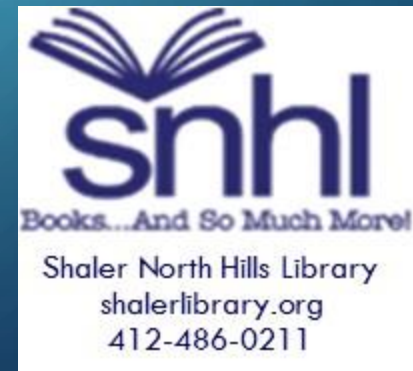


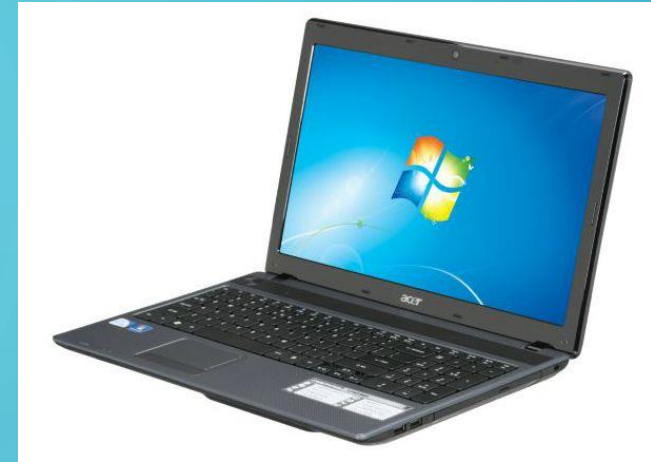
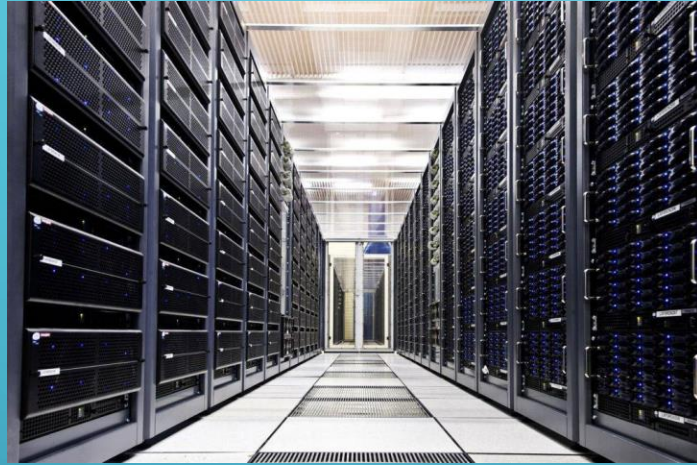


# INTRODUCTION TO COMPUTERS SHALER NORTH HILLS LIBRARY

## BASIC COMPUTER KNOWLEDGE



# What Is A Computer?



# COMPUTER DEFINITION

- A computer is an electronic device that manipulates information, or data. It has the ability to store, retrieve, and process data.
- Combines physical machinery and instructions (programs, codes).

# HARDWARE & SOFTWARE

- The physical components of the computer are called hardware.
- Software is the collection of code (think instructions) that tells the computer how to do things. Examples you might know:
  - Word (word processing)
  - Excel (spreadsheets)
  - PowerPoint (presentations)
  - Adobe (word processing, forms)
  - PhotoShop (manipulating photos)

# OPERATING SYSTEMS (OS)

- Controls and manages the hardware and software. (It's the 'language' of the computer.)
- There are three well-known systems:
  - Windows (from Microsoft)
  - iOS/macOS (from Apple)
  - Android (from Google)

# CONNECTING

- Modem (connects you to the Internet—used to mean modulating telephone lines; makes it compatible with your Internet Service Provider--ISP)
- Router (joins networks—connecting the Internet to your personal network)
- USB Port (Universal Serial Bus--there are now different sizes of connections)
- HDMI (often found on TVs)
- Bluetooth (wireless technology)



# STORAGE

- It's very important to have a plan to store things you create so that you can retrieve them/use them later. From documents to photos, you will want to decide how to store these items.
  - Hard drives—on your actual computer's drive
  - Portable hard drives—separate drives or flash drives (flash drive/USB drive/thumb drive/jump drive/memory stick—same things)
  - Clouds such as Google Drive/iCloud
  - CDs & DVDs (writeable)
  - Memory Cards/SD Cards (SD--Secure Digital)
  - Email
  - Servers—usually for businesses, stored separately or offsite

# STORAGE continued...

- Different ways to store have different advantages--
  - Where will you need to access from? Home? Library? Family member's computer?
  - Do you want to be able to carry with you?
  - Will you need/want to print?
- Back up your important items!
  - If stored 'locally' then there is no definite back-up
  - If you store in the cloud, or email, or a second device, you can retrieve if something happens.
- (Memory is NOT storage—runs apps and improves multi-tasking)



# ORGANIZING: Files & Folders

- You can store items in separate folders to keep them organized. You can make folders on your computer or on your storage device and name them.
  - Folders in email
  - Folders on your hard drive
  - Folders on flash drive

Examples might be making a separate folder in your email for the emails relating to job hunting, or from family members.

# SECURITY

- There are various companies that provide Security software to protect your computer. They usually have a fee. Many just load the software via the Internet onto your computer. Usually updated automatically. Sometimes one fee will cover multiple devices.

## Well-known companies:

- McAfee
- Norton
- Kaspersky
- Webroot
- Bitdefender

## Protection from:

- Viruses
- Malware
- Spyware
- Ransomware

# HOMEWORK

- Make a list of the items in your home that are/have computers.
- Find out what operating system you have on your home computer.
- Make a plan for how you want to store your data.

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