

### Computer Processing Unit (CPU)

#### \* Hard Drive

- o "Thinking" or processing unit;
- o Brain of the computer processing unit
- o Does calculations and information storage.

#### \* Keyboard/Mouse

- o Allows you to 'navigate' your computer's hard drive via the virtual representation called the Desktop.

#### \* Monitor

- o Gives a visual representation of what is on your hard drive.
- o It is like a television. When you are watching television, the images you see are not truly inside of your television. A signal is being sent to your television that translates it to an image and sound.

### Desktop

- \* This is the visual representation of what is on your hard drive.
- \* A good analogy would be an actual desk top in someone's home or at someone's office. People have documents, pictures, files, books, etc on their desktops.

### Opening Microsoft Word

- \* Go to START (LEFT bottom corner of screen)
- \* Look for PROGRAMS then hover your mouse cursor over it.
- \* A menu should open up, displaying in alphabetical order, all the applications in the PROGRAMS menu.
- \* Search for Microsoft Word.
- \* Click on Microsoft Word, once.

### Sizing Your Window

- \* Close : Closes window.
- \* Minimize: Hides window at bottom of the screen but allows your document/program/etc to remain open.
- \* Restore: Sizes window to FULL SCREEN
- \* Resize: Allows you to size window anyway you want.

### Open/Opening

- \* Using your LEFT mouse button, 'Double Click' on the image that represents what you want to open. DON'T click on the title/words. You must double click on the IMAGE that represents what you want to open.
- \* Double Click means to click the LEFT BUTTON quickly.
- \* Two fast light clicks; not hard clicks.