


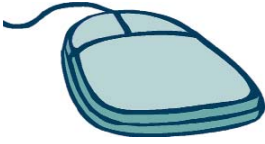
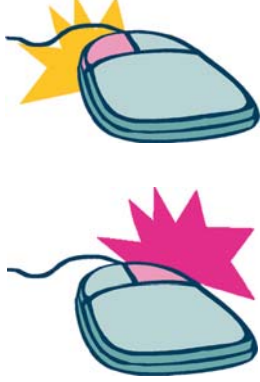

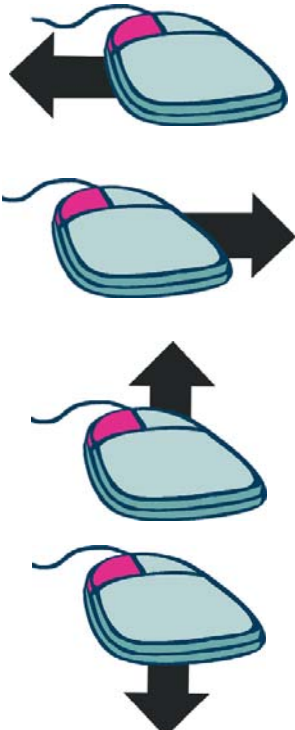


Computer Basics

Before you begin using the computer, you should know some basic facts. This includes knowing the names of some of the parts of the computer as well as knowing how to move the mouse.

| Parts of the Computer | |
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| <p>1. The CPU (central processing unit) is the brain of the computer. It is found within the enclosed part of the computer.</p> |  |
| <p>2. The monitor is similar to a television in that both have screens used to display information.</p> |  |
| <p>3. The keyboard is used to type or input information. It has keys or buttons with letters and numbers on them, plus some special keys.</p> |  |
| <p>4. The mouse is used most often for pointing at different things on screen. The mouse has buttons that can do things when pressed.</p> |  |

| Moving the Mouse | |
|---|--|
| <p>1. The mouse can also be used for clicking. Clicking is tapping the mouse button once to press it and then quickly letting go.</p> <p>If your mouse has two buttons, you will be doing left-clicking most of the time.</p> <p>However, there will be times when you will be doing right-clicking as well.</p> |  <p>The illustration shows two actions: first, a yellow starburst indicates a left-click on the left button of a mouse; second, a pink starburst indicates a right-click on the right button of a mouse.</p> |
| <p>2. Also, there will be times when you will be double-clicking. Double-clicking means tapping the left button two times very quickly. A double-click is often used to open or start something.</p> |  <p>The illustration shows a mouse with two yellow starbursts on the left button, labeled '1' and '2', indicating two consecutive clicks.</p> |
| <p>3. Dragging is another type of movement you can do with the mouse. Dragging is holding down the left mouse button and moving the mouse. Once you have pressed down the left mouse button, you can drag left, right, up, down, or any other direction.</p> |  <p>The illustration shows four sequential mouse movements, each with a black arrow indicating the direction of drag: left, right, up, and down.</p> |