

Vocabulary & Reading

Selected Bibliography

- 004.16 MCF The complete idiot's guide to using your computer—for seniors / Paul McFedries**
Tricks for modifying your mouse, keyboard, and screen to make it easier to use the computer.
- 004.16 MAC Using your computer: the beginner's guide, 3rd. ed. / Kyle MacRae**
Clearly written, how-to guide with many screen shots.

Computer Vocabulary

Boot, boot up- You boot (or boot up) your computer when you switch it on and wait while it prepares itself.

Browser, to browse - A browser is a program like Firefox or Internet Explorer. You use it to view the Internet.

E-mail - Messages sent from one computer to another.

Flashdrive – A small device about the size of a keychain to store your files.

Folder (directory) - A sub-division of a computer's hard disk into which you put files.

Icon - A small image or picture on a computer screen that is a symbol for folders, disks, peripherals, programs etc.

Internet - International network of computers.

Kb, Mb, Gb - Kilobytes, megabytes, gigabytes. Used to measure computer memory and storage.

Memory - Memory is for the temporary storing of information while a computer is being used.

Modem - Equipment connected to a computer for sending/receiving digital information. You need a modem to connect to the Internet, although newer computers are equipped with internal modems or wireless cards.

Program - Software that operates on a computer and does various things, such as writing text (word-processing program), keeping accounts (accounts program) and drawing pictures (graphics program).

Scanner - Equipment for converting paper documents to electronic documents that can be used by a computer.

Virus - A small, unauthorized program that can damage a computer.

Windows - An operating system used by some PCs (Macintosh computers use the Apple operating system).

World Wide Web, WWW, the Web - WWW are initials that stand for World Wide Web. The Web is one of the services available on the Internet. It lets you access millions of pages through a system of links. Because it is 'world-wide', it was originally called the World Wide Web or WWW.

Agreement to Practice

I _____ will practice everyday.

I can:

- ☐ Find 2 "Enter" keys
- ☐ Click
- ☐ Double-click
- ☐ Scroll up & down
- ☐ Close windows
- ☐ Open icons

☐ Other _____

☐ Other _____

☐ Other _____

Practice Web Sites

Mouse Practice Web Site

<http://winbeginners.com/mousing/mousepractice.html>

Another Mouse Practice Web Site

<http://www.pbclibrary.org/mousing/mousercise.htm>

Metro Match Game

<http://games.aarp.org/games/metro-match/metro-match.aspx>

