

Computer Basics

What is a computer?

An electronic device that **manipulates information**, or **data**. It has the ability to store, retrieve, and process **data**.

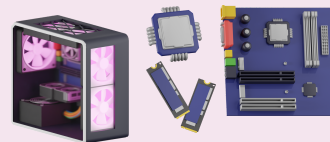
An electronic device that accepts **input**, **processes** that data using a set of programs, and produces **output**.

Components

- **Input:** This is the data you provide to the computer, such as typing on a keyboard or clicking a mouse.
- **Processing:** The computer performs calculations, runs software, and executes instructions.
- **Output:** The results of processing, which can be displayed on a screen, printed, or otherwise presented.
- **Storage:** Computers can save data for later use.

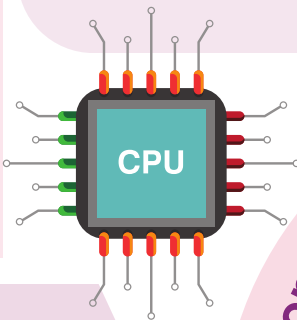
Hardware

Hardware is **any part of your computer that has a physical structure**, such as the keyboard or mouse. It also includes all of the computer's internal parts.



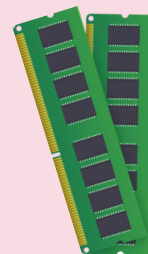
Software

Software is any set of instructions that tells the hardware what to do and how to do it. Examples of software include web browsers, games, and word processors.



Components of a Desktop Computer

- ✓ **CPU (Central Processing Unit):**
The brain of the computer.
- ✓ **RAM (Random-Access Memory)**
Temporary storage for running programs.
- ✓ **Hard Drive**
Permanent storage for files.
- ✓ **Monitor**
Displays output.
- ✓ **Keyboard and Mouse**
Input devices.



Types of Computers

Desktop Computers

Commonly used for personal tasks, work, and entertainment.



Mobile Devices

Pocket-sized devices that combine phone, computer, and communication functions.

Servers

Powerful computers that manage networks, websites, and data storage.



Laptop Computers

Portable computers with similar capabilities to desktops.



Operating Systems



An operating system is the **most important software that runs on a computer**. Without an operating system, a computer is useless. Your computer's operating system (OS) **manages all of the software and hardware on the computer**.

- ✓ **Microsoft Windows**
- ✓ **macOS**
- ✓ **Linux**

Internet Browsers

- Firefox
- Google Chrome
- Microsoft Edge
- Safari

Windows 11

The Desktop



Start Menu

Open the Start Menu: Click the **Start** button on the taskbar, or, press the **Windows** key.

View All Apps: Click the **All Apps** button in the Start menu.

Pin an App to the Start Menu: Right-click an app in the All Apps list and select **Pin to Start**.

Pin an App to the Taskbar: Right-click an app in the All Apps list and select **Pin to Taskbar**.

Unpin an App from the Start Menu: Right-click an app in the Pinned group and select **Unpin from Start**.

Lock Your Computer: Click your **User Icon** button and select **Lock**.

Sign Out of Windows: Click your **User Icon** button and select **Sign Out**.

Switch Users: Click your **User Icon** button and select another user.

Put Your PC to Sleep: Click the **Power** button and select **Sleep**.

Shut Down or Restart Your PC: Click the **Power** button and select either **Shut down** or **Restart**.

Apps

Launch an App: Click the app's icon in the Pinned group in the Start menu; or, click the All Apps button in the Start menu, scroll through the list of apps, and select the app you want to open.

Search for an App: Click the **Search** button on the taskbar and type the name of the app you want to open.

Jump to an Open App: Click the **Task View** button on the taskbar and select an open app; or, press **Windows** + **Tab**.

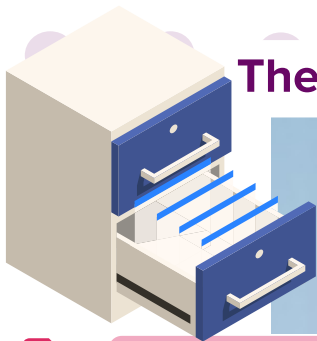
Note: You can also right-click an app in Task view to see additional options for viewing and closing the app.

Install an App: Click the **Microsoft Store** icon on the taskbar. Browse or search for the app you want and click it. Click **Get** to install a free app or **Buy** to install a paid app.

Update an App: Click the **Microsoft Store** icon on the taskbar and click the **Library** tab in the bottom-left corner of the window. Click the **Get updates** button at the top of the window.

Uninstall an App: Right-click an app's icon in the Pinned group in the Start menu or in the All Apps list, then select **Uninstall**.

The File Explorer - File Management



Windows 11 has a built-in file manager called **File Explorer**. It can be used to manage files and folders on a computer, connected networking services, or servers.

OPEN THE FILE EXPLORER BY CLICKING THE FILE EXPLORER APP ICON IN THE TASKBAR OR START MENU.

Default Folders:

Desktop, Documents, Downloads, Pictures, Music, Videos.

Double click to open folders.

To **create a new folder** in File Explorer, you can do the following:

1. Open **File Explorer**
2. Go to the location where you want to create the folder
3. Select Home in the upper-left corner
4. Click the **New folder** button
5. Type the name of your folder
6. Press **Enter**

To **rename** a folder in File Explorer, you can:

1. Right-click the folder name
2. Select **Rename**
3. Enter a name for the folder
4. Press **Enter**

To **delete** a folder in File Explorer, you can:

1. Open File Explorer
2. **Select** the folder you want to delete
3. **Right-click the folder**
4. Click **Delete Folder**
5. Click **Yes** to move the folder and its contents to the Deleted Items folder

To **restore** a folder from the **Recycle Bin** in Windows 11 you can try these steps:

1. Open the **Recycle Bin**
2. Find the folder you want to restore
3. Right-click the folder.
4. Click **Restore**

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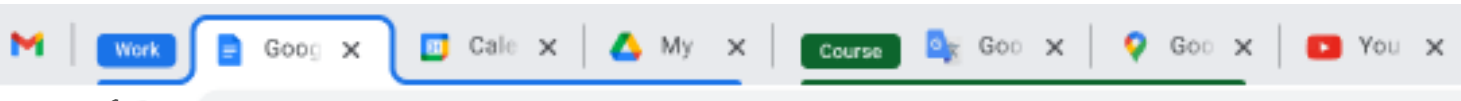


Chrome



URL stands for Uniform Resource Locator.

It is a reference or an address to a resource on the internet. A URL specifies the location of a web resource, such as a web page, image, video, or document, and also the means to retrieve it.

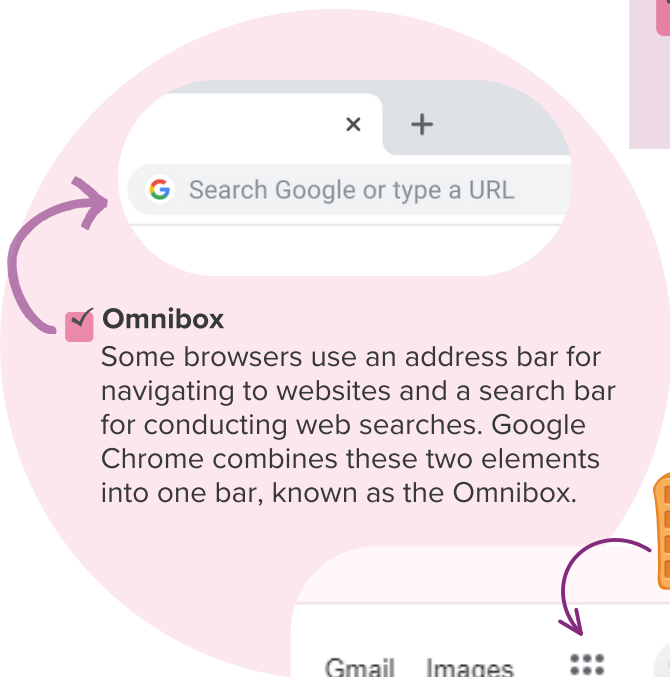


✓ Tab Bar

The area at the top of the browser window that displays open tabs. Users can switch between tabs by clicking on them.

✓ Tool Bar

The area where various controls and features are located. This includes buttons for navigation (back, forward, refresh), bookmarks, extensions, and settings.



✓ Omnibox

Some browsers use an address bar for navigating to websites and a search bar for conducting web searches. Google Chrome combines these two elements into one bar, known as the Omnibox.

