CONSCIOUS SENIOR E-CITIZEN

COMPUTER AND INTERNET USAGE COURSE

TEXTBOOK AND WORKBOOK

PREFACE

Prague, December 15 2010

This textbook was created with the support of the European Union under the project Conscious Senior E - Citizen 07/PV01/07-0022. This project aims to help seniors to more easily integrate into today's society that is characterized by extensive use of information technology.

These modes of communication can be a problem for today's seniors. They never before met with similar electronic devices and their willingness to learn, is often complicated by difficult life situations which the retiree age brings.

Their worries are primarily a result of ignorance. We therefore decided to hold a basic computing course. The aim of this course is to familiarize participants with the structure of computers, using keyboard and mouse, Windows XP, control windows, creating and managing documents, folders, using the Internet (searching information, shopping) and also by email and Skype, offering a cheaper alternative in communication .

We will be very pleased if you find this guide helpfull. Alternatively, you can use this basic material to organize a similar course. We have also created a manual for this course for teachers where we want to share with you the practical experience of teaching.

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ITC-International Training Centre

CONTENT

COMPUTER AND ITS OPERATING SYSTEM

WHAT IS A COMPUTER

Your computer is a modern helper. At present, the computer can be used in all areas of our lives, at work, studying, playing, listening to music, managing personal finances, work with photos and video and many other things. To comfortably use a computer, you should first know something about it..

COMPUTER AND ITS CONTENTS

Current computers consists of hardware that represents the physical computer parts (CPU, keyboard, monitor, etc.) and software (operating system and programs). The computer is normally controlled by the user, which provides computer data for processing through the input device and the computer results is presented by the output device.

Hardware:

Hardware are the mechanical parts. Includes all the physical components of the computer.

Case of computer - includes everything you need for your computer to function correctly. The case has a network **switch on and off** for the computer and several important devices, CD-ROM drives and USB ports. Their function are explained in detail in the other chapters.

Monitor / Display - allows us to communicate with the computer. Displays a user interface that can control the operating system. You see here the operating system you are in and what tools you can use.

Keyboard and mouse - input devices, which control the operating system and computer. With their help, we put information into the computer that you wish to store, or use to enter orders for the PC.

Software:

A set of computer programs used in computers that perform specific actions.

As we have said, the computer case contains individual components, but those themselves can only perform simple mechanical tasks. For the computer to do what we expect from it, it needs a program which the individual components use. This program tells the operating Syslem what to do, how and when. Programmes provides us with a user interface.

The operating system controls all activities of the so-called computer operations. Part of the operations are carried out automatically and maintained in our computer memory, the rest is activated by us throgh programs corresponding with tasks that we want to do.

The user interface is the part of the operating system, which allows us to operate a computer independently. It appears on the monitor and we can control it with your mouse and keyboard.

Simply put:

Operating system (Windows) - is the manager of a large system, which tells the computer what to do in great detail.

You're the owner, and you do not have to worry about such details.

The most commonly used operating systems today are **Windows from Microsoft**. There are several versions of Windows (by age) as there are several versions of a single type of car. When you start your computer, it displays the input screen information, which version of Windows your computer operates. Currently the most widely used versions are Windows XP, Windows 2000 and Windows 7.

TURNING THE COMPUTER ON AND OFF, USING THE MOUSE

The computer must be connected to the electricity grid.

After that **power switch button** is pressed.

We wait while the computer starts and prepares itself for use. This process takes time because the computer is a complex instrument and needs time to prepare for use. The computer is ready to accept your commands, when the screen settles down on **the login page**.

In most cases after the startup a screen appears with request for a password (login page) this is a security measure, and you can continue only if you know the correct password.

What you now see on the computer screen is called Workspace. On the desktop icons located in the bottom of the screen is called **the Taskbar**.

Desktop - displayed here are open windows programs that are currently running. Contains all we need to do to work on your computer.

Main Panel - remains on the screen. It consists of three parts:

• **Start button** - the trigger for all programs, documents and pictures that can be found on your computer. Use the Start button to turn off or restart the computer.

• **The middle section** - automatically placed here are "buttons" for the currently running programs. These buttons are easier to work with different windows and controls.

• **The indicator panel** - displays critical indicators for the status of the machine. It is there that you can quickly and easily find the time and date, battery (notebook computer), antivirus protection status, type of keyboard that your computer is currently using (local and English versions), features audio and microphone and much more.

Icons - shortcuts to programs you want to have "at hand".

Cursor / mouse arrow - is always placed over all windows. It helps you control the objects on the desktop.

Computer Shutdown

Make sure you close all windows and programs with which you work.

Click on the Start button, locate and click the off button.

The computer will again make sure that you want to shut down. This type of window is called the **dialog box**. It gives you choices. Select the choice you make and then click the OK button, wait until the process finishes off completely - it may take a while.

WORK WITH THE MOUSE

The mouse is a pointing device that we use to easily control objects, which are displayed on the desktop. Under the direction of the mouse movement the cursor moves on the screen. It is a easy wat to control the computer.

Left button

Used to mark objects or text. Confirmation of an activity (such as Enter key).

Simple quick push of the button over an object is called a **tap (click)**. Click on the objects to describe or grasp an object.

Click to control all the buttons (Start menu, dialog boxes, etc.).

Double push, who also called Pat, serves as a command to open a folder or run the program.

Double click to open any icons on the desktop as well as in open windows.

Right click

Click the right mouse button for a shortcut menu. The menu contains a list of options that you can do in this case. For a selected object that may be an option to copy, cut, rename, delete, and more. The second most common option is to access object properties.

HOMEWORK

Turn on your computer.

Find out which version of Windows controls your computer.

Try moving your mouse around the desktop.

What happens when you move the cursor over the time indicator?

Try to move the icons on the desktop using drag and drop.

Turn off the computer.

WORK IN WINDOWS – WINDOWS, FILES AND FOLDERS

USING THE DESKTOP

We have already introduced the desktop. In this lesson you will learn how to use it. Here an explanation of some of the procedures we will be using very often.

Object selection

Select the icon on the desktop to open it as My Computer.

Hover your mouse over the icon and click.

The icon has turned blue. You've identified an object. If you choose a different icon and click on it, turns in blue and the previous icon returns to its original state. If you do not want to work with the selected icon on and you have to select a different object to work, click on any empty space on the desktop and the icon is also becomes colorless.

Moving Object

In this step we will use the skill **"Drag and Drop".**

Click on the selected icon and hold the left mouse button. Do not let it be, but slowly start moving the mouse in any direction. As you move your mouse, drag the icon of your choice.

In the future we will use this skill when you move files into folders and copy photos

Choose a border - select multiple objects and their displacement

Selecting multiple objects looks like catching fish in the net.

Place the cursor over objects that you want to tag. Click the left mouse button, hold it and pull both toward the icons. The cursor creates rectangle, in which you can put as many objects as you want to.

Release the left mouse button and the marked colored icons will remain in blue. Now you can freely move them across the surface as a group.

In the event that you no longer wish to work with a select group, click anywhere on the desktop and the icons fades.

Run a programm or open an object

Generally, all programs, files and documents are released by the double click. Just buttons are open with one click. In practice this means that all the icons on the desktop even with the windows open by double-click on the button control.

STARAT MENU

The Start menu clearly displays everything, what your computer contains. Programs that do not appear on the desktop, can be found in the Start menu.

When you move the individual items, it turns blue. If you click on them, expand another menu from which you can choose.

Besides some of the commands is a small black arrow, it means that the command has another offer. Thus, there are many hidden programs on your computer you can find.

Now we describe each command in the Start menu.

Turn off

Allows you to shut down, restart or Hibernate.

Unsubscribe

Allows you to change the profile. On one computer more people can have a profile which is password-protected. Custom Profile allows you to protect your privacy, create your own working environment. It's like on my own desk - everyone likes it in his own way.

Help

If you work with Windows something goes wrong, can help you help. Sometimes it is easier to ask someone more experienced.

Find

With this feature you can find programs or documents folders. Sometimes it happens that you do not remember where you saved your document, or do not know where to look for the program.

Programs

These is a guidepost for all programs you have installed on your computer.

CONTROLING WINDOWS

Windows operating system opens each program in a windows with which you work (hence the name of Windows - Windows). On the desktop, you can have unlimited number of open windows that overlap. A single window is wearing as well as papers on the table.

Now to illustrate we open two programs from the desktop My Computer and Recycle Bin, we can clearly demonstrate how the control box.

Active is usually the topmost window that you currently see. In the middle of the main panel it contains representatives of each window. This is a way to keep track which programs which are "running".

Structure of the window

Almost all windows have the same structure. The very top blue bar. On the left we find the name of the document, file or program in which you are working. On the right are three very important buttons that you describe.

Minimize Window

Use this button to minimize the window to the Taskbar. This means that the window is hiding under its representative on the panel and the work will not interfere in the area. This window is not closed, just laid to rest on the taskbar. Again, it activates by clicking on the shortcut.

Reduce or enlarge the window

Windows can vary in size depending on your preferences. This function is useful if you want to see the text in another document other than in which you now work. Or edit photos. With this feature you can watch 2 windows simultaneously. If the window is reduced, this button will automatically offer the possibility to enlarge and vice versa.

Close

It's the last button in the row. Black X Press this button to close all the windows in Windows. Before you close the window, it is a good idea to check if you have saved the document, even if you close the dialog box to confirm this issue.

Under the blue bar is the toolbar. Here you can find everything with the program can do. Below the toolbar is the main window, where there are folders, documents, icons, all you box contains.

You can also close the window from the taskbar so that you move the mouse cursor on the shortcut and right-click menu to expand the options. Then select Close and the window closes automatically.

Move the window

In the next step we choose with the mouse or using the arrow keys. If you work using the keyboard the Enter button works to confirm your choice. It is generally easier to use a mouse, but there might be situations where you have to use the arrow keys and the Enter key.

Another type of movement in the scrolling window, or scrolling. The content window is sometimes bigger than one window can accommodate. In the box on the left side or bottom scroll bar appears with a small black arrow at the top and bottom. Click on the arrow will scroll the window down or up, right or left. Scroll to stop when you get to the end.

Scroll, you can also use drag and drop. Capture mouse cursor slider moving rectangle on the scroll bar and drag up, down, left and right. The slider also immediately see that the window is located. This is the fastest way to move, because you do not repeatedly click on the arrow. You do not have to scroll through the windows, it is good to maximize the window.

Switching between windows

We can switch between the windows with representatives stationed at the main panel. Or that a minimize or close the window.

HOMEWORK

Turn on the computer and end task it off again.

Learn from the Start menu, with which programs on your computer last worked.

Open 2 or more programs on your computer.

Try: minimize, maximize, switching between windows, the scroll box (if you have this option).

For aspiring - Find the location of Microsoft Word. Hint: This program can be found under the Start menu.

Working with this program is filling the next lesson.

FILES AND FOLDERS

Files and folders are another important concept of Windows. All information or data on your computer are neatly stored in files and these files are also stored in folders.

It is very important to understand the structure of data storage and sorting of ingredients, because then it wil not be a problem for you to work with data that are on the computer or that you create yourself.

Working with files and folders is very reminiscent of the work in the archives. All data here have exact names (two different sets are not ever the same) and its exact location. This means that while your work, you must be able to identify, establish the correct location and then find it again, pull out and use.

Open the My Computer, then My Documents.

The folders are always displayed in the Windows icon folders. You can see that this folder contains other folders and files. They can be text, images, music files. And many more.

Now create a folder in My Documents folder with your own name. Here you can store everything on your computer during the course we will do it (text, images, presentations, music).

NEW FOLDER

In the My Documents folder, click an empty space in the main window, and right-click. Window will open with a menu of actions that you can perform. Click New and then Folder. In the main window pops up a new folder with the line, where you can enter the name - the name of the folder.

When you open your folder in the same way you can create a new folder with your own name.

MOVING AND COPYING FILES

Move a file from one place to another is performed using "Drag and Drop". Simply click on the file and drag it into your folder. But this means that it disappears from the original position.

If you want the file in its original position to maintain use a file copy.

Click on the selected file with the left mouse button and then right click to expand the range of options. Find Copy and click on it. The file is automatically loaded into memory (an action you do not see). Then open the folder in which you want to copy the file. In your chosen folder, right-click menu to expand the options and choose Paste. The file will be duplicated in your folder, while remaining at the old location.

RENAMING

Right-click the file name or folder from the menu, select Rename. The old name will open in a text box blue. Delete the it and type any text.

DELETING

Right-click the file or folder and choose Delete. The object moves to the baskets after the Windows dialog box asks you again if you really want to do.

Deleted files or folders from the Recycle Bin can be removed intact, until the Trash Bin is emptied.

DATA STORAGE

The data are physically stored on computer hard drives. They wheel about the size as a beer coaster. On these data are stored on your computer. Sometimes, however, you need to transfer your data. How do you do that?

You can save it on a small light flashcard, which is easy to carry, simply insert it into the computer at another location and then work with them freely.

Once the data were stored on a floppy disk (but we do not use the term any more) then we switched to CDs and the latest and so far the easiest way is to buy a USB key (flash drive).

Insert the USB key into a USB port, which usually can be found on the front of the chassis. Always work with this drive gently and carefully to avoid losing your data. Now look at this machine, you will find your USB key under the letters E: and F:. If you named your key, you can find it easily. Double click it open and you can work with data just as we described in chapter Working with files and folders.

HOMEWORK

Save your photos on a USB key and bring them to the next lesson.

LESSON FOUR

PROGRAM WORD – WRITING

Word program, which we use to write texts, is located in the Start menu. Click on the All Program - Microsoft Office - Microsoft Word.

Click to open the program. As we said in the previous lesson. We opened the window, which is normally structured. Now, type in this window. Word allows you to program it and offers all the tools.

A large empty white space in the main window as a sheet of paper and write on it like a typewriter. Do not worry, that Word seems difficult, writing it is much easier and clearer than handwriting or typing. Whatever you write, it can easily be wiped out, repaired or moved. From Word the printer can easily print out as many times as you want. Text can be saved to a computer or a USB key and carried with you. It is very easy to change the style and font size, color. You can create invitations, write a thesis, a book or a magazine. It allows us to upload images, graphs and tables. Simply Word offers almost unlimited possibilities.

The white area is blinking vertical stroke, called a text cursor. A place where you can write another letter.

1 / Write your name.

Capital letters

We write by pressing Shift + letter you want to write such capitals.

2 / Use the Enter key to the next prompt, type the name of your spouse.

Paragraph

Enter key acts as a scanning lever on a typewriter. When you click on it, the insertion of the row which rebounds. The key is always slightly larger than the other keys and can be found in each block of keys on the right side. Sometimes it looks just like bent arrow.

Deleting text

Text can be deleted using the Delete key or backspace. Both are located in the upper right corner of the keyboard. Delete is often marked only the abbreviation Del. This key deletes whatever is to the right of the text cursor. Backspace is often marked only the arrow pointing left and deletes text to the left of the text cursor.

If you want to delete entire blocks of text, highlight the text you want to delete using "drag and drop and press Backspace or Delete.

Saving a document

As we previously said, the computer commands needed for it to know exactly what you want to do. So you save a document using the Save command is found under the File menu in the top toolbar.

Click on the File menu. The screen slides out blind with various commands. These are all actions that you can do with your document. Choose Save As ... Your computer does not know how to make your document name, and where you want to save.

After you click Save as ... "dialog box appears, in which is highlighted the document name. The computer will display your name (they are usually the first words of the document). It is easy to rewrite so that you can easily recognize in the future.

Next click on the computer waiting for the document location. Because you want to save the document in your folder, which is located on the desktop, you must select the left of the dialog box, click Desktop, and then in the main window, find your folder and double click to open it. The location and name for the security check again and confirm with Save All.

Now when your document name and location you can safely close and the text you have typed it remains unchanged until you reopen.

TEXT FORMAT

Text formatting allows you to graphically adjust the text to suit your needs. The text in Word format automatically, but if you want to edit the written text, highlight some of the parts, change the font size, etc. Word includes tools that help you do it.

Open the document that we created. You can find it in your folder on your desktop and open it by double-clicking. The text remained in the form in which you last saved. Now we format the text. Most of the commands that we need to be found in the third bar of the Word, which is called Styles and Formatting.

Font style

Select your name by using drag and drop. Mouse expands Scripture, illustrating how the font looks like. Mouse to select the font that you want and click to confirm your choice. See the text changed their appearance according to your chosen scheme. This way you can change the appearance of text over and over again, just remember to always save your document, before you close it. This time, the computer knows where and under what name to save the document, therefore, simply choose "Save and close the document.

Font Size

The text is mostly written automatically sizes 10p .. For the title, you can use a larger size is usually 12p. Highlight the text again and then start from the Font Size menu, select the size, just as you select the font style.

Bold, italic, text on hold

These commands are as buttons. You can easily change the selected text by clicking on the button.

B - highlight the text.

I - the text is in italics.

U - underline text.

Text Alignment

These commands are again placed on the toolbar as buttons. Selected text formatted in different places of the document.

Font Color

Font Color button is with menu. Located usually at the end bar and looks like a large black and underscore. If you simply click on this button, the text will have automatic color - black. If you want the text had a different color, expand the combo box, click on the little black arrow on the right side of the button. Expand the range of colors that can be used.

PRINTING

Before you print the document, you can save it. In other words, the computer always prints the last saved version of the document. If you edit text and save it before proceeding to print, the printer will get printed in the document unchanged.

Make sure the printer is on, and that you have paper in it.

The Print command can be found under the File menu again. When you click the Print dialog box appears again. You can choose the number of copies to print, and many other things that we do not describe in detail.

To confirm printing, click OK.

You just printed a document.

Write a letter and format it according to its own discretion.

Change the text size in the salutation.

Use different fonts and colors.

Write your name with the Herald Solid Italic letters.

Save the document on a flash drive and bring to the next class,

LESSON FIVE

WORKING WITH THE INTERNET

The Internet is a worldwide system of interconnected computer networks. It reminds us of a spider's web - site (from the English. Web - the network). This network offers virtually unlimited amounts of information. You can connect on the network via a network connection and then search and process information. With the Internet you can also communicate - write e-mails, call and chat.

In this lesson we will discuss the structure of websites and web browser control.

To view web pages use various browsers - that is, programs that can display Web pages. The best are Internet Explorer, Firefox, Google Chrome and Opera. You learn to control Internet Explorer, or other browsers, but the structure is very similar. It's up to you as a user which program for displaying web pages you will be using.

The World Wide Web has a huge number of information sources - newspapers, magazines, television, radio, shops and much more - almost like in the real world, but you control the browser window.

For Internet Explorer, go to your desktop or the Start menu. Open it by double-clicking, like any other icon. Once opened, you usually enter the home page. It's your chosen site, which serves as a guide for your next job.

Set as homepage list.

Setting your home page

On the website you can usually find underlined text ... ... Set as your home page. If you click on this link, the screen displays a dialog box. Choose the option: Use a single home page and its OK to confirm.

Every time you get "lost" on the Internet just by clicking the house icon in the top and return to their home page.

Internet Explorer window that looks just like a standard box in Windows, with one difference. Just below the top bar is a window where you can enter the address on the Web site.

On the left are two key arrows will move you to page forward or backward.

Internet address

Like the cover letter, write the address in a predetermined format, the Internet address you type in the upper bar in the format:

www.názevstránky.cz

The website and see what it

The very top is the name of the page to which you've got. Under it, or the left side of the main menu. That means links, or if the site is divided into different categories. You can look in each category.

Because it is sometimes difficult and you do not know where to go, the main bar is a box "Search". Here you can type a search term and the page will automatically find all things related to those terms.

Imagine that you had a similar feature in the book. At the beginning you wrote what you're looking for and you will be automatically flipped to the page where it belongs.

On the page there are two types of text. Normal, this is only for reading and underlined, that offers you the opportunity to click through to the next page.

The site also found ads, which you will not notice. If you clicked on it opens a window to the appropriate page.

In the event that you get on a page and do not know where to go you have two options. Click on the house - it navigates you back to the home page or click the arrow back - that will move you to the previous page, how many times you click on as many websites as you move it back.

Bookmarks

Bookmarks let you view multiple pages at once. Above the window you're looking at is rectangular and looks like a bookmark. When you click it, you have opened an email, also read newspapers and even listen to music.

Usefull websites (Czech Republic):

Public transportation

 www.dpp.cz

www.idos.cz

City library

 www.mlp.cz

Cooking:

www.apetitonline.cz

www.recepty.cz

www.sitalemvkuchyni.cz

www.klucivakci.cz

News:

www.novinky.cz

www.aktuality.cz

www.respekt.cz

www.blesk.cz

www.ihned.cz

Czech TV and radio:

www.ceskatelevize.cz

www.rozhlas.cz

Sport:

www.sport.idnes.cz

www.sport.cz

www.isport.blesk.cz

www.wikipedia.org

INTERNET SEARCH - GOOGLE

In addition to reading pages, you can find on the Internet information about anything that interests you.

Best search site is now Google - from the expresion „to google".

Enter the address www.google.com Middle of the page you see a dialog box in which it flashes the text cursor. Type any expression such as flu and press Enter. Next page will appear, which lists all sorts of links to other sites dealing with the flu. They are ranked according to how much you agree with the expression of a page. Best links can be found frequently in the two sides of the search. Try clicking on any link. In the event that you site does not contain what you're looking for, click back (left arrow) and go to the link.

Search term, try as best as word type flu treatment. You will see the pages that deal with treatment of influenza, and should not describing what it's flu.

HOMEWORK

Surf.

In the Address box, type www.youtube.com

On the site into the search box, type the term "Elvis Presley".

Look at any video.

Go back and enter your search term Elvis Presley, Love Me Tender.

Watch the video

E-MAIL

In this lesson you will learn to control the so-called Internet Mail - email. Email is one of the Internet service that allows you to easily and practically free to communicate with people you know. All you need is your e-mail account and Internet access.

HOW TO ACCES YOUR E-MAIL

In order to acces yoru e-mail, you need to get on the longin page first. Open Internet Explorer and go to www.seznam.cz.

In the upper right corner of the table is login to your email. Fill in your username and password and confirm by pressing Login. Then you will automatically receive the email box on the Welcome screen called.

READING EMAILS

On the welcome screen tells you how much you have new or unread emails. Right click on this text to open the folder 'Inbox'. Double click to open unread mail and you can read it. After reading the email you can reply directly by clicking the "Reply ". The field "To" will automatically be entered to address the person who sent you an email and text box shows the original text.

Click the "Forward" email please forward this to any address you have chosen.

The "Print" e-mail will automatically format the printable form and if you have a computer attached to the printer, the text prints.

WRITING EMAIL

Welcome screen is a kind of signpost to actions that can be done using email. In the left column you will find the offer "email us".

When clicking on it opens a window to write your own email.

The field "To"lists the email address.

"Subject" is used to find your way in an e-mail. You may choose a name for your email and that filled in the "Subject "

The big box "Email body" write your own message - something like the letter.

When you finish typing, fill in the recipient and the subject of the email press "Send Email".

ATTACHMENT

Attachments are any files that you can attach to email. Most are pictures or text files. If you want to connect to e-mail attachment, click on the words "Attach to an email attachment. The familiar account shows "Select File ". Click on it and expand the standard dialog box, locate the file with which you want to connect. Confirm button to attach a file is automatically attached to e-mail that you send.

Like someone you can send an attachment, attachment can also get it from someone.

After opening the email text email and see the very bottom you have a message that an email is a file attached. Click the text "Open". The Annex is open by itself, it just may take a while.

Attention Spam!

Never open emails with attachments from unknown senders. If you open the email and do not understand it or do not know who wrote it, do not open the attachment. This email may contain a dangerous virus. Such emails are called spam. Delete this email as soon as you receive it. Best if you select the "Delete as Spam ".

HOMEWORK

Send email with any attachment to the address zavoralka@yahoo.com

Send mass email to other participants of the course.