**COMPUTER BASICS**

Type your answers in below each question.

1. What is computer hardware?

2. What is computer software?

3. What is a USB Port? Where can it be found? Find one on the library computer, and call Emily over to show her.

4. If you click on a link in a web page, what will happen?

5. Next to each symbol, write what it means when the mouse cursor appears in that form.

6. With your mouse, left-click on the “Library Online” icon at the bottom of the screen. Then double left-click on Microsoft Excel. What happens?

7. Close Microsoft Excel by left-clicking on the x in the upper right corner of the screen. Now, you are going to practice opening other programs from Library Online.

 a. Double-click on the “Microsoft Word” icon OR select Microsoft Word (by left-clicking on the icon) and press the start button. After the program opens, close it by left-clicking on the x in the upper right of the screen.

 B. repeat the above with Google Chrome, Internet Explorer, and Adobe PDF.

7. What does the BACKSPACE key do?

8. What does the DELETE key do?

9. What does the ENTER key do?

10. What do the ARROW keys do?

11. What must you do in order to place the INSERTION POINT where you want it?

**For each sentence below, insert an S at the end of every word. (The sentence will no longer make sense – this is just an exercise for getting used to the insertion point.)**

For example, the sentence:

“I am at the library” will become “Is ams ats thes librarys”

Sentences:

You are using the computer

This is just an exercise.

Spell check might change some of these words.

You are learning to use the insertion point.

The insertion point is also known as the blinking i-beam.

**For each sentence below, use the DELETE key to remove the extra S at the end of each word.**

Thiss coulds bes as hards exercises.

Its iss justs abouts practicings withs thes deletes keys.

Everys words has sans extras ss ats thes ends.

Thes deletes keys deletess characterss tos thes lefts ofs thes insertions points.

**For each sentence below, use the BACKSPACE key to remove the extra S at the end of each word.**

Thiss coulds bes as hards exercises.

Its iss justs abouts practicings withs thes backspaces keys.

Everys words has sans extras ss ats thes ends.

Thes backspaces keys deletess characterss tos thes rights ofs thes insertions points.

**Use the ENTER key to start each sentence on a new line. (Hint: place the insertion point at the start of the sentence, and press the enter key.)**

You are using the computer. This is just an exercise. Spell check might change some of these words. You are learning to use the insertion point. The insertion point is also known as the blinking i-beam.