

Tips on using a Computer

Part of the 'Healthy Surfers' Training

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Turning a computer on



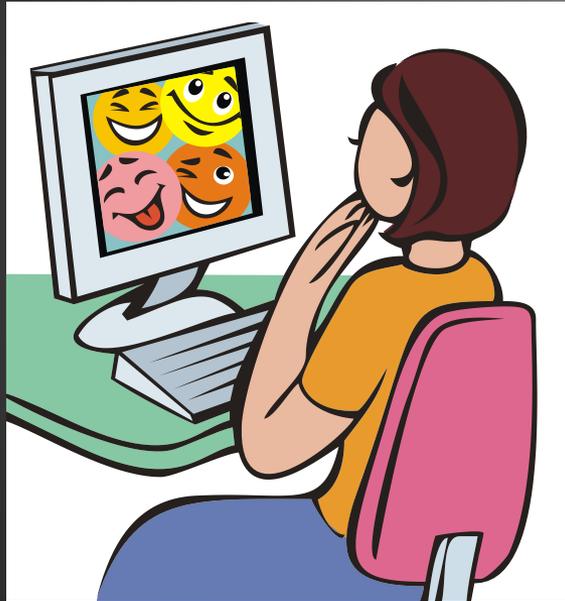
- ▶ You should see a few buttons on the front of the computer one of them is the button you press to turn the computer on.
- ▶ When you have done that, check to see if the screen is on. If not, find it's power button and press it.

Turning a laptop on



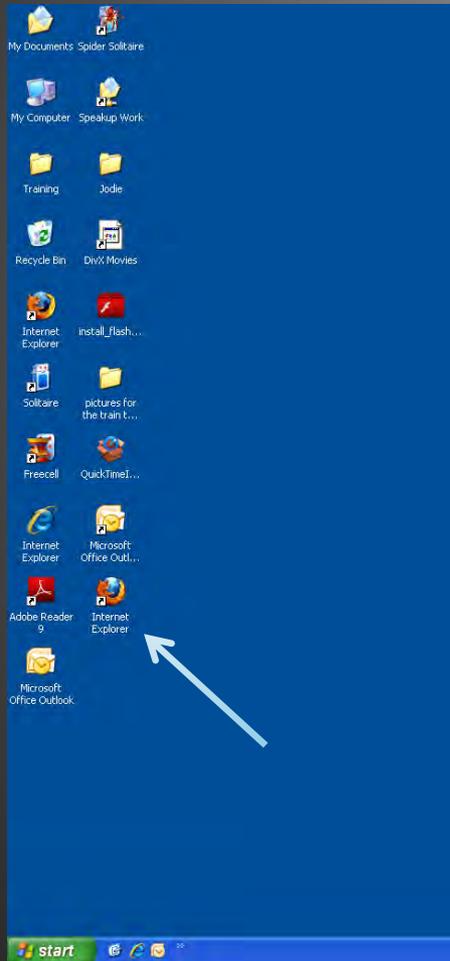
- ▶ You should see a power button on the top of the keyboard as shown in this picture.
- ▶ Laptop “power buttons” are not always in the same spot as this picture. It depends on which laptop you use or have.

Booting the computer up



- ▶ When you have switched the computer on you will see lots of things appear on the screen first and then you should see the desktop. Sometimes though you have to log into your computer first.

Using the Internet



- ▶ If you would like to use the internet, you might use Internet Explorer, Firefox, Safari or another browser program. Click on to its icon and then it will take you to your home page or search page like Google.
- ▶ There are lots of search engines you can use.
- ▶ Google is popular.

Using the Internet



- ▶ The Google homepage is a safe way that you can find things you are looking for or to visit other websites.

Using the Internet



- ▶ Whilst using the internet, you need to be careful.
- ▶ Some websites you visit can contain viruses.
- ▶ Make sure you have an anti-virus program installed

E-mails



- ▶ Some people have a personal e-mail address so that they can e-mail other people, different organisations and more.
- ▶ Setting an e-mail address up is easy but if you are not sure on how to do this, please ask someone for help.

Websites

Some websites are fun to visit, like Facebook and Youtube.



You need to be careful though as some websites may contain viruses, might have pop ups trying to sell you things or get you to download games or software that can damage your computer.

Downloads

Downloading 75%



- ▶ If you want to download stuff off the net, you need to be careful of what you are downloading.
- ▶ Don't use websites you don't know and always have an anti-virus program installed.

Hackers

**I'm In, now their
details and bank
accounts
are mine!**



If you think that you don't need to protect your computer, then think again.

There are some computer users out there who call themselves hackers.

Hackers can get into your computer system and damage whatever you have on there. They could also take your personal details such as your bank account details.

Be careful what websites you go on, don't open emails from people you don't know and always have an anti-virus program installed.

Using other programs like Office



- ▶ You can use other programs like Word, Powerpoint and Excel.
- ▶ With programs like this, you can do work, databases and presentations for anything.
- ▶ You can find these and other programs on your start menu or in the applications folder if you are using an Apple Mac.

You now know how to use the computer, if anyone needs support, please take time to support them on how to use it.

These are the top tips on how to use a computer. Thank you for listening, any questions?

