Computer Basics

How to turn on the computer

If you are the first one to use the computer for the day you will need to turn it and the monitor on.

- Press the power button on the front of the computer.
- Press the power button on the lower right of the monitor
- The computer will take a few seconds to boot up and load Windows.
- When Windows is ready you will see the **Welcome** screen with all accounts on the computer listed.
- Click on the **Resident** account.
- You will have to wait a few seconds for your settings to load. When that is done the computer is ready to use.

How to log off an account and turn off the computer

When you are done using the computer you will need to log off of the resident account.

- Click the **Start** button at the lower left of the screen.
- Click on **Log Off**. This is located on the bottom of the start menu that pops up.
- A box entitled **Log Off Windows** will pop up. Click the **Log Off** button on it.
- You will be taken back to the welcome screen and the computer is all set for the next user.
- If you are the last person to use the computer for the day you will need to shut it down when you are finished.
- Follow the same steps as above except click on **Turn Off Computer** instead of **Log Off.**
- A box will pop up with the choices **Standby, Turn Off, and Restart.** Click on **Turn Off.**
- The computer will now shut down. This might take a few seconds to complete but there is nothing else to do.
- Turn off the monitor and now you're done.

Other helpful things to know

If a program locks up or the computer is non-responsive, try holding down **Ctrl+Alt+Delete.** This will open the **Task Manager** window.
From the task manager you can shut down a program that is not responding or turn off the computer itself. There are also a number of more advanced things you can do there but those aren't really a concern to basic users.

What's what on the computer screen

The background screen on a computer is called the desktop. At the lower left is the start button. At the lower right is the system tray and the clock.

The system tray contains icons for programs that are running in the background on the computer. These programs are things like anti-virus software and chat clients. it is also common to have icons for your firewall and anti-spyware program. There is also one for volume controls and for removing flash drives.

The desktop has icons for many of the programs installed on the computer. To see all of them click on the start button and then on **All Programs.**

What software is on the computer

Here is a list of most of the programs on the computer and what they do.

- AVG Internet Security 2011- This is the anti-virus program. it also has anti-spyware and firewall modules. As a regular user you should not need to do anything with this program. If you see any pop-ups or error messages from it you should notify your computer administrator.

- Firefox- This is your web browser.

- Internet Explorer- Another web browser that comes as part of Windows.

- Google Chrome, Safari- These are also web browsers that may be installed on the system.

- Microsoft Office 2010- A full office suite that includes Word, Excel, PowerPoint, Access, OneNote, and Publisher.

- OpenOffice- An office program similar to Microsoft Office. Contains word processing, spreadsheet, presentation, database, drawing, math programs.
The GIMP- A graphics and photo program similar to Photoshop. You can resize and edit pictures and add many effects. You also can create animations and projects.

- Paint- A very simple image editor that comes with Windows. Good if programs like the GIMP are too complex for you.

- VLC Media Player- A program to play music and video files. Most formats should work with it.

- 7Zip- A utility for opening .Zip archives. Works with many file types.

- Foxit Reader- A PDF viewing program similar to Adobe reader.

- Adobe Reader-PDF Viewer.

- Calibre- E-Book reader. You can find many free e-books online. There are also many sites where they can be purchased.

Different file types

Here are some of the common file types you may encounter. (As email attachments or when working with various programs.)

- .doc- This is the Microsoft Word file extension.
- .docx- This is the Office 2010 variation on the standard Word document format. The Excel, Access, and PowerPoint file types also have the x variation in Office 2010.
- .xls- This is an Excel spreadsheet.
- .pps- This is a PowerPoint presentation.
- .odt- This is an OpenOffice text document.
- .ods- This is an OpenOffice spreadsheet.
- .pdf- This is a PDF file. It can be opened with Adobe Reader or Foxit Reader. You will commonly see this in files that are sent as email attachments or files available for download on many websites.
- .exe- This is a program file. You should not open files of this type you receive in email attachments unless you are expecting them and know what they are.
- .rtf- This is a rich text file. It can be opened in Wordpad or any word processing program.
- .txt- This is a text file. It can be opened in Notepad or any word processing program.
- .jpg- This is one of the most common photo file types. You can open photo files in Paint, Office photo viewer, or a program like the GIMP.
- .gif- Another common photo file type. This type of file is used for animations on websites and animated icons and banners.
- .png- Another common photo file type.
- .mp3- A common type of audio file. Any audio files you receive can be played with VLC media player.
- .aac- Another audio file type. This is used by iTunes.
- .wma- The Windows Media audio file type.
- ..wmv- The Windows Media video file type. Video files can also be played with VLC.
- .mov- A Quicktime video file.
- .mp4 or .mpeg4- Another video file type. This is used by iTunes and can be

played on iPods.
- .zip- A zipped archive file. This contains multiple files and can be opened with a program like 7Zip or Winzip.
- .7z- A 7Zip archive file.

Common problems
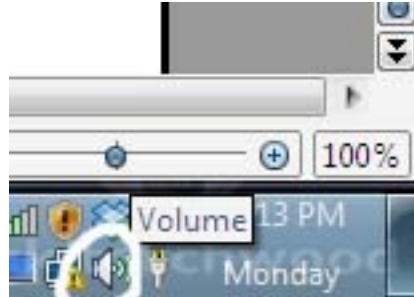
The computer has no sound
The first thing to do is look at the volume icon. That can be found at the lower right side of the screen. (Near the clock.)
If it has a red line or an x through it it means the computer volume has been muted.
- Right click on it.
- A small menu will pop up.
- Click on Open Volume Control.
- A menu with several sliders will pop up. You can adjust the volume level here.
Look at the bottom of that menu. If any of the boxed labeled Mute are checked you should uncheck them.
That should restore the computer volume.
If it doesn't there may be a problem with the audio driver on the computer. You should report the problem to your computer administrator.
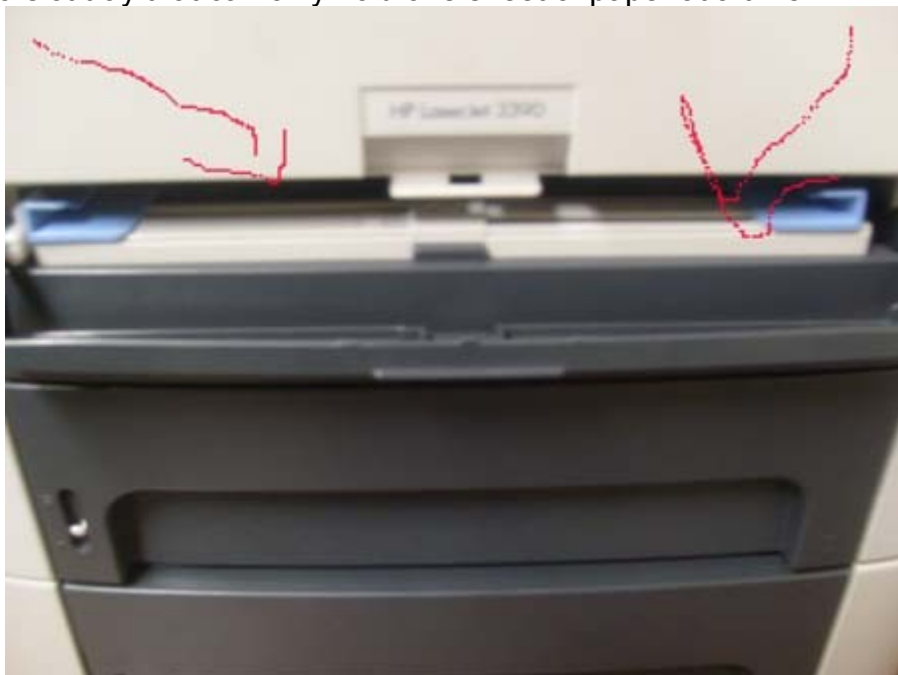
Printer basics

The printer we have is an HP Laserjet 3390. (You can see that on a label above the print trays.)

There are three print trays you can use. The bottom two (trays 2 and 3) are the standard print trays. They are adjustable to hold various sizes of paper.

Tray one is a slot tray that can only hold one sheet of paper at a time.

To use that tray you slide a piece of paper straight between the blue guides. Stop when you hear a sound from the printer and feel the machine grab the page. Paper will not go in farther than what is shown in the picture above. (The printer will pull the sheet in as it prints.)

You will need to use this tray if you are printing on cardstock, certificate paper, or any other unusually thick paper. (It works fine with regular paper too.)

The screen on the top of the printer will let you change settings and tell you when there is a problem. The orange exclamation point shaped light will also blink when there is a problem. It also comes on when you first turn on the printer. That does not mean anything is wrong. It is just indicating that the scanner bulb is warming up and will turn off on it's own.

Reminders:

When you go to print something be sure that printer is selected as the one you want to use. (It's not uncommon for there to be something like Microsoft Office XPS document writer or the name of another printer you had installed to be there instead of this one.)

To check that:
- Go to the file menu and click print.
- A box with printing options will pop up.
- Check the name box at the top to be sure it says HP Laserjet 3390 there.
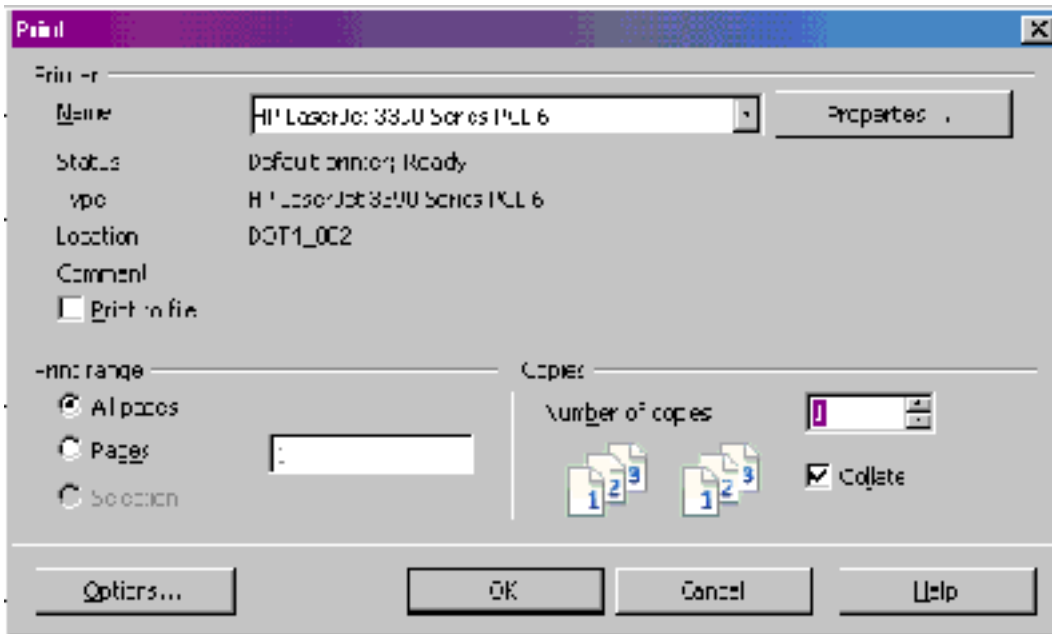
- If it isn't, use the drop down menu and select it.
- You can now choose the number of copies you want and click ok to print the file.

Once you have done that you usually don't need to do it again if you are printing other documents. You can just click the print icon to print directly if you want.