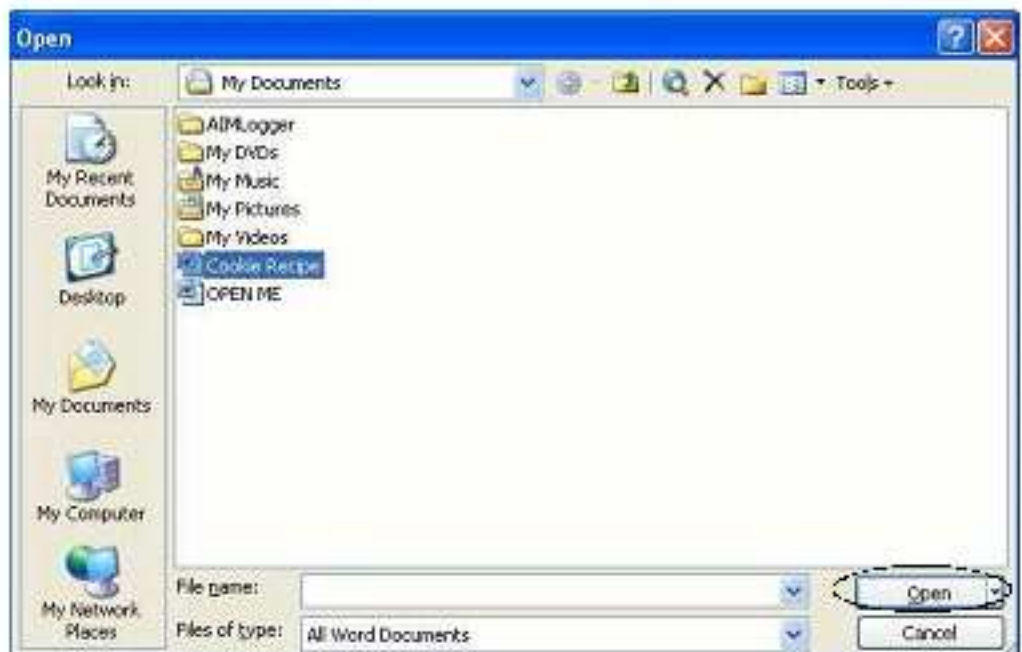
Using Microsoft Word



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:



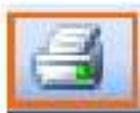
With the Mouse you would click on the File you want to open, you click it **one time**, and it will change to look like this:



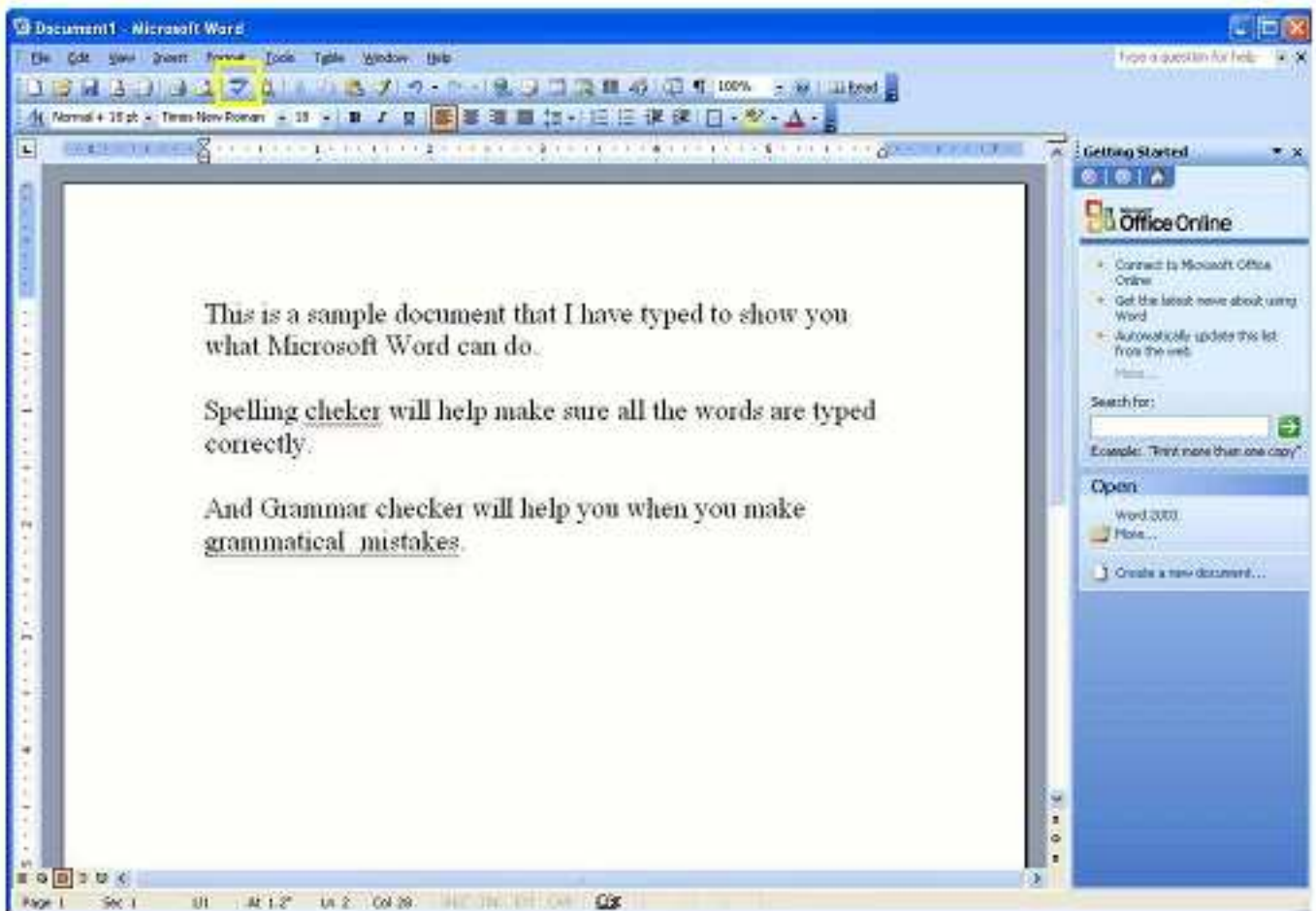
After you Click the File you want to Open, you click the "**Open**" Button on the lower right.



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

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

And Grammar checker will help you when you make grammatical mistakes.

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



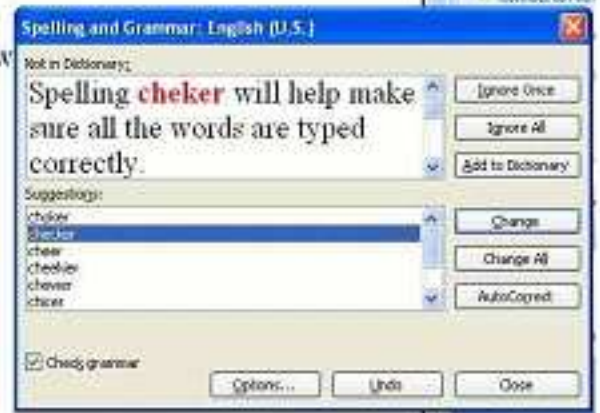
Using Microsoft Word—Spell Check

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

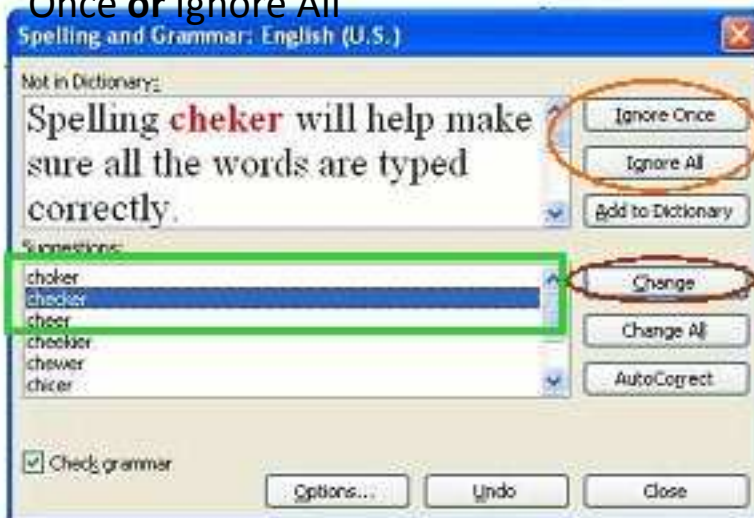
(Note: grammar check and spell check work the same way)

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

And Grammar checker will help you w grammatical mistakes.



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



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

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

Close

Ignore Once

Change



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:

- 1) Press the **Power Button**
- 2) Use the **Start Menu**

ONLY USE ONE WAY

->The same way you turned on the computer you need to press

- 1) the **Power Button**.

It is found on the **outside** of the **computer** (Box)

— The power button looks like this:



- OR -

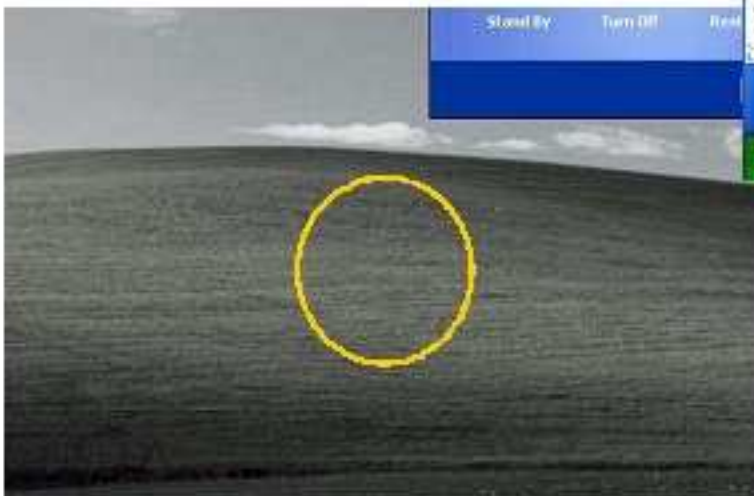
- 2) Click on the **Start Menu**



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



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



Notes

[illegible]



Facebook is a global social networking website that is operated and privately owned by Facebook, Inc. Users can add friends and send them messages, and update their personal profiles to notify friends about themselves.

This site is great for reconnecting with long time friend and family members who you have lost contact with over the years.

How To Access Facebook

To access Facebook:

- ✓ You must first go on the Internet (explained in manual)
- ✓ Then type in www.facebook.com in the Address Bar



This is where you enter your information

When you reach the site, a page like this will appear

When you see the page above

Enter Your information

- ✓ When you have completed registering, and are now a Facebook user, you can begin to add friends.

How to Add Friends on Facebook

- ✓ First make sure you are signed in to Facebook
- ✓ Next type in any friend or families name in the search box and hit enter
- ✓ After you hit enter, a list of people should appear
- ✓ From this list search for your friend or family members
- ✓ Once you have found a friend or family member click the add friend button
- ✓ Once you have clicked “add friend,” you must wait for the users approval



Updating Profile

You can update your profile to show your friends and family what you have been doing

- ✓ To update your profile, click on edit profile button, and enter the corresponding information

What now?

Once you have filled out your profile, and have found family members, you can write on their wall, send them a message, or even write how you're feeling.

To send a message:

- ✓ go to the inbox portion of the page (at the top)
- ✓ Then click compose message
- ✓ Find the appropriate person and write a message
- ✓ Then hit send

To write on their wall:

- ✓ Click on the person's profile
- ✓ Then write in the blank box where it says "write something"
- ✓ Finally, hit share

To write how you are feeling:

- ✓ go to either your homepage, or profile

- ✓ write in the box labeled “write something”
- ✓ Then click publish

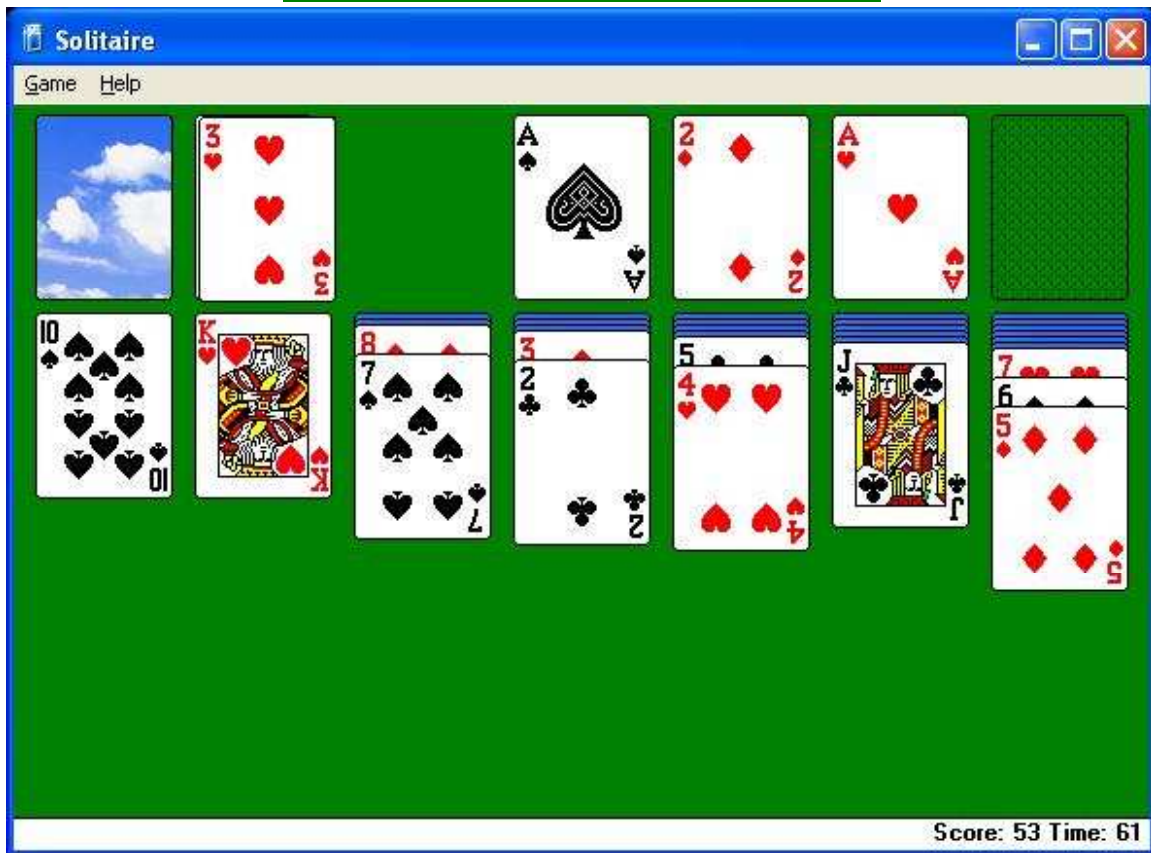


*Click on inbox to view and write messages

*Write in the white box (under “What’s on your mind?”) to tell everyone how you are doing

*Click on a persons name to view their profile and write on their wall

How to Play Solitaire



- ✓ First, Click on the Windows icon (bottom left of screen)
- ✓ Then click on Games (Solitaire Should be listed under this menu)

When playing Solitaire

1. On the Game menu, click Deal.
2. Double-click any aces on the seven stacks to move them to the spaces at the upper right of the screen, and then make any other plays available on the board.
3. When you have made all available plays on the board, click the deck to begin turning over cards.

