



# GETTING STARTED WITH COMPUTER

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- Types Of Computer
- Peripheral Devices
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## THE COMPUTER MOUSE

In order to use the mouse effectively, it is important to hold the mouse as seen in the picture. The rest of your fingers should rest on the sides of the mouse to help you move it.

The button on the right is often used to show a menu of options. pressing down the right button is called **right clicking**.

When you want to select a task on a computer, you move the mouse to where want then press down on the button on the left on the mouse. This is called **left clicking**.



The pointer of a mouse appears on the computer screen based on the task you are doing.

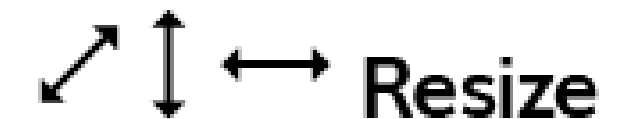
**Normal:** The pointer will look like an arrow when the mouse is just moving around the screen, this helps you to open a task.

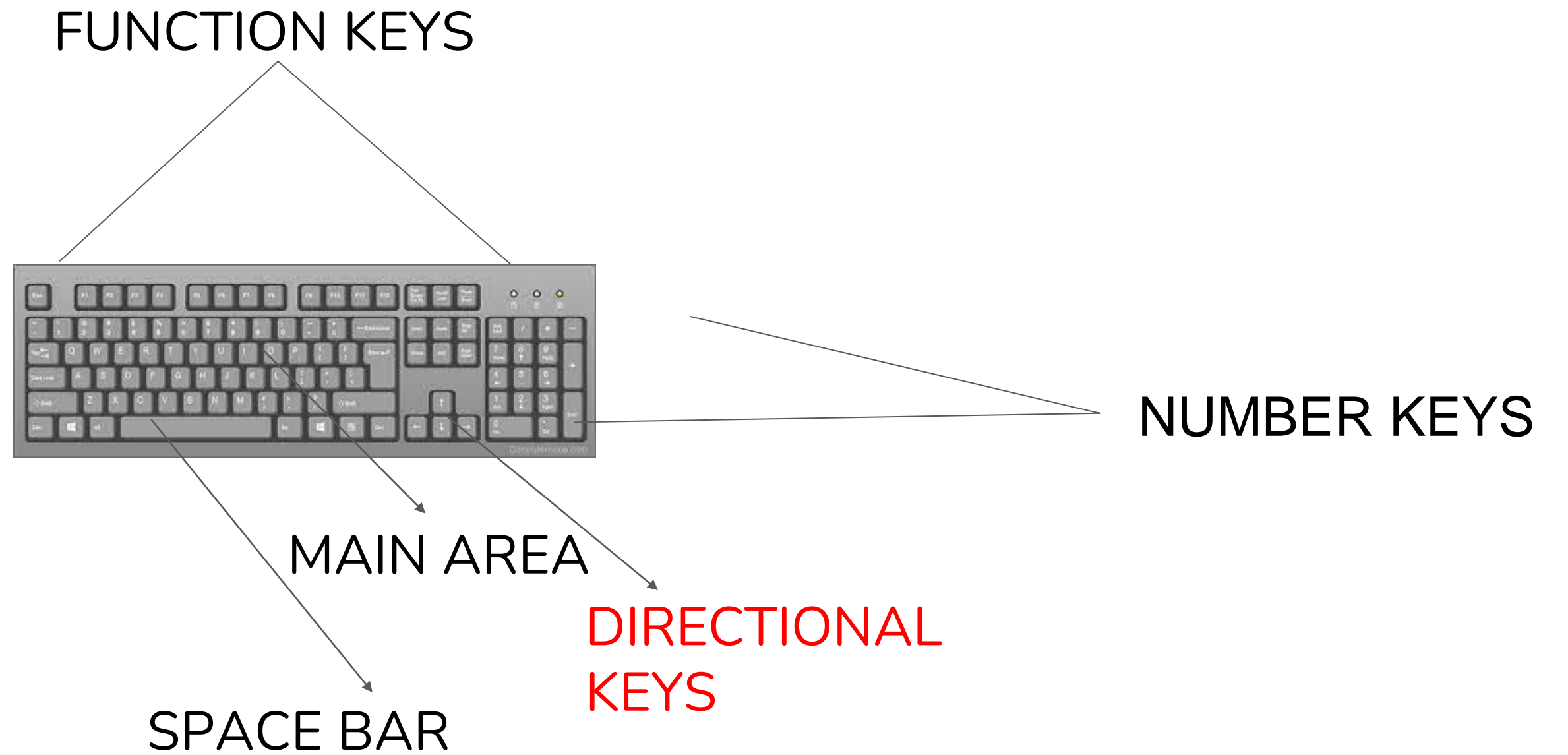
**Link:** The pointer looks like a hand, when the pointer is on a link of a website.

**Text:** The pointer looks like a capital i, when it is on a text you can click on.

**Busy:** When the computer is thinking the hourglass appears to ask you to wait.

**Resize and Move:** The pointer appears as an arrow when you are resizing and moving arrows.





The keyboard is one of the main ways of communicating with the computer.

There are section of keys on the keyboard, the main portion of a keyboard include keys you will use often.

**The Directional Key:** This help you move round documents with arrows.

**The Number Keys:** They are located in two places on the keyboard, they are in the main section above the letters and in the number pad on the right of the keyboard.

**Function Keys:** At the top of the keyboard you will find the function keys, which have more specific uses.



**Space Bar:** This help you to add a blank space.

**Shift:** This key is used in either capitalizing a letter or to access the symbols above the number keys and punctuation keys. when you hold down the shift key, either the capital letter is typed or you are typing the icon that appears on top.

**Backspace:** (on most keyboards this is delete)- you use this button to delete something you typed wrongly.

**Enter:** This is the key that helps you submit something or go to the next step. You press enter to go to the next line in word processing document.

**Caps Lock:** When you press this button everything you type will be capitalized. to return to lowercase letter you press the button again.

**Tab key:** This button is use if you want to indent a word processing document, you can also use to jump to the field if you are filling a form.

**Arrow keys:** This are navigation keys which help you go up, down, left and right when you are working on your computer.

**Number Lock keys:** Some keyboards have number pad on the side, if you turn on the number lock, the number pad will display numbers, if you turn off the number lock the number pad will becomes a navigation pad like the arrow keys.



## THE COMPUTER PORT

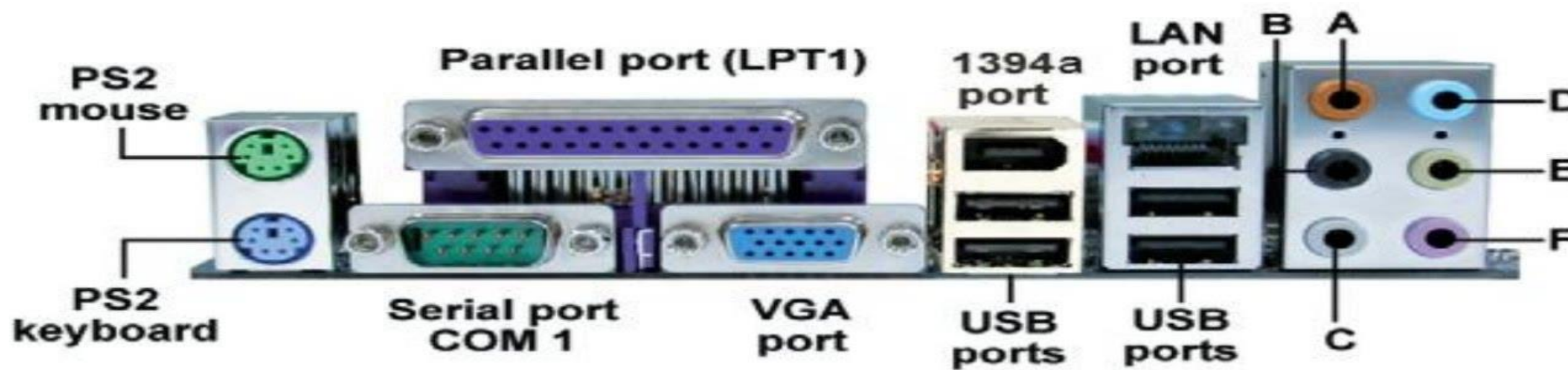
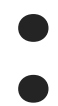
The hardware parts that are used with a computer, such as the mouse, the keyboard, USB, etc, connects to the computer through plugs that are called ports.

These ports are often found at the back of the computer box for desktop and on the sides for laptops.

Two of the most common ports you will see yourself using are the usb and the headphone jacks.

The USB ports are the most common for things like the mouse, the keyboard and the web camera.

## DIFFERENT TYPES OF A COMPUTER PORT



## FUNCTIONS OF COMPUTER PORTS

A Computer port is a connection point with an interface which an external device such as printer, mouse, keyboard, scanner, etc.

This allows communication and data to flow between the computer and the external device.

### EXAMPLES:

**USB:** Universal Serial Bus(USB): This is used to connect all kinds of external devices, such as HARD DRIVE, SCANNER, KEYBOARD, MOUSE, PRINTER, CAMERA, ETC.

**FIREWIRE PORT:** This is used to transfer large amount of data fast, usually, camcorders and other video equipment use this port .

**VIDEO GRAPHICS ARRAY( VGA):** This is used to connect a projector to a computer .

**DIGITAL VIDEO INTERFACE ( DVI):** This is a high-speed digital interface between the computer's display controller and video output device like a monitor or projector, This video interface was developed to enable the lossless transmission of digital video signals and to replace analogue VGA technology.

**HIGH DEFINITION MULTIMEDIA (HDMI):** This is a digital interface that connects High Definition and Ultra High Definition devices. These are such as computer monitors, HDTVs, Blu-Ray players, gaming consoles, and High Definition Cameras.

**DISPLAY PORT:** Display Port is a digital display interface with optional multiple channel audio and other forms of data. It is developed to replace VGA and DVI ports as the main interface between a computer and a monitor. Apart from video, it can also carry audio, USB, and other forms of data. It is backwards compatible with other interfaces, such as HDMI and DVI.

**ETHERNET OR NETWORK PORT:** This is a type of computer port used to connect the network cable to a computer. Cable plugged into this port can lead either to a network hub, cable modem,

**eSATAp PORT :** eSATAp, which is also known as Power over eSATA, Power eSATA, eSATA/USB Combo, eSATA USB Hybrid Port/EUHP) is a combination connection for external storage devices. This is among the latest types of computer ports. An eSATA or USB device can be plugged into an eSATAp port.

## COMPUTER SECURITY AND MAINTENANCE

**SECURITY:** Computer security is the protection system that is installed in the computer systems in order to protect the important data and information that is stored in the computer from unauthorized access.

### IMPORTANCE OF COMPUTER SECURITY:

1. To Protect Personal Information
2. To Protect Company Properties
3. To Protect From Unauthorized Access
4. To Prevent Malware and Viruses
5. To Prevent Data Theft

## COMPUTER MAINTENANCE

Maintenance is keeping your computer in good state of repairs through regular cleanings, hard drive updates, and Virus prevention. There are two main component of computer maintenance;

**PREVENTIVE AND CORRECTIVE MAINTENANCE:** Preventive maintenance involves taking measures to help keep the system functioning, whereas corrective maintenance involves the replacement or repair of a system or its components after they have already failed.

### TIPS FOR COMPUTER MAINTENANCE:

1. Updating your operating system
2. Unplug to avoid overcharging
3. Purge your system of junk files and programs
4. Run regular Anti- virus scan
5. Clean the keyComputer board and case
6. Update your passwords



**THANK YOU**