



Basics of the use of computer and ICT

Turn on/off computers

- Mouse and keyboard



Introduction

The booklet you are reading is part of a series of booklets.



The series of booklets teaches you how to use the computer and internet.



The booklets are written using the easy to read and to understand language.



Each booklet is about a different topic.

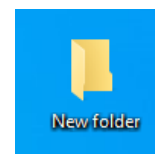
All the topics of the series of booklets:

1. Turn on/off computers

- Mouse and keyboard



2. Desktop: move files, create and delete folders



3. Accessibility features - Keyboard shortcuts



4. USB memory



5. Microsoft Word



6. Video Editor



7. Digital safety



8. Google Chrome



9. Google Maps



10. YouTube



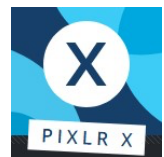
11. Gmail



12. Facebook and Messenger



13. Pixlr X



14. Curriculum Vitae Europass



**The series of booklets has been written by experts
from 7 organizations.**

The 7 organizations are:

Associazione Uniamoci Onlus from Italy



Asociacija "Aktyvus Jaunimas"

from Lithuania



Centro Social e Paroquial Santos Martires

from Portugal



Tallinna Tugikeskus JUKS from Estonia



IES El Greco from Spain



I.E.S. EL GRECO

Towarzystwo Wspierania Inicjatyw

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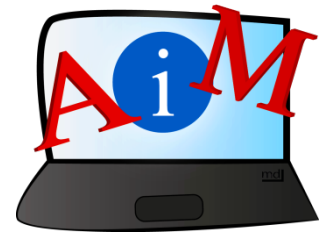
You can find more easy to read and to understand information about the project on its website:

<https://accessibleinformationmaterial.blogspot.com/>

The series of books has been created as a result of an **Erasmus+** project.



This Erasmus+ project is called Accessible Information Material.



VOCABULARY

Erasmus+ is a programme of the European Union that funds different kinds of projects.



Turn on/off computers

Introduction

In this chapter, you will learn

How to turn on, turn off and restart computers.

Different computers have different mechanisms.

In this booklet we will explain how to work with Macintosh and Windows computers.


How to turn on Macintosh computers

- To turn on Macintosh laptop computer, press the **Power** button on the keyboard.



The **Power** button is on the top right corner of the keyboard.

The Power button can be square or rectangular.

The Power button can be with a power symbol, like this  or blank.



You can press the Power button to turn off your computer too.

- To turn on the Macintosh desktop computer, press the circular button.

The circular button is on the back of the computer.



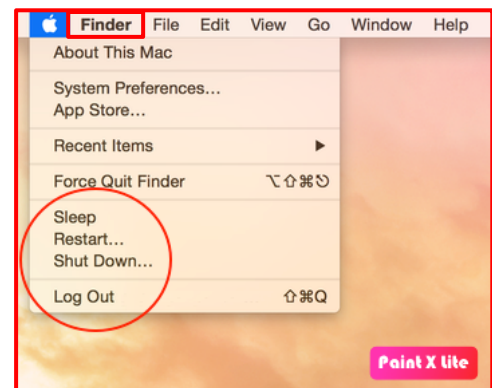
The **Power** button will be with this sign 

You can use the Power button to turn off your computer too.

How to turn off Macintosh computers

To turn off Macintosh computers press **Finder**.

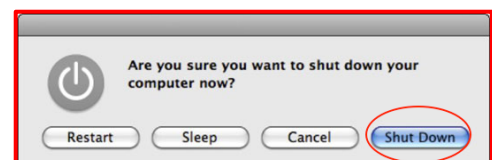
Finder is on the left corner of your screen.



Then press **Shut Down...**

Shut Down means turn off.

After you press Shut Down..., a box will appear.



Then, press **Shut Down** again.

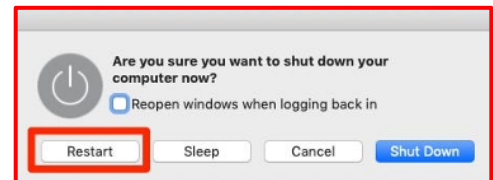
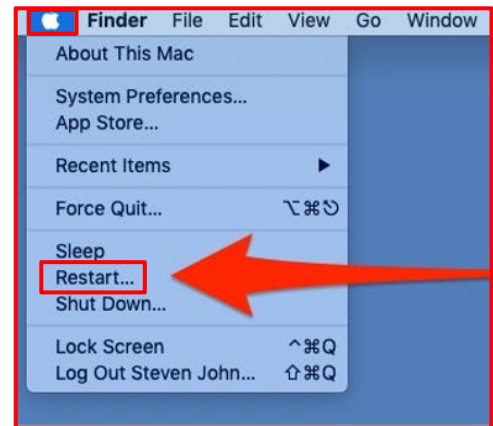
How to restart Macintosh computers

To restart a Macintosh computer press the symbol with the **Apple**. the symbol with the **Apple** is on the left corner of your screen.

Then press **Restart...**

After you press Restart..., a box will appear.

Then, press **Restart** again.



How to turn on Windows computers


- To turn on a Windows laptop computer, press the **Power** button on the keyboard.



The **Power** button is usually situated on the top right corner of the keyboard.

The **Power** button can also be situated on the top left corner of the keyboard.



The **Power** button has this symbol 


You can press the Power button to turn off your computer too.



- To turn on **Windows desktop computers**, press the **Power** button on the computer.

The **Power** button is situated in front of the computer.

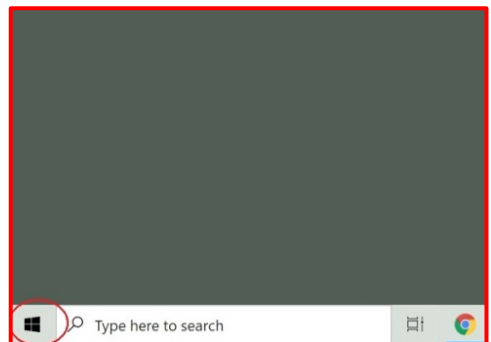


The **Power** button has this symbol: 

How to turn off Windows computers

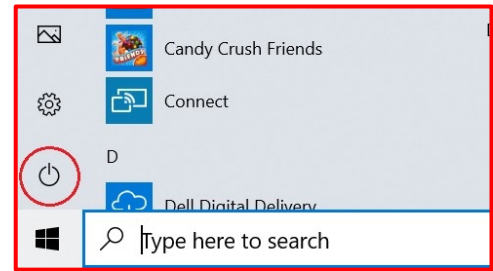
To turn off Windows computers press **Start**.

Start is situated on the bottom left corner of the desktop.



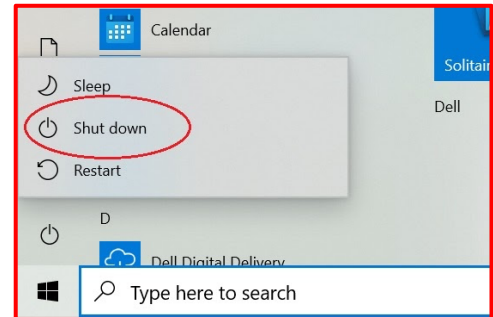
After you press Start,

press button with this symbol: 



Then press **Shut down**.

Shut down means turn off.



How to restart Windows computers

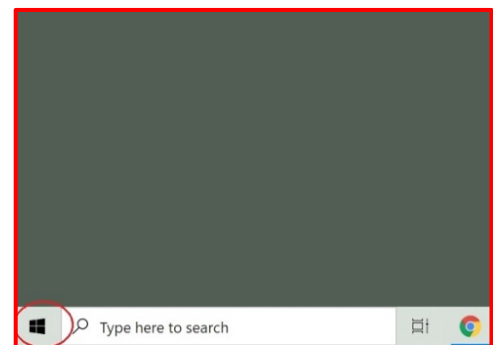
If the computer is too slow or if the computer has crashed and you do not know how to do, you can restart the computer.

To restart Windows computers


press **Start**.

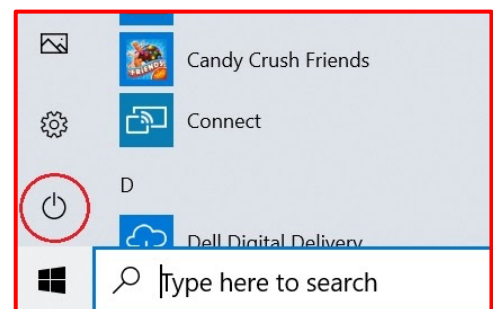
Start is situated on

the bottom left corner of the desktop.



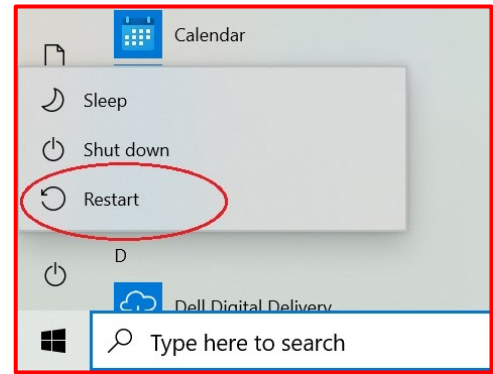
Then press the **Power** button,

The Power button has this symbol: 



After you press Power, press **Restart**.

Restart will turn off and then turn on your computer again.



Mouse and keyboard

Introduction

In this chapter you will learn how to use the mouse and the keyboard.



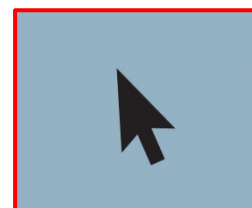
The mouse

The mouse allows you to move the cursor and click programs.



The **cursor** is the visible and moving pointer that looks like an arrow.

The cursor is on your computer screen.



To use the mouse, grip the mouse with your right hand.

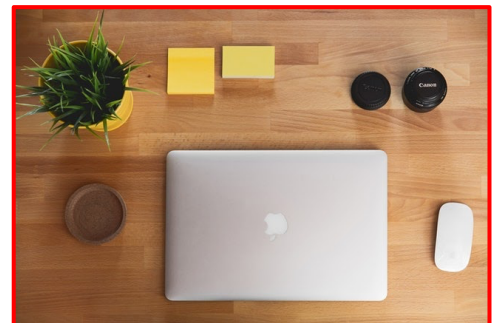
Place your index finger on the left button of the mouse.

Place the middle finger on the right button of the mouse.



Place the mouse on a clean surface.

You can place the mouse on the table, next to your keyboard.



You can also place the mouse on a mousepad.



How to connect a mouse that has a cable to the computer

Look for a cable that extends from your mouse device.

The cable is long.

One end is attached to the mouse.

The other end is free.



Use this free end to connect your mouse to the computer.

To connect the free end to your computer look for a small square port on your computer.



Find the port that is the same size and shape as your free end.

The free end of the cable is called **USB connector**. Insert the **USB connector** to the computer port.

Insert the connector gently.

If it does not work,

flip the USB connector upside-down and try again.



How to connect a mouse that has a Bluetooth

Plug the **Bluetooth transceiver**

into your computer.



The Bluetooth transceiver is a small device separate from your mouse.

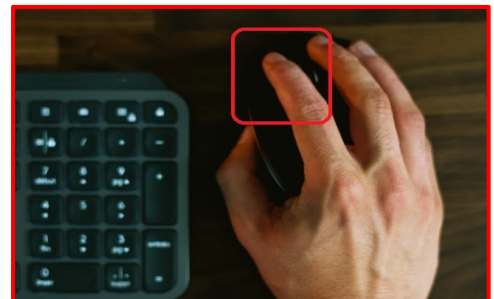
To plug the Bluetooth transceiver look for a small square port on your computer.

Find the port that is the same size and shape as your transceiver.



Then turn on the mouse from the button under the mouse.

Put your right hand on the mouse and start to use it.



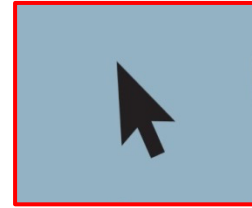
If the mouse does not work,

follow the instructions that you find in the box of your mouse.

How to use a mouse

With the mouse you can move the cursor

The **cursor** is the visible and moving pointer that looks like an arrow.

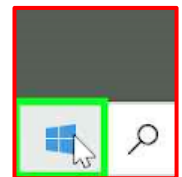
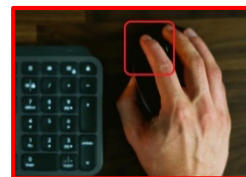


The cursor is on your computer screen.

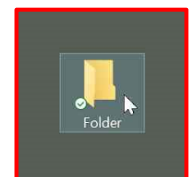
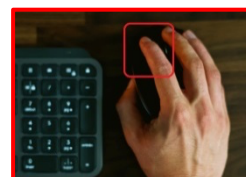
Hold your mouse with your right hand and drag it across the surface to move the cursor, that is on the screen.



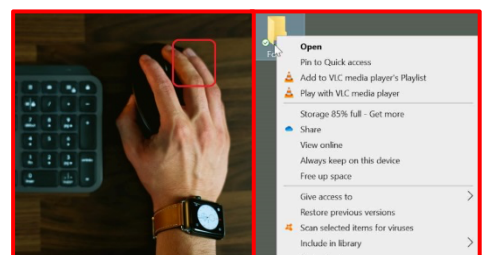
Click the left mouse button one time to select an item or open a menu.



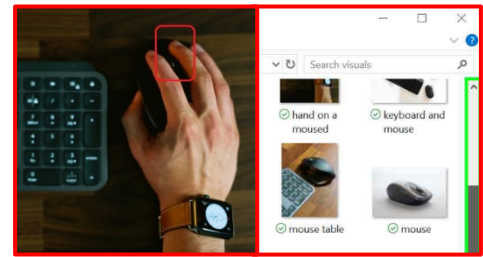
Click the left mouse button two times to open files and folders.



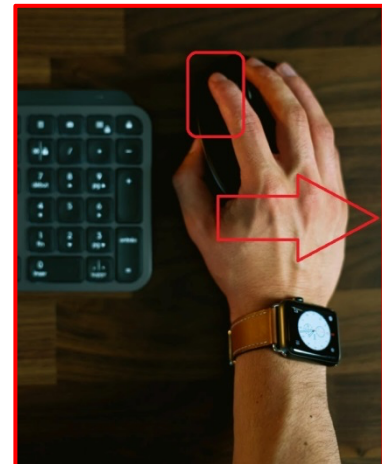
Click the right mouse button once to display a list of things that you can do with a selected item.



Move **the wheel** in the middle of the mouse to scroll down and up the page or a menu.



To drag an object, place the cursor on it
Then hold and press the left button
and move the object to a new location.
Release the left button,
once you are done.



How to use a touchpad

Every laptop has a **touchpad**.

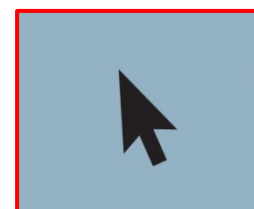
A touchpad is a square device with special surface.

The touchpad is below the keyboard.

A touchpad does the same things as a computer mouse.

A touchpad moves the **cursor**.

The cursor is the visible and moving pointer that looks like an arrow.



The cursor is on your computer screen.
Slide your fingers on the touchpad
to move the cursor.



The touchpad has right and left buttons.
These buttons have the same functions
as the computer mouse.



Some touchpads don't have buttons.



If your touchpad does not have buttons
click on the right bottom corner of your
touchpad to use the right click.



Click the left bottom corner
of your touchpad to use the left click.



How to use a keyboard

The computer **keyboard** is a device filled with buttons.



For desktop computers, the keyboard comes separately.



For laptops computers, the keyboard is situated below the screen.



You can use your keyboard to write text in programs and to search on Internet.



To write a text, press the buttons with letters.



To make space between words, use the **Space** button.



Space button is the long button at the bottom of the keyboard.

To write in **Capital** letters, press **Shift** and the letter key at the same time.



To write in **all CAPITAL** letters, press **Caps Lock** once and then type the letters.



To switch back to lower case press **Caps Lock** again.

To **delete letters**, press the **Backspace** button.



To write **numbers**, use the **number pad**.



The number pad is on the left side of the keyboard.

If the number pad does not work press **Num Lock** key.

This key can be called also **Bloc Num**.

Then press numbers in the number pad again.

Num Lock key locks and unlocks the number pad.



You can also write numbers by using the numbers that are written on the top of your keyboard.



If it does not work, press **Alt Gr** button and the number button at the same time.

Alt Gr button is on the right side of the keyboard.



There are some keys with two symbols, one over the other.

To use the symbol below
you have just to press the key.



To use the symbol above
you have to press the button **Shift** and that **key** together.



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Basics of the use of computer and ICT

Easy to read authors: Eleonora Di Liberto, Cátia Brôco, Julián Antonio Díaz-Toledo Gómez, M^a Sagrario López Sánchez, M^a Rosa Sánchez López Guerrero, Veronika Juknevičienė, Živilė Paulauskaitė, Roberta Piazza, Valentina Perciavalle, Simona Rizzari, Anna Krasnowska, Malle Oberpal, Kaja Vaabel.

Easy to read Graphic technicians: Martina Di Liberto, Sandra Belchior, Julián Antonio Díaz-Toledo Gómez, Tomáš Karnecki, Simona Rizzari, Piotr Grzegorz Bendiuk, Malle Oberpal, Kaja Vaabel.

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