Connections For Humanity. Inc. (CFH) Outreach Presents A
Veterans and Community
Introduction to Modern Technology
Basic Digital Skills

Hi, and welcome. My name is Digibot. This newsletter is for veterans and the community who have no knowledge about computers. My job will be to guide you through the basic skills to operate a computer and the internet, then give you websites which you will interact with in furthering your education in digital skills. So welcome and let's begin…………………..

What Is a Computer and What Does It Do?

Computer: programmable, electronic device that accepts data, performs operations, presents the results, and can store the data or results

Input—entering data into the computer

Processing—performing operations on the data

Output—presenting the results

Storage—saving data, programs, or output for future use

Why Learn to Use a Computer?

- To open up a world of information
- To easily access government & other organizations
- To connect with family & friends
- To have fun!

BASIC COMPUTER PARTS

Monitor   Keyboard   Mouse   Tower

BASIC COMPUTER VOCABULARY

<u>Hardware</u> – The physical parts of the computer. anything you can touch and see, even before you turn on the computer.

<u>Software</u> – refers to any type of computer program. The software is what makes the hardware run. Example: The CD is the hardware and the music on the CD is the software

Input Devices –. Keyboard - Mouse

Monitor – (That's me)This is where you see the text and graphics you are working with or the thing you look at while you use the computer (it looks a little like a TV).

CPU, Central Processing Unit - the "brain" of your computer. The CPU acts like a traffic cop at a busy intersection to instruct the computer programs to process the data. This is located in a tower which has the On/Off switch: This would be pressed to start your computer.

Hard Drive – device that stores large amounts of information for a long time. It is located within the Tower or CPU. The main hard drive, it is called drive C. It stores the operating system, programs, and documents.

The Keyboard & Mouse

You interact with a computer mainly by using the **keyboard** and **mouse.** Learning to use these devices is essential to learning to use a computer. Most people find it comfortable to place the keyboard on the desk directly in front of them and the mouse to one side of the keyboard.

From here on you will see illustrations of use and identifying what items are to get you to the internet for interactive classes and information you want to learn.

The Keyboard

Like a typewriter, it's where you type and enter numbers. It is one way to tell the computer what you want it to do. The keyboard allows you to type letters, numbers, and words into the computer. Whenever you see a flashing vertical line—called the **cursor**—you can start typing. This used mainly in word, power point, publishing, note & internet. This is what a keyboard looks like and how they are used.
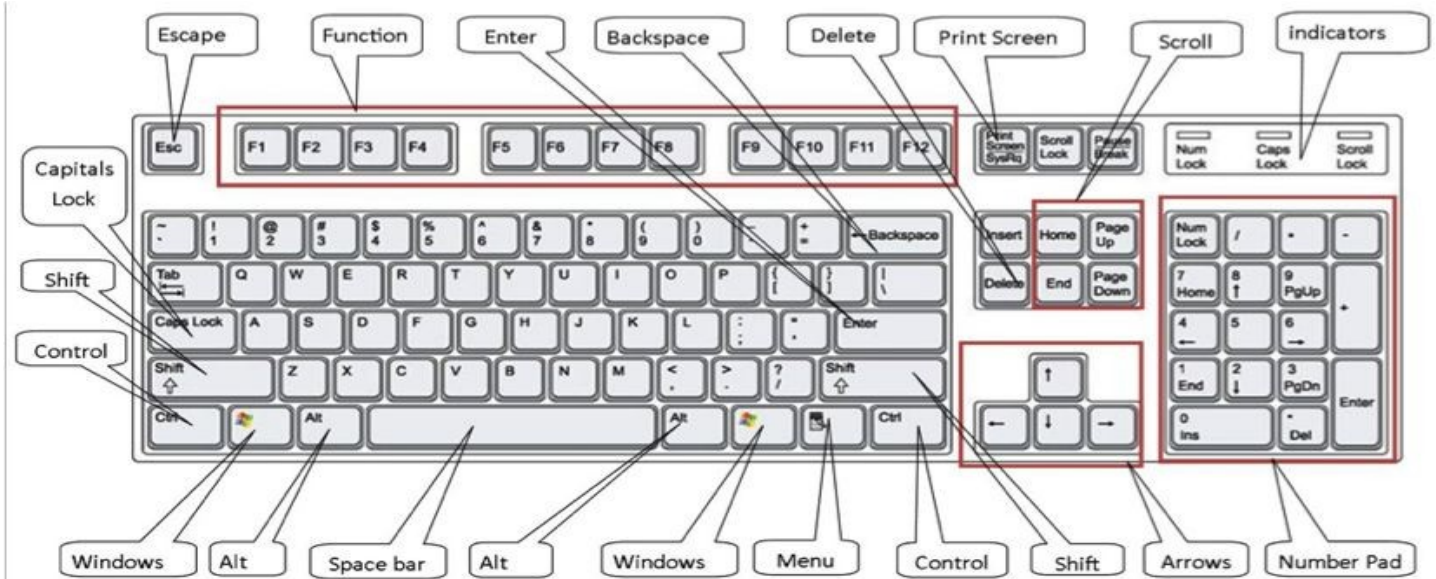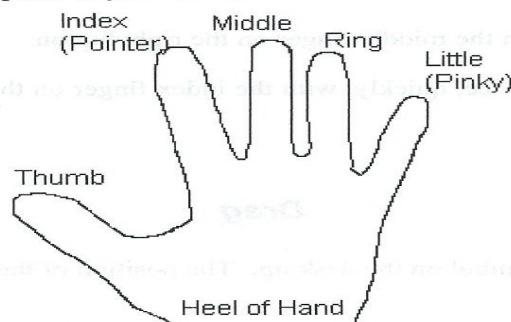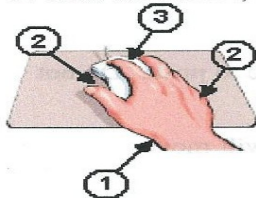

Using a Mouse

A computer mouse is similar to a mouse because they both have long tails.

A computer mouse, or mouse, is used to communicate with the computer. It is held in your hand. Identify the parts of your hand.

To hold the mouse,

1. Rest the heel of your hand on the table in front of the mouse.

2. Hold the mouse loosely between the thumb and ring and little fingers.

3. Rest the index and ring fingers lightly on top of the mouse.

The mouse controls the **cursor** on your screen. The cursor can look like an arrow $\overset{\kern2pt\text{\tiny↖}}{}$ or a simple line I or a hand $\overset{\text{\tiny🖑}}{}$ or a double arrow ↔ .

Use the thumb and fingers to move the mouse. When you move the mouse gently, the cursor will also move.

Click
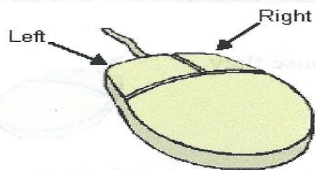
The mouse is divided into two parts or **buttons**: the left button and the right button.

With your index finger on the left part of the mouse, push down <u>lightly</u> and then release <u>quickly</u>. You might hear or feel a small 'click' sound. This is called a 'mouse click' or a '**click**.' When you click with the mouse, a specific action will happen.

A **click** or **left click** is done with the index finger on the left button.

A **right click** is done with the middle finger on the right button.

A **double click** is done twice, quickly, with the index finger on the left button.

Drag

An **icon** is a picture or symbol on the desktop. The position of the icon can be moved on the desktop.

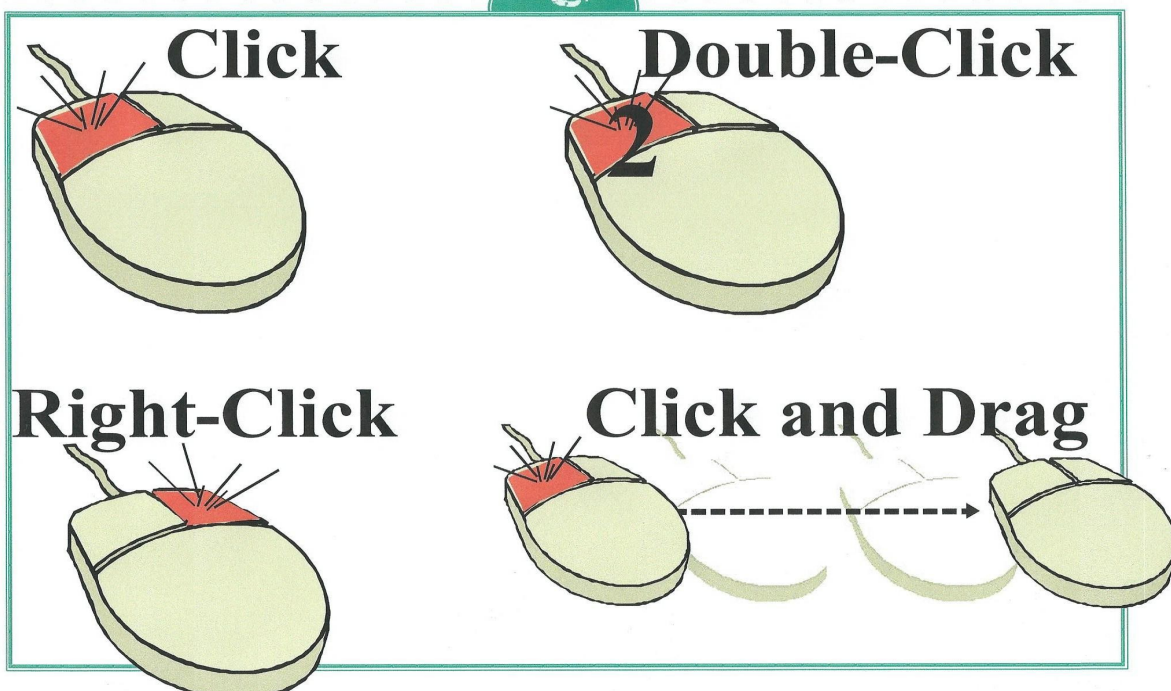To **drag** or pull the **MY COMPUTER** icon:

1.   **Place** the cursor on the icon.

2.   **Push** the left button on the mouse with the index finger. Continue to push. Do not lift the index finger.

3.   **Move** the mouse and continue to **push** the left button. The icon will move.

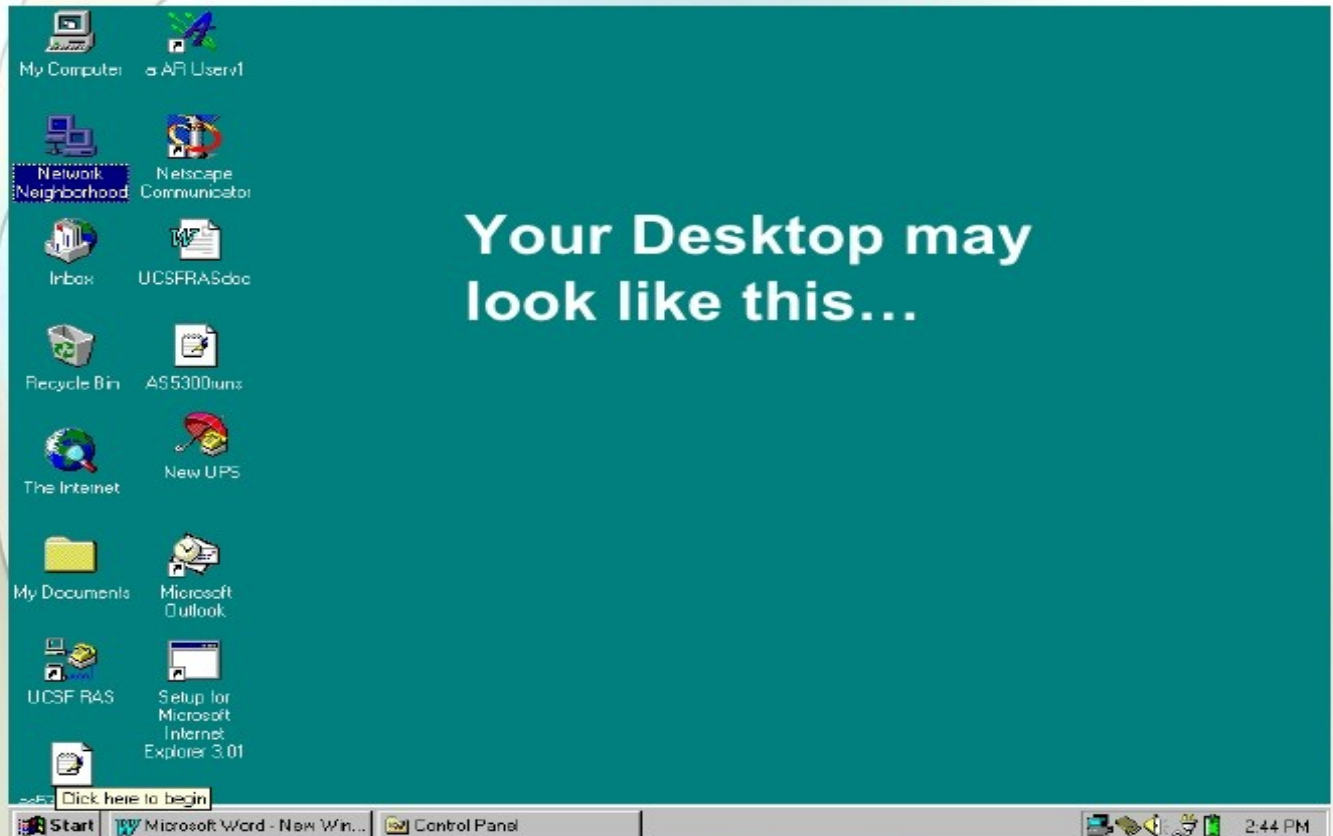4.   **Release** the left button. The icon will stay in that position.

A Visual Aid

The Mouse

Click

Double-Click

Right-Click

Click and Drag

Let's see what and why we have a desktop

This is where icons for programs, the start menu, and other highly used functions reside. Think of your computer desktop as just that: the top of a desk where you would keep the items you use the most while working. The desktop is a space that can be customized to fit your needs (icons or to open frequently used programs can be added for ease of use). You can add short-cuts to programs that you use often for easy access.

A desktop can be personalized to fit your needs. You can customize the theme of your desktop by adding an image or pattern of your choice. The bar across the bottom is called the Status Bar. This shows the user what programs are being used.

Shortcuts are files that access files that are stored on your hard drive (C:). Clicking them opens the file or program just the same as clicking on the actual file.

Icons are small pictures that represent a program. You can move the icons and shortcuts and rearrange them how you would like it.

The icon called "Recycle Bin" is the file that holds your deleted files. You can open it, and then delete the files in there, or restore the files to be used again. It serves as a "double-check" when deleting files, but not all files will go there.

Let's look in Microsoft Word [W] and see how things work in here !!!! You do your writing in here from you keyboard.

What is Microsoft Word used for?

Microsoft Office Word is a non-free commercial word processor designed by Microsoft. It is part of the Microsoft Office Suite. Microsoft Word is currently the most common word processor on the market. And the file .doc/.docx format has become one of the popular format for text documents.

What is Microsoft Word used for

MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work.
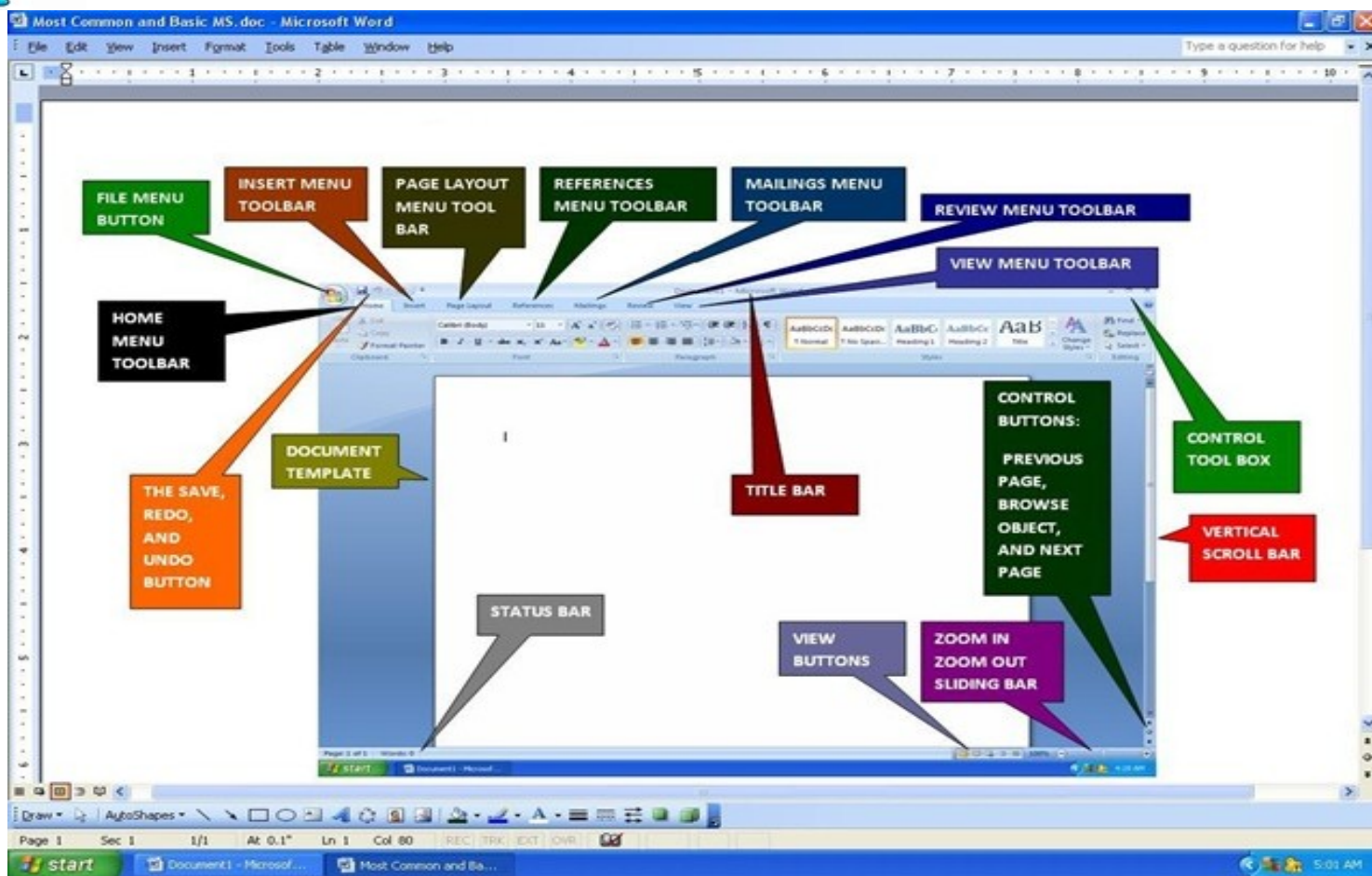

Microsoft Word 2007
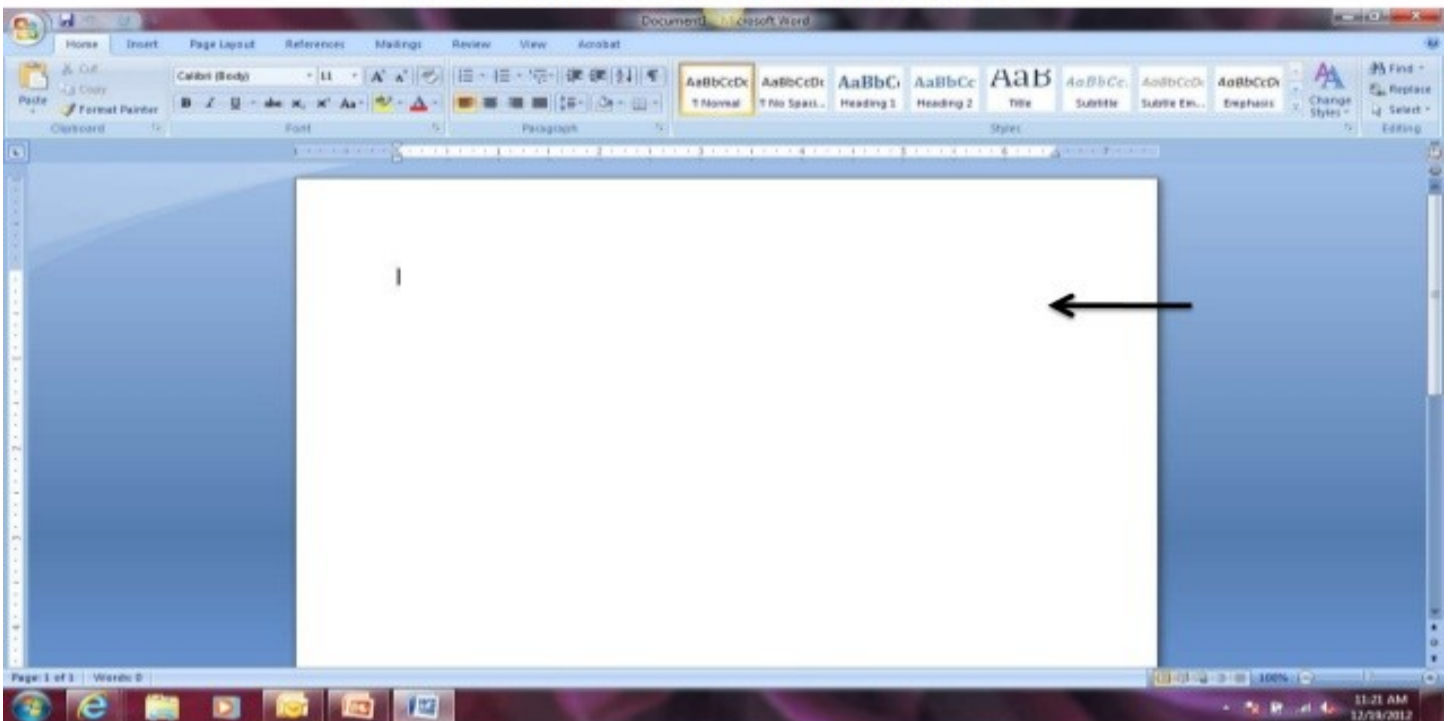
A blank document will open in Microsoft Word

This is the text area.

Vertical Scroll Bar

Horizontal Scroll Bar
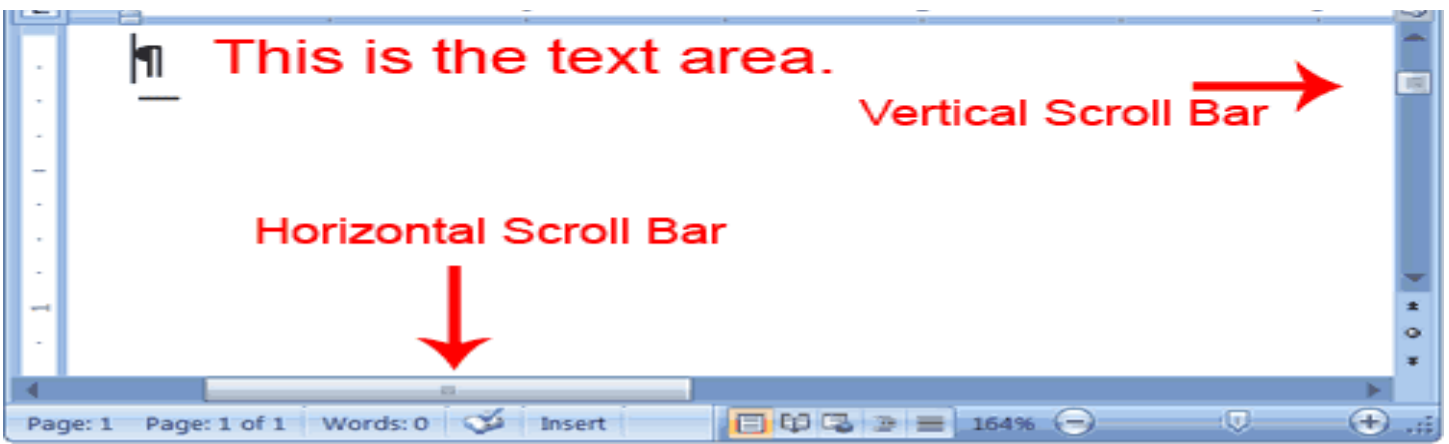
A Blank Microsoft Word Document

1. FILE MENU BUTTON: use as the most standard menu command under the file menu in old version. Once you click, you can print your document, setup restrictions of your document, save and save as, and publishing document in the blog and sent your document in an email, etc.

2. INSERT MENU TOOLBAR: primarily used to insert objects of application. One of the most common is the image or picture, such as: pages, tables, illustrations, links, header and footer, text formatting, and symbols.

3. HOME MENU TOOLBAR: these are the standard and formatting command buttons of the application. Such as clipboard- the cut, copy, paste, and paint command. And also the font formatting command, the paragraph indentions, and the styles of the text.

4. PAGE LAYOUT MENU TOOLBAR: once you prepare your document template, use this menu to apply Themes, Page Setup, Page background, Paragraph Indentions, and text alignment or the arrange buttons.

5. REFERENCES MENU TOOLBAR: these are the table of contents features, footnotes, citation and bibliography, captions, index, and table of authorities.

6. MAILINGS MENU TOOLBAR: in advance use of this new version, use this menu for creating envelops and labe ls, document mail merge, write and insert fields, preview results, and finish mail merge.

7. REVIEW MENU TOOLBAR: to assure the correctness of our spelling and grammar and other features, this versions have a features of Proofing, comments, tracking service, changes, compare, and protect.

8. VIEW MENU TOOLBAR: other features included, same as the applications of the view menu toolbar of the MS-WORD 2003. This includes of the Document Views, Show/Hide, ex: Ruler, Document Zoom, Window View, and Macros application.

9. ZOOM IN ZOOM OUT SLIDING BAR: situated at the bottom right side of the document window, this is use to zoom in/zoom out the document. By dragging this using your mouse, rather by selecting a specific number of size of document template.

What is a cursor ?

A special symbol, usually a solid rectangle or a blinking underline character, that signifies where the next character will be displayed on the screen. To type in different areas of the screen, you need to move the cursor. You can do this with the arrow keys, or with a mouse.

The cursor may appear as a small arrow, called a *pointer*. (The terms *cursor* and *pointer* are often used interchangeably.) In text processing, a cursor sometimes appears as an *I-beam pointer*,

What therefore is a cursor?

A Cursor is defined as a blinking vertical bar which indicates the insertion point in a text area or field. When you press a key on the keyboard, the character you typed will be placed at the insertion point and the cursor will move one step to the right. When the mouse pointer is moved to a text area it changes from the normal arrow to an insertion point(which looks like a capital I)

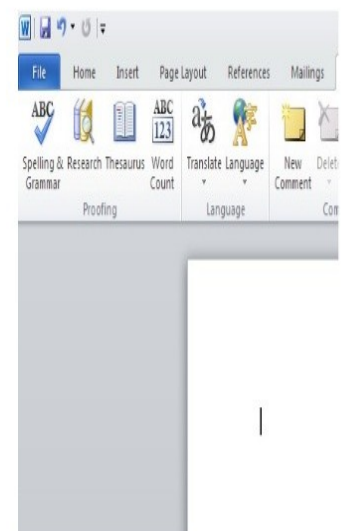|	
Normal mouse pointer	
Cursor	I
Insertion point	I

Cursor (Blinking Vertical Line)

Blinking vertical line is called the cursor.

The cursor indicates where you can insert characters within the text.

To place the mouse pointer where you want the the cursor to appear click the left mouse button.

The blinking cursor will appear where you clicked.

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Let's look at the internet here you will open your world to infinite knowledge.

What is the Internet?

The Internet, in simplest terms, is the large group of millions of computers around the world that are all connected to one another. These computers are connected by phone lines, fiber optic lines, coaxial cable, satellites, and wireless connections.

When you log on to the Internet you are given access to many of the other computers that are connected around the world.

Once you are connected to the Internet you are able to do many things. You can send and receive e-mail. You can chat with text or voice. You can browse the World Wide Web. And you can perform countless other tasks like learning how to use the computer, how to write a resume, search for employment, apply for employment ,learn about world events ,have fun: play chess, games, chat with friend, make new friends,

What is the World Wide Web?

The World Wide Web is the name given to the entire part of the Internet you can access with your web browser software. (Microsoft Internet Explorer the most popular web browsers.) The World Wide Web, or WWW or web for short, consists of millions of web sites (like KEYSPOT.com, microsoft.com, and millions of other web pages.

A web page is kind of like a word-processing document, except it can contain pictures, sounds, and even movies along with text.

The main difference between a web page (or 'home page') and a web site is that a web site generally contains multiple web pages, all linked to one another in some fashion

What Is the Difference Between the Internet and the Web?

Question: What Is the Difference Between the Internet and the Web?

People commonly use the words "Internet" and "Web" interchangeably. This usage is technically incorrect.

Answer: The Internet and the World Wide Web have a whole-to-part relationship. The Internet is the large hardware container, and the Web is the contents within the container. It is common in daily conversation to abbreviate them as the 'Net' and the 'Web', and then swap the words interchangeably. But to be accurate, the Net is the restaurant, and the Web is the most popular dish on the menu.

What is a Brower ?
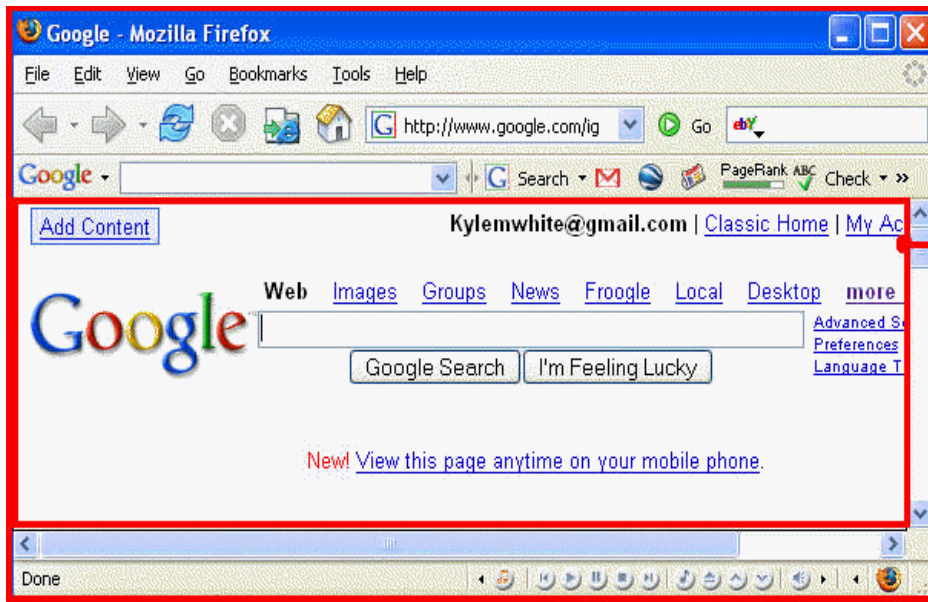
A Browser is the software that reads the html code used on the internet, and displays the information so that you can view it. Explorer, Firefox, and Safari are just a few examples. Most major web browsers have these elements in common, these are found in the Menu Bar Back and Forward buttons, History list, showing the previously viewed websites, Refresh, or Reload, that reloads current page, Home button, that returns to user's home page.

Sometimes you have little icons added onto your browser, and these work as shortcuts to websites. There is also a Menu Bar, that has drop down menus that have different features that you can use: Under the File Menu, you can open new windows, new tabs, print, and others. Each Menu item has different options.

To learn how to "navigate" a website, we will be using the library's web site. On the right hand side of the web page you will find a scroll bar. To view the lower part of the page you will use the scroll bar.

Now take your mouse and move around the page, you will see that in some places, the mouse changes shape from an arrow to a hand. This indicated that the word or picture you moved over is a link. A link will take you to a different page on the website or to a different web site altogether. Left click once on one of the links you moved over, a new web page will come up.

The more specific you are with your key words, the better the chance of finding the webpage. There is no perfect search engine, and they all work the same, Google, Ask, Bing, Yahoo, Ask Jeeves are all examples of search engines

As you type in a search engine, it will offer suggestions based on what you are typing to help your search.

For a Web user, the home page is the first Web page that is displayed after starting a Web browser like Netscape's Navigator or Microsoft's Internet Explorer. The browser is usually preset so that the home page is the first page of the browser manufacturer.

Example of different Internet Home Pages
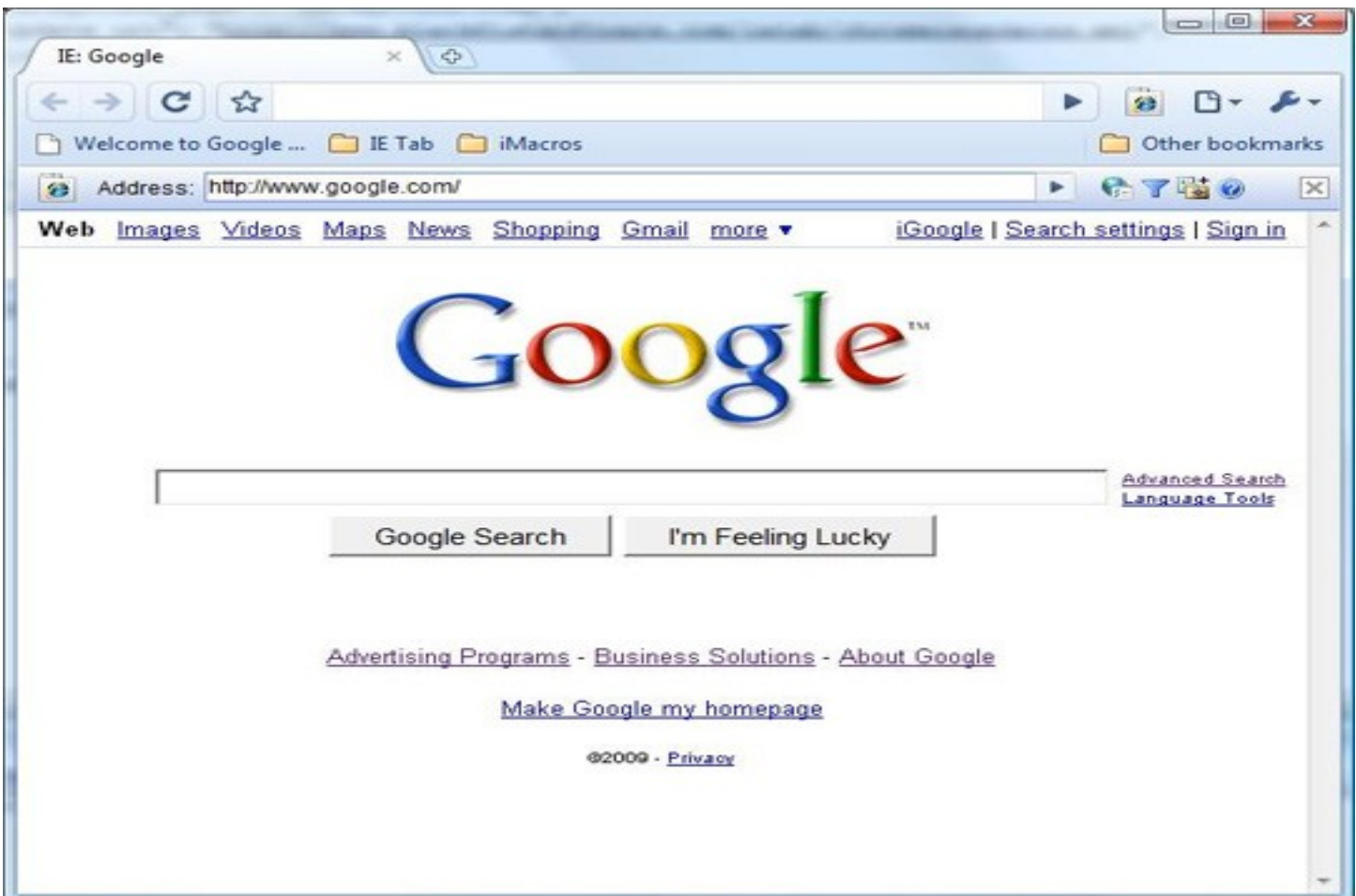
Most Popular Internet control Icons
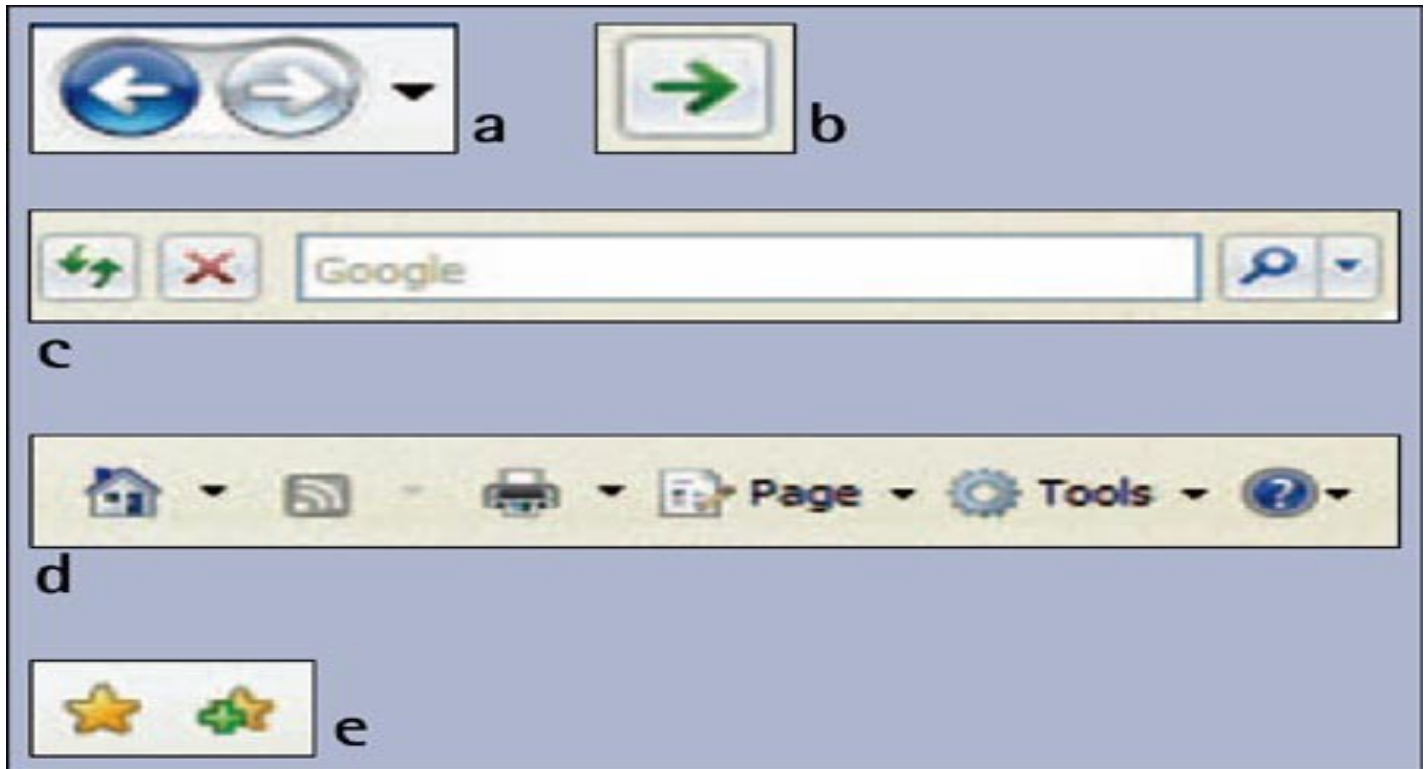
These icons control the most popular tasks when browsing the web. They are as follows.

Navigation icons:

(a) back a page, forward a page;

(b) go (to the address typed in the address bar);

(c) refresh the page, stop downloading the page and the multiple engine search box.

Other tasks:

(d) home, RSS feeds button (currently grayed-out as the current web page has no feeds),

print current page,

edit current page,

tools for configuration of the browser and help button;

(e) favorites and 'add a favorite' buttons (screenshots printed with permission from Microsoft Corporation)

Last but not least….the Address Bar…(using you keyboard) here is where you will type where you want to go. Example www.http://phillykeyspots.org and press Enter

Address Bar

An address bar is a text field near the top of a Web browser window that displays the URL of the current webpage. The URL, or web address, reflects the address of the current page and automatically changes whenever you visit a new webpage. Therefore, you can always check the location of the webpage you are currently viewing with the browser's address bar.

While the URL in the address bar updates automatically when you visit a new page, you can also manually enter a web address. Therefore, if you know the URL of a website or specific page you want to visit, you can type the URL in the address bar and press Enter to open the location in your browser.

NOTE: The URL typically begins with "http://", but most browsers will automatically add the HTTP prefix to the beginning of the address if you don't type it in.

The address bar is sometimes also called an "address field." However, it should not be confused with a browser toolbar, such as the Google or Yahoo! Toolbar. These toolbars typically appear underneath the address bar and may include a search field and several icons.

Different Internet browser's address bars
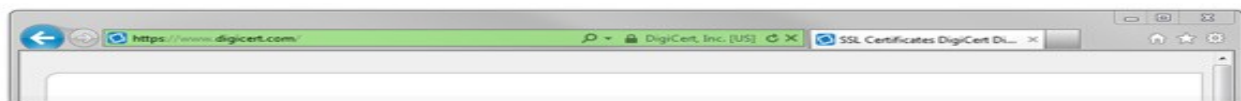
Well, there you have it. I have done my part introducing you to the basics knowledge in using a computer along with a few basic skills and how to get to and on the internet.

Now Let's have some fun !! It's your turn to interact with a computer.

First, find a computer location: These two place I know are free and have help available to you if you get stuck. They also have classes which can help improve your computer skills and help with GED Classes.

KEYSPOT   https://www.phillykeyspots.org/

MY PLACE   http://philaliteracy.org/ adult_learners/adult-education-classes/

Second, identity and practice using the parts of me (word, or other icons on your desktop)

Third, Double click on the internet icon and in the search engine type what you are interested in and press enter and off you go!!!!!!!!!!!!

Here are a few web address to get you started:

Type in address bar

https://www.phillykeyspots.org/resources, then double click on computer training.

http://philaliteracy.org/ adult_learners/adult-education-classes/

http://www.gcflearnfree.org/COMPUTERBASICS

https://www.ctdlc.org/remediation/indexComputer.html

https://www.accounts.google.com/signup

http://www.spclc.org/curricula-resources/computer-curriculum

https://www.youtube.com/watch?v=cXBVMyKQ3ZY (video)

http://www.free-computer-tutorials.net/

http://www.computerbeginners.co.uk/

Last be not least, Relax , and have fun learning all about me   …….

So What Are You Waiting For ?

There are also so many other places you can go on the web. You can perform countless other tasks like learning how to use the computer, word, excel, get a copy of your DD214, sign up for a VA Card,   Apply for VA benefits, learn how to write a resume, search for employment, create a e-mail for your mail, apply for employment ,learn about world events ,have fun playing online games: chat with friend, make new friends, go back to school, learn to fish, make a cookbook, write your own story and soooooo much more.!!!!!!

Together we can visit any country in the world , Learn about anything you are interested in. Keep up with current events, find organizations/business/ companies that can help if needed in all areas of your life, Who know maybe write a book or newsletter which can help others (I'm just saying)

So Come On!!! What are waiting for? Come interact with me and have fun, learning about what all I can do, <u>most importantly how I can help you !!!!!!</u>

I hope this newsletter has helped you get to learn a few basic things about the technology we live in today, about me and some of the things we can do together.

Before I go, I just want to give a sincere "thank you" to our sponsors and other organizations/ business & websites who helped made it possible for me to get all this information together and helped in putting this newsletter together for you on a hard page (paper) so you can get familiar and comfortable in using the computer thorough our efforts to introduce the world of modern technology to you.

Comcast, KEYSPOT, GCF Global, SPCLC, Microsoft Corporation,Investintech, Dave's Beginners Guide to the Internet and Simpo Technologies , gcflearnfree.org.baycongroup.com,Webopedia.com ,digicert.com, cidlc.org, spdc.org, u-tube, freecomputertrutorials.net, computerbeginners.co.uk and Connections For Humanity, Inc

Now It's Your Move!!!!!!   I'm waiting to meet you!!!!!!

WELCOME TO THE INTERNET

THE KEYS TO YOUR [future] [Search]

THE INTERNET. TURN IT ON.

KEYSPOT

More than 50 **KEYSPOTs** offering **FREE** computer classes and Internet access are **NOW OPEN**.

To find a KEYSPOT near you, **call 311 or visit PhillyKEYSPOTs.org**. (Hours of operation may vary.)

THE MAYOR'S COMMISSION ON
LITERACY
—Because Adult Learning Works—

FIND YOUR PATH
PHILADELPHIA PARKS & RECREATION

Drexel UNIVERSITY

OFFICE OF
Innovation & Technology
CITY OF PHILADELPHIA
LIFE · LIBERTY · AND YOU

City of
Philadelphia
LIFE · LIBERTY · AND YOU

Internet Essentials℠ OVERVIEW for PARTNERS

City of Philadelphia

INTERNET ESSENTIALS
from Comcast

Internet Essentials℠ from Comcast brings affordable high-speed Internet home for $9.95/month + tax.

Features of Internet Essentials include:

- No term contract or credit check
- No installation or equipment fees
- Free in-home WiFi
- The option to purchase an Internet-ready computer for just $149.99
- Free in-person and online digital literacy classes to make the most out of your home Internet connection

Detailed below are the Internet Essentials program options available in the City of Philadelphia and their specific eligibility. Note that some residents may be eligible for more than one segment.

How to Apply for Internet Essentials:
Visit InternetEssentials.com or call 855-848-6348.

Families

- Have at least one child who is eligible for the National School Lunch Program
- Live in the City of Philadelphia and be serviceable by Comcast
- Not have outstanding debt to Comcast that is less than one year old

Public Housing Residents

- Must be a Public Housing Authority resident
- Live in the City of Philadelphia and be serviceable by Comcast
- Not have outstanding debt to Comcast that is less than one year old
- Section 8 housing is not eligible at this time

Seniors

- Must be at least 62 years old and receive eligible state and/or federal assistance
- Live in the City of Philadelphia and be serviceable by Comcast
- Not have outstanding debt to Comcast that is less than one year old

Broadband Access Opportunity

- Available if none of the other options apply
- Must qualify as low-income and receive Federal or State aid
- Live in the City of Philadelphia and be serviceable by Comcast
- Not have outstanding debt to Comcast that is less than one year old

Connections For Humanity, Inc. (CFH)

Veterans Supportive Services

Hunger Relief Services

Computer Education Lab

Resource Information

For information regarding dates & time of programs Come into our office :
323 W. Rockland Street, Lower Level
Philadelphia, Pa. 19120
Or
Call Us:
267-560-7534

We Salute You and Thank You For Your Services !!

Support, Assistance and Help Is Here For You
We're leaving our lights on so you can find us

Connection For Humanity
Multi-Service Resource Center
Making A Difference In People's Lives
267-560-7534
www.cfhphilly.wix.com/cfhphilly

Problem: People are hurting , confused and in need of help in today's society. People do not know where to go and get the help they desperately need to survive the crisis they find themselves in.
Solution: Connections For Humanity, Inc. (CFH)
We are the bridge to help people find solutions to enhance
BE A PART OF THE SOLUTION : DONATE

Connections For Humanity, Inc. (CFH)
P O Box 18341
Philadelphia, Pa. 19120

Our Community Partners

comcast xfinity

THE INTERNET. TURN IT ON.
KEYSPOT
Powered by Freedom Rings Partnership

share
nourishing community

GREATER PHILADELPHIA
COALITION AGAINST HUNGER

Walmart
Save money. Live better.

gottahava Wawa

Save a lot

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