

VENNESLA MUNICIPALITY AND HÆGELAND OG ØVREBØ VOLUNTEER CENTER

USER MANUAL

COMPUTER HANDLING



USER MANUAL FOR EVERYDAY COMPUTER HANDLING BASED ON «GRANDMA ON WEB» AT
SKARPENGLAND SCHOOL.

Introduction

This user manual is made for you who are not yet comfortable with everyday use of a computer.

The purpose of this booklet is to make a guide so that you, on your own, can turn on the computer and get started.

The user manual is made in conjunction with the implementation of the course “Grandma on web” at Skarpengland School the spring 2013. Grandma on web is part of an international EU project. The Norwegian partner is: “Knutepunkt Sørlandet” with sub partners University of Agder, Vennesla and Lillesand municipality.

This booklet is made by Hægeland and Øvrebø Volunteer Center together with 9th grade students at Skarpengland School.

Vennesla 15.3.2012

Dagne Ropstad

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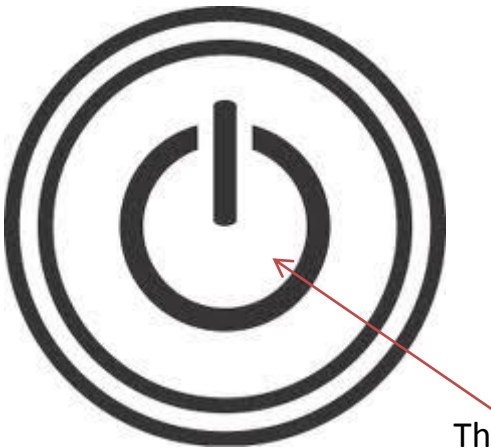
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How to get started?



There are many different computers with different operating systems, but they usually have a number of things in common. The power button is usually large and round of shape and has a certain symbol, regardless of whether it is a laptop or a desktop computer.



The most used symbol of the power button.

Frame of facts:

A laptop is a computer where everything is integrated, a computer to place on your lap. A desktop computer or a stationary computer has a separate screen and hard drive.

You will normally find the power button underneath the screen on a laptop, and on the hard drive of a desktop computer.



Power button on the hard drive of a desktop computer.



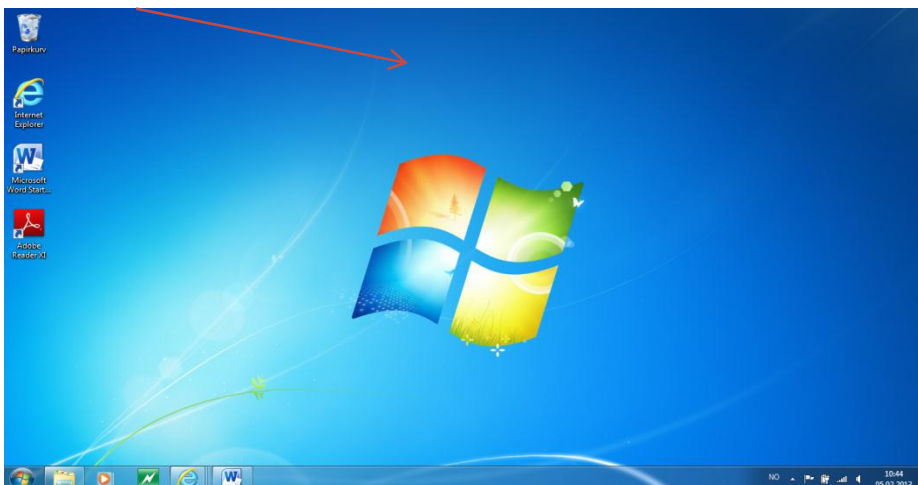
Power button on a laptop computer.

On some desktop computers you will also have to press the power button on the screen to activate it, if the screen is not turned on automatically. This button has the same symbol as the power button on the hard drive, and is usually found at right underneath the screen, at the frame.



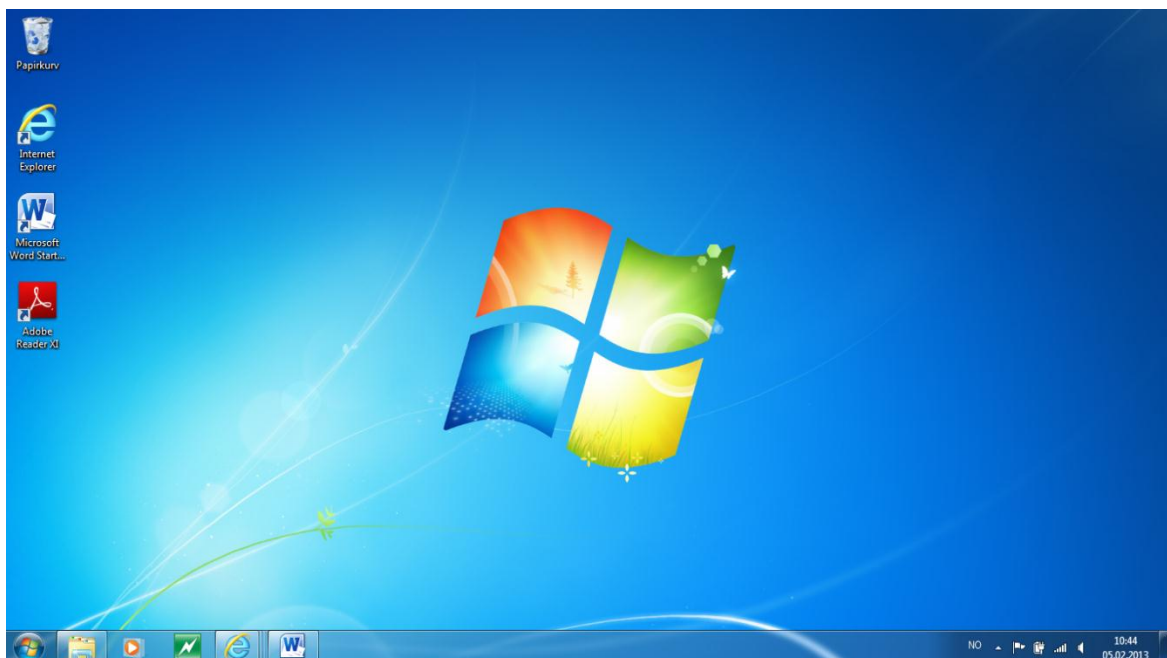
Power button on the screen.

When you want to turn on the computer, you press the power button. The computer will then make a humming noise and the power button will light up. The time it takes varies, older models will use longer time than new ones. Some computers are password protected, and you will be asked to type user name and password. You will then have to press “log in” and the front page, called the desk top, will show.



Icons

The icons are the small images or figures showing on the desk top. These images work as shortcut keys to different programs, for instance Microsoft Word, Paper bin and internet. If you double click an icon, instead of having to search through the start menu, the program will automatically open. The icons work as a short cut. Which icons you will find at the front page will vary from computer to computer, and you can personalize your computer by adding icons as shortcut keys to the programs or files of your liking. The example underneath is taken from a computer specially adjusted to professional use in a work place, and some of the icons shown here is not relevant for home use. We will therefor also show some of the most used icons on a home computer here:



(From the top down)

Paper bin: Here go all the files you delete from the computer, as images, pictures and documents. If you delete a file by mistake, you can open the paper bin and restore the document.

Internet Explorer: The shortcut key to internet.

Microsoft Word: Writing program.

Adobe Reader: This program is first and foremost for professional use.

(From left to right, the menu at the bottom of the screen)

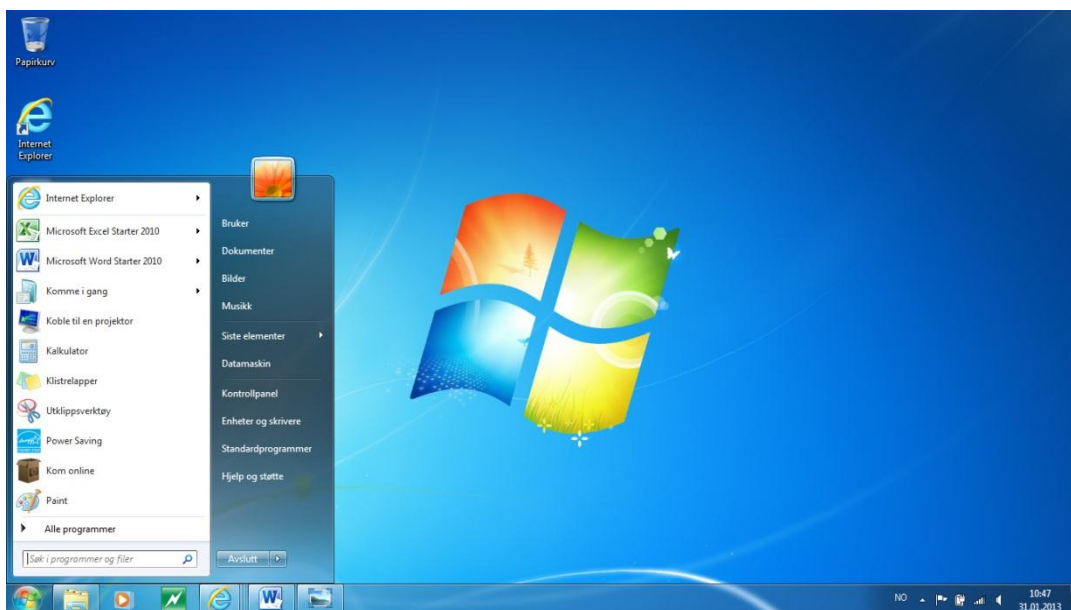
Start menu: When you press this button you will open the menu showing all available programs. You will also find different documents and other files here, especially the ones you've just used.

Library: This button opens the library, in which all documents, pictures, music files and videos are found. You can also create different folders to make a working system especially for your use, and so create order and systemize your computer.

Windows Media Player: This is a program to play music and videos.

A little bit more about the start menu:

The start menu is as explained a menu of all the programs in the computer, also the programs that don't have an image on the front screen.



This list will show when you open the start menu. Which programs shown there will often be different from computer to computer. The programs listed in the left side of the list are usually the most or most recently used. The programs listed at the right side of the menu are mostly programs concerning the setup of the computer (at the bottom of the menu) and personal programs like the library (at the top of the computer). If the program you are looking for does not show up at the left side of the menu, press the «all programs» button, and a list of all the programs at the computer will appear.

Microsoft Word

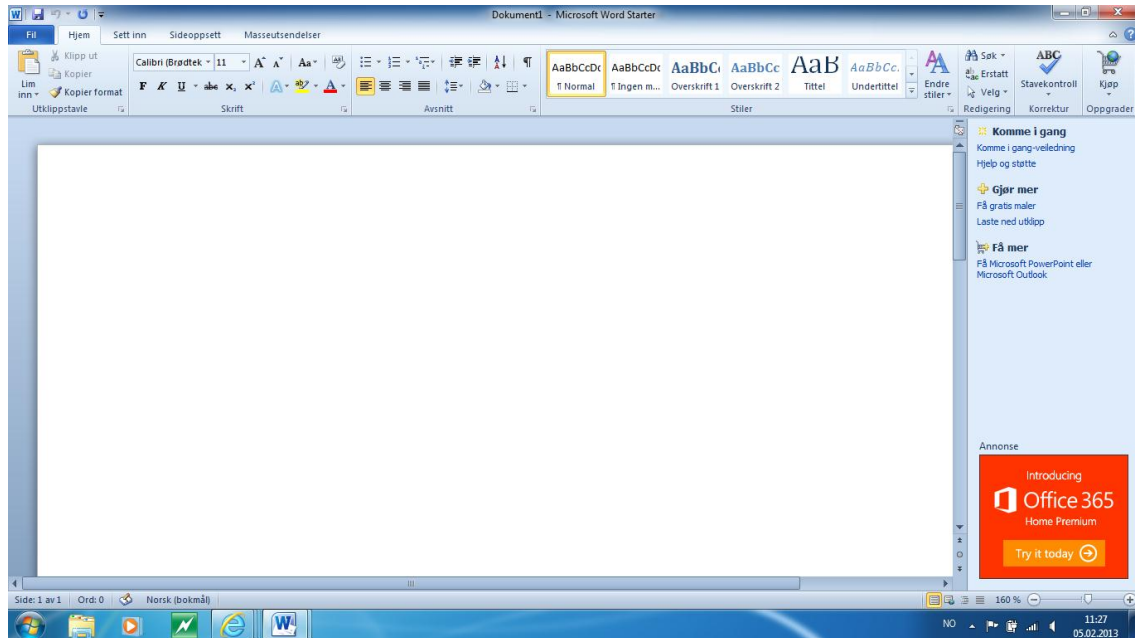
Word is the most common text editor in Norwegian computers. It is a program that is easy to learn and use, and it has a lot of practical elements that help you get the most out of the program.

To start Microsoft Word, you either have to press the icon of word on the desk top, or you find Microsoft Word in the list of the programs in the start menu. It is often found under the paragraph "Microsoft Office".



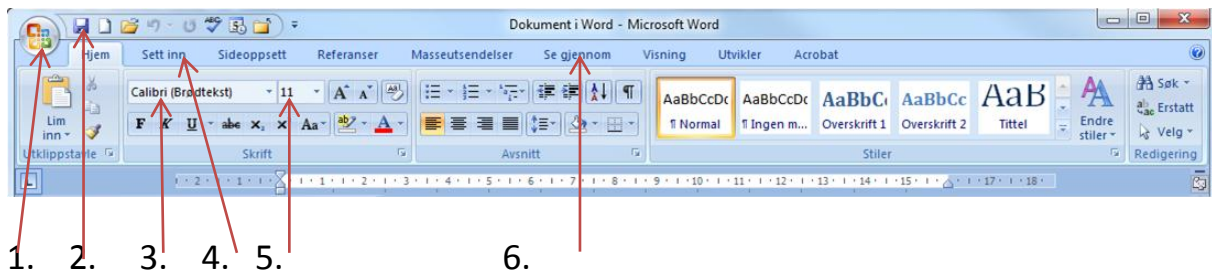
The icon of word is often shown as this.

When you have opened the word program by double clicking the name of the program in the start menu or the icon, an empty document will usually show.



On the top of the document are the menu bar and the toolbar. Here are the most important functions of Microsoft Word organized. Which functions shown

here will often differ from computer to computer, but in general names and icons will be the same, and we will go through some of them here:



1. The start menu. In some computers this button will be replaced by the word «file». When you need to save and name a document for the first time, you press this button and choose «save as». Then you give the document a name of your choosing and press save. In this menu you will also be able to choose “new” or “new document” to open a blank document.

2. Shortcut key for saving. After creating a document as explained, you can press this button every time you want to save the changes in the document. It is advised to do so regularly.

3. Fonts – you can choose what kind of font you want.

4. Insert. You can insert images and figures among other things.

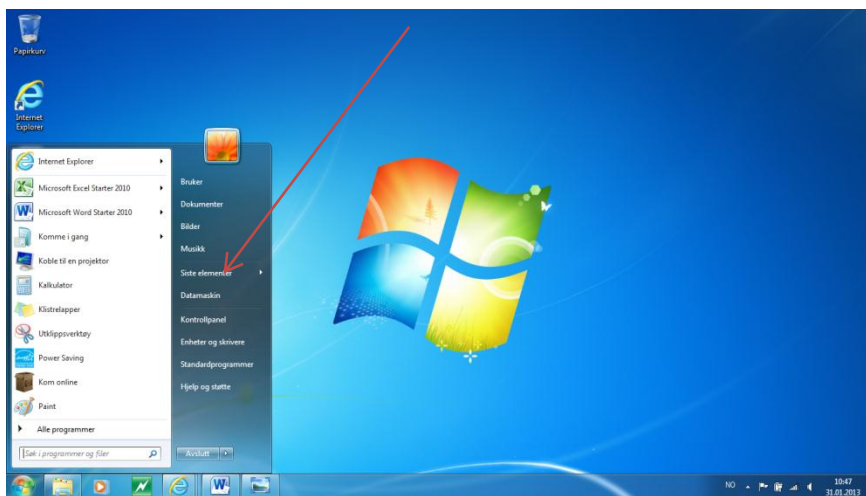
5. Font size.

6. View. You can for instance choose preview to look through the document and see how it will look on the paper.

How to keep your computer organized

When you create documents, transfer images from your camera or download files from the internet it is recommended that you make a system of files and folders to keep your computer organized and to make it easy to find a certain file. You can create your own library consisting of different folders named after your own choosing, and make subdirectories – folders in folders. For example one folder can be named “Photographs”, and subdirectories can be different months, different holidays, all depending on your personal needs.

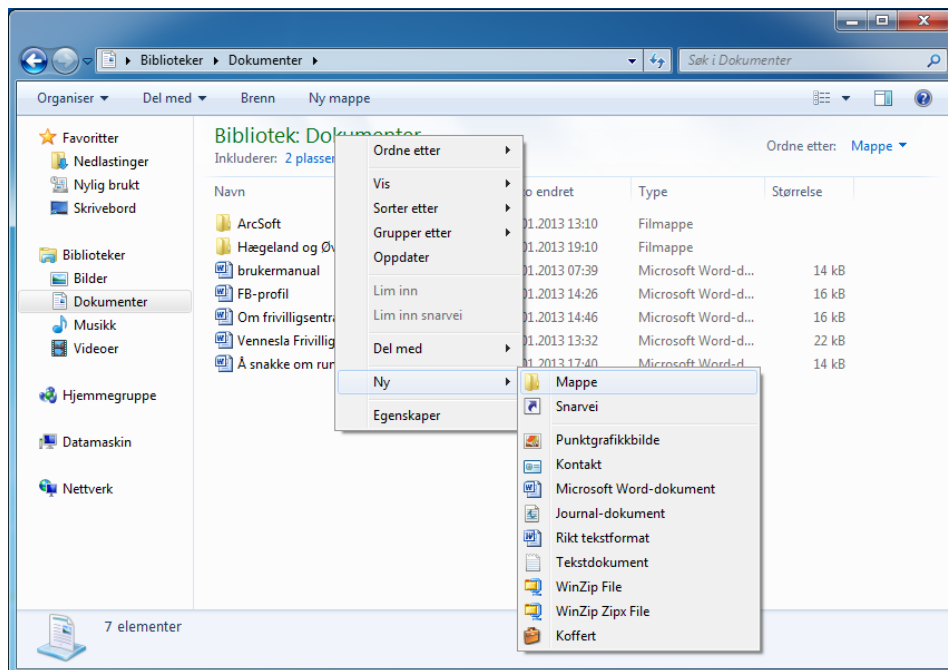
To create a folder open the start menu on the desk top and choose documents.



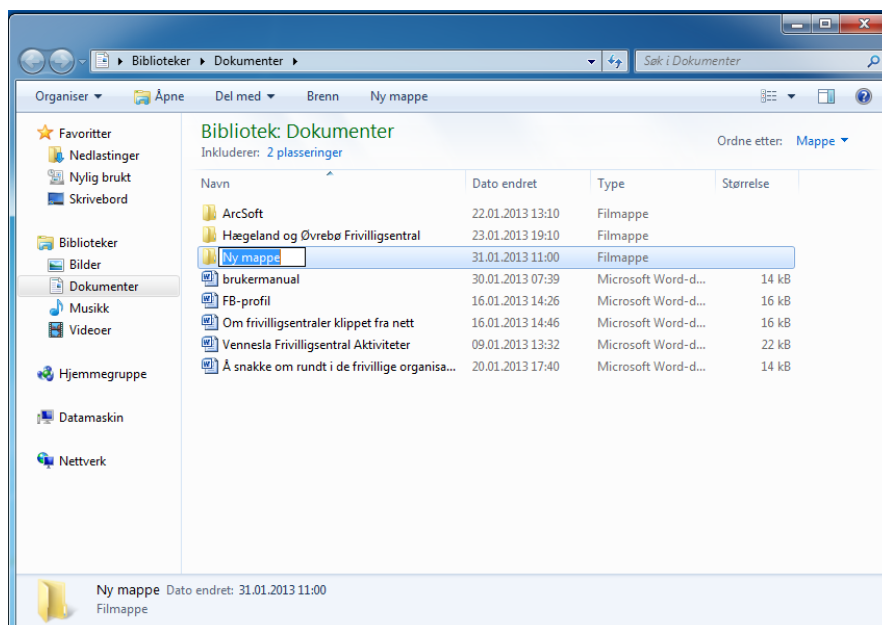
The library will be opened, and you can either choose documents or pictures depending in which area you want to place the new folder.



Double click the area you choose, for instance documents, and the area in which all your personal documents are saved will open. To create a new folder, click on the right button on the mouse or the mouse pad, press “new” and “folder” in the menu that opens.



This side, or a similar one, will show. You can then give the folder a name, for example “Letters2012” and then press enter to save.



To transfer files into the new folder you can press the right button on the mouse pad and choose “cut”, open the folder and press the right button once more, and choose “paste”.

You can also create a folder that shows on the desk top of the computer. To do so you have to press the right button on the mouse pad while having the

pointer at an empty area of the desk top. This folder will then show as an icon on the desk top and be easy to find.

Transfer pictures from camera to the computer

When you take pictures with a modern digital camera, you can transfer the images to your computer. There are two different ways of doing this, either by using an USB-cable or by inserting the camera's memory card into the computer.



USB-cable. Insert the flat end into the computer and the other end in the camera. For specific instructions, read the user's manual that came with the camera.



Insert the flat end of the USB-cable in an opening like this.

To start the transferring the camera usually has to be turned on. A frame of choices will appear on your computer screen, choose "copy images to my computer" and "OK". The pictures will automatically be transferred to a folder on the computer, and you can change the name or move the images to another file after your choosing. If you choose to use the memory card to transfer images from the camera to the computer, the same procedure is followed. For more information, check out the user's manual following your camera.

Internet

Internet is a thousand different networks connected, or a global network as it also is called. It stretches across borders and opens thousands of possibilities – like chatting to a person on the other side of the earth or finding information about almost everything. There is a lot of potential in learning to use the internet, like being able to use online banking instead of having to go to the bank building to pay bills or create a savings account, and the possibility of searching for information about something you want to learn more about. There are web pages about anything from gardening to history to family trees – there are almost no limits.

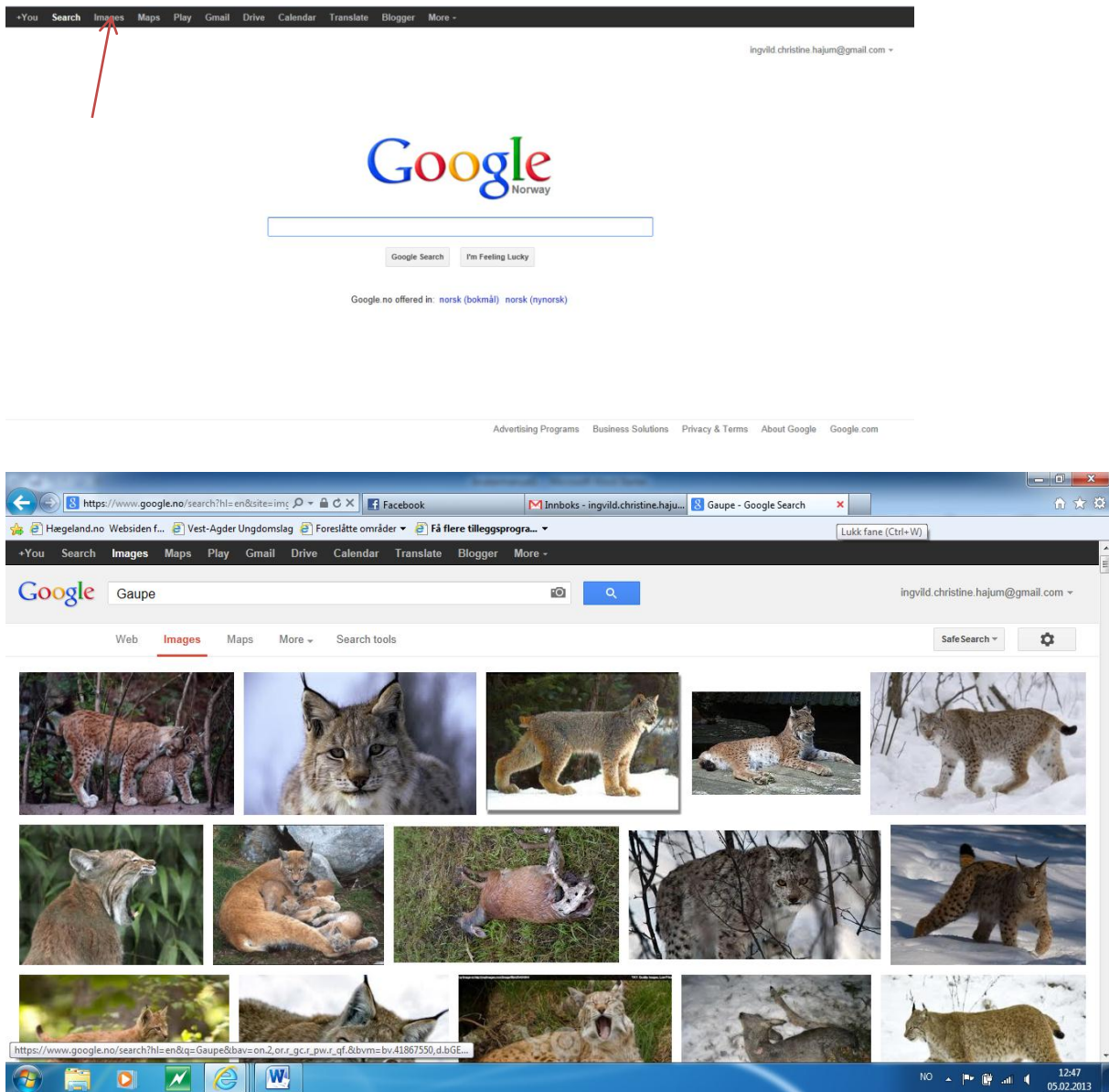
There are a lot of different internet programs or browsers as they are called. The three most common programs in Norwegian computers are Internet Explorer, Mozilla Firefox and Safari (for Mac users).



To open an internet start page you press the internet icon on the computers desk top. This is the starting point for everything you want to do on the internet and navigate to other web pages, either by typing a web page address in the address bar at top of the page (an internet address usually looks like this: www.dagbladet.no or www.nrk.no – www stands for World Wide Web). If you write the web page address in the address bar you will instantly open that page without having to search for it, but it also means that you have to know the exact address beforehand. If you don't know the exact address you need to use a search engine, for example google.

Search engines

A search engine is a program or a web page that searches through the internet for you. A common search engine is www.google.no. It is recommended to learn to use search engines because you probably will not often know the exact address to the page you wish to open, and by typing a key word in the search engine it will most likely find it for you. You can also search for images (see pictures below, we have typed in the word “gaupe”).



Useful internet pages

Online banking: Almost every bank also has an internet solution, in which you can control your bank accounts, create saving accounts, pay bills and transfer money. Your bank can offer you guidance in how to use the online banking system.

Online newspapers: Most papers also offer an online version. Some of these are free for all to use, and some cost a small amount of money.

E-Mail: E-mail is an electronic post system that is quick and free. We will come back to the use of e-mail later on.

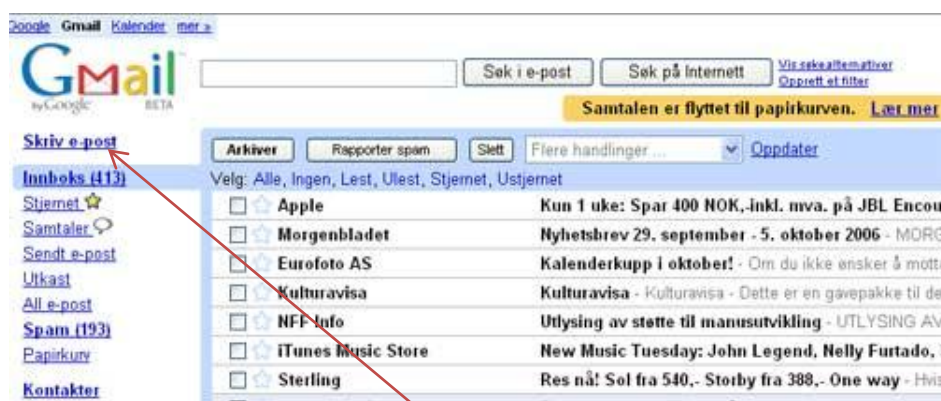
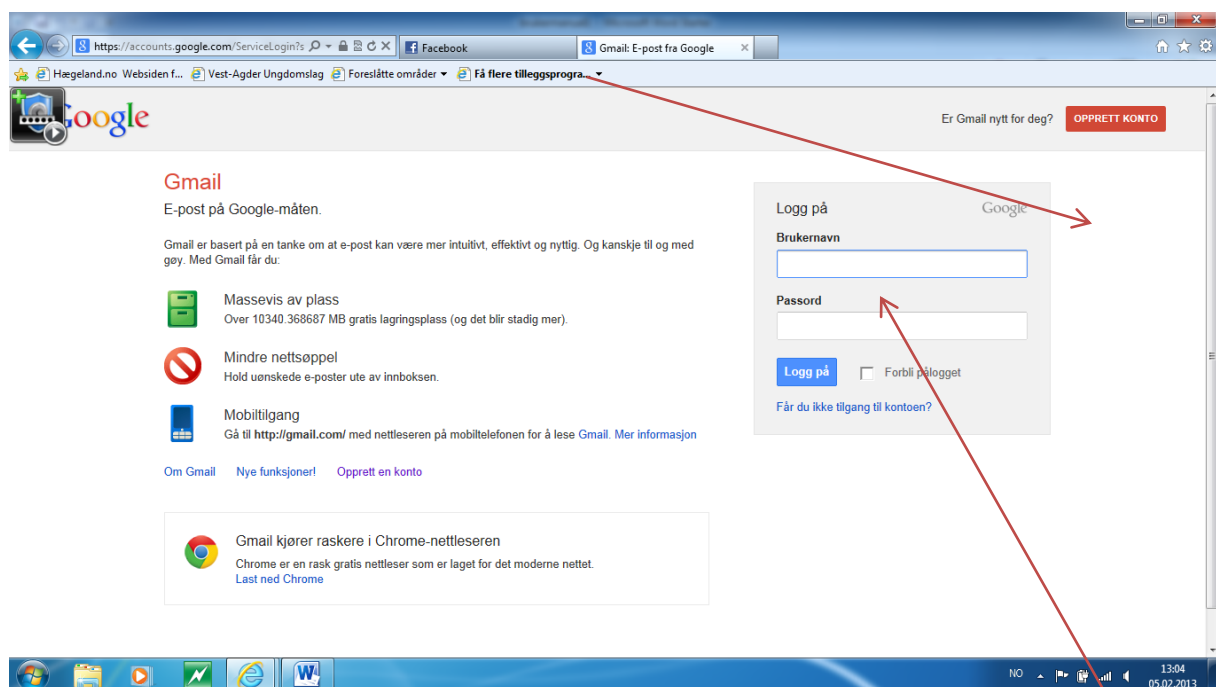
Social media: Social media like Facebook and Twitter are made so that people are able to stay in touch with each other without physically meeting. This is of course a great way to stay in touch with someone who is living far away, all though it may seem a bit impersonal if you are not used to it. The most common social media is Facebook, which is free of charge and easy to use.

Weather reports: There are many internet pages that offer online weather reports. In Norway, the two most common are yr.no and storm.no.

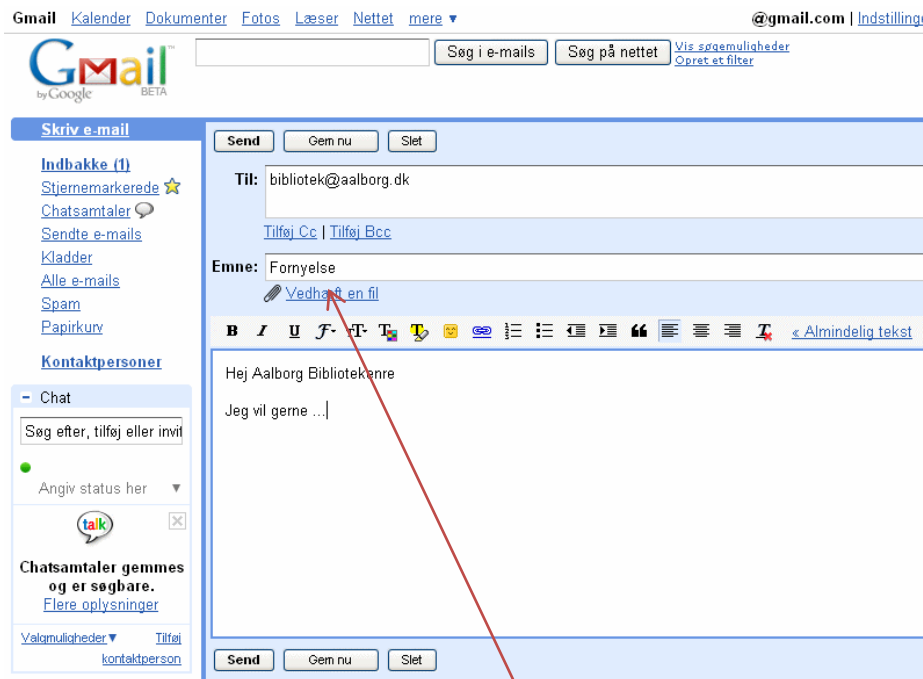
E-mail

E-mail is an electronic mail system. Many of them are free of charge. Two of the most used e-mail programs in Norway are Gmail and Hotmail. The advantages of these are that they have an online base, and are not connected to your personal computer. This means that you can go online from every computer with an internet connection and check your mail box. We will focus on Gmail because we find it easy to use.

Creating an e-mail account at Gmail.no is free of charge and easy. Go to the web page www.gmail.com, and choose "create account". From there you have to follow the instructions by typing in name and a password that you choose. When you have an account, you type your user name and password and press "log in", and the inbox of your email account will open.



To write an e-mail press the «create new mail» button. A blank page will open, and you will have to type the mail address you're sending the mail to, a title for the mail and the text you want to write. When you are finished press "send", and the mail is almost instantly delivered to the receiver.



If you want to attach a file to the mail, for instance a picture, press "attach file" and choose the file you want to upload to the mail.

Good luck!