

# Century 21 *Jr.*

Input Technologies &  
Computer Applications

KEYBOARDING

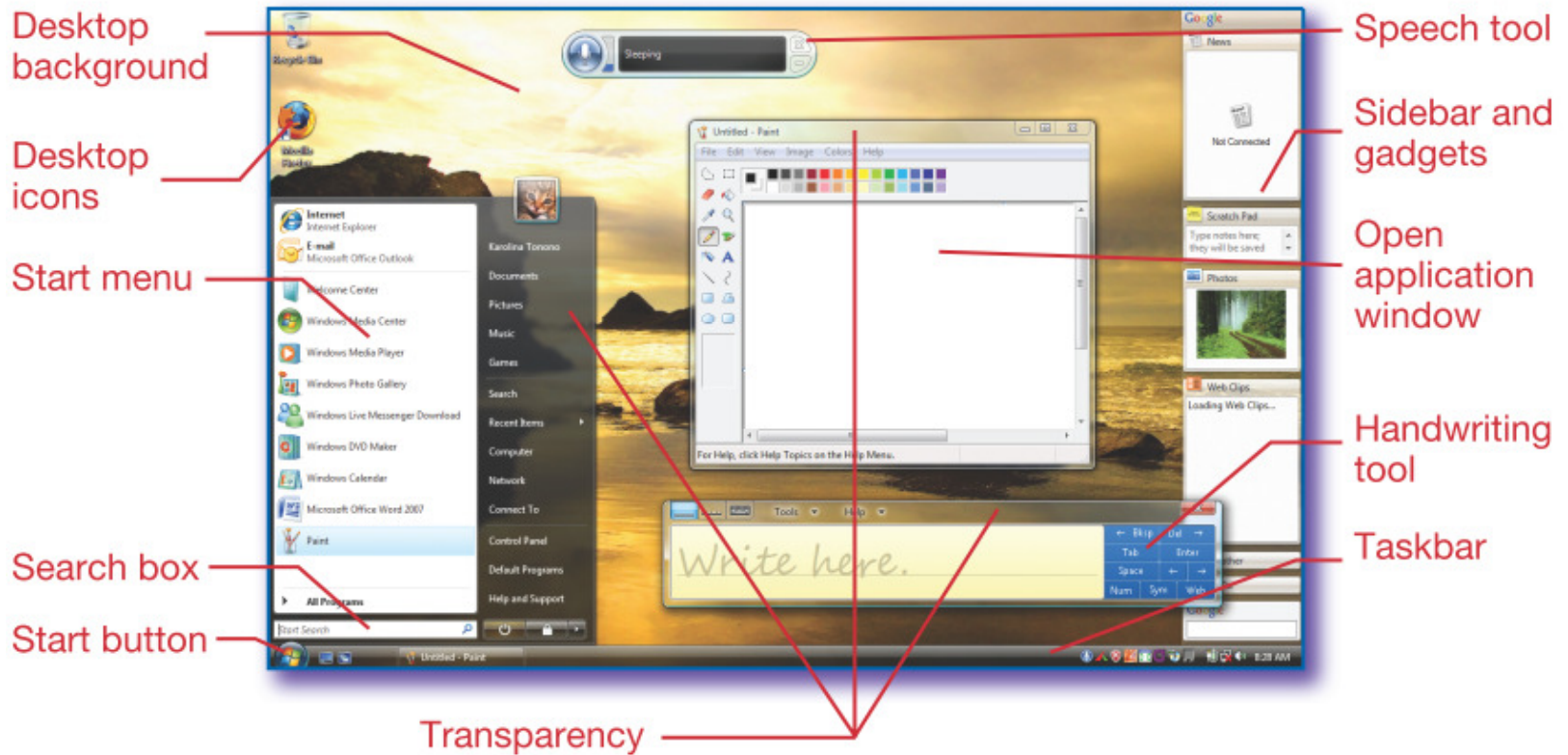
Review: Applying Computer Basics

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# Types of Computer Software

- Operating system (OS)
  - Controls communication with hardware
  - Controls interaction with user
- Application
  - Generally installed on a local computer
- Online app
  - Runs over the Internet inside a web browser

# Windows User Interface



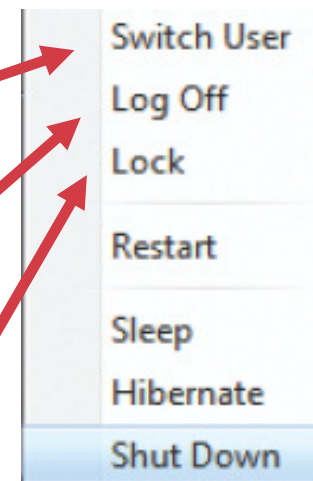
# Mousing Around



- **Left-click** to select something
- **Double-click** to open an application, a file, or an image
- **Click and drag** objects around the screen
- **Right-click** to open pop-up menus

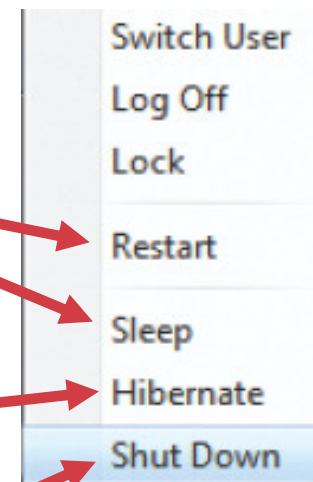
# Shut Down Menu Options

- Keeps your information in memory while allowing another user to log in
- Allows you to log off the system without shutting down the computer
- Locks your computer to keep your information safe while you are away.



# Shut Down Menu Options

- Shuts down completely and then restarts.
- Puts your computer to “sleep”
- Stores information and shuts down the computer
- Completely turns off the computer







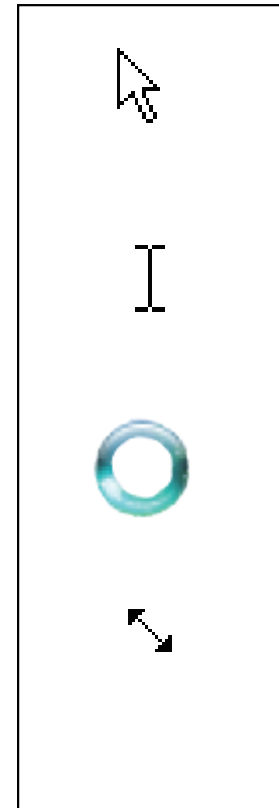
# Moving Through Open Windows

- Choose the application from the taskbar
- Press ALT+TAB to scroll through open applications
- Use the Show Desktop feature by clicking its icon
- Scroll by holding down the Windows key+TAB



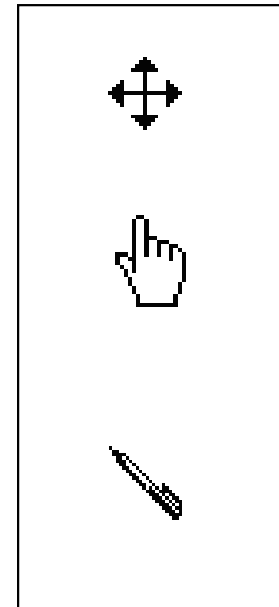
# Mouse and Pen Pointer Shapes

- Arrow pointer shows where mouse is located
- Vertical bar appears in areas where user can enter words or numbers or select text
- Busy or spinning pointer indicates that the user should wait
- Two-sided arrow indicates a resizing handle or window border

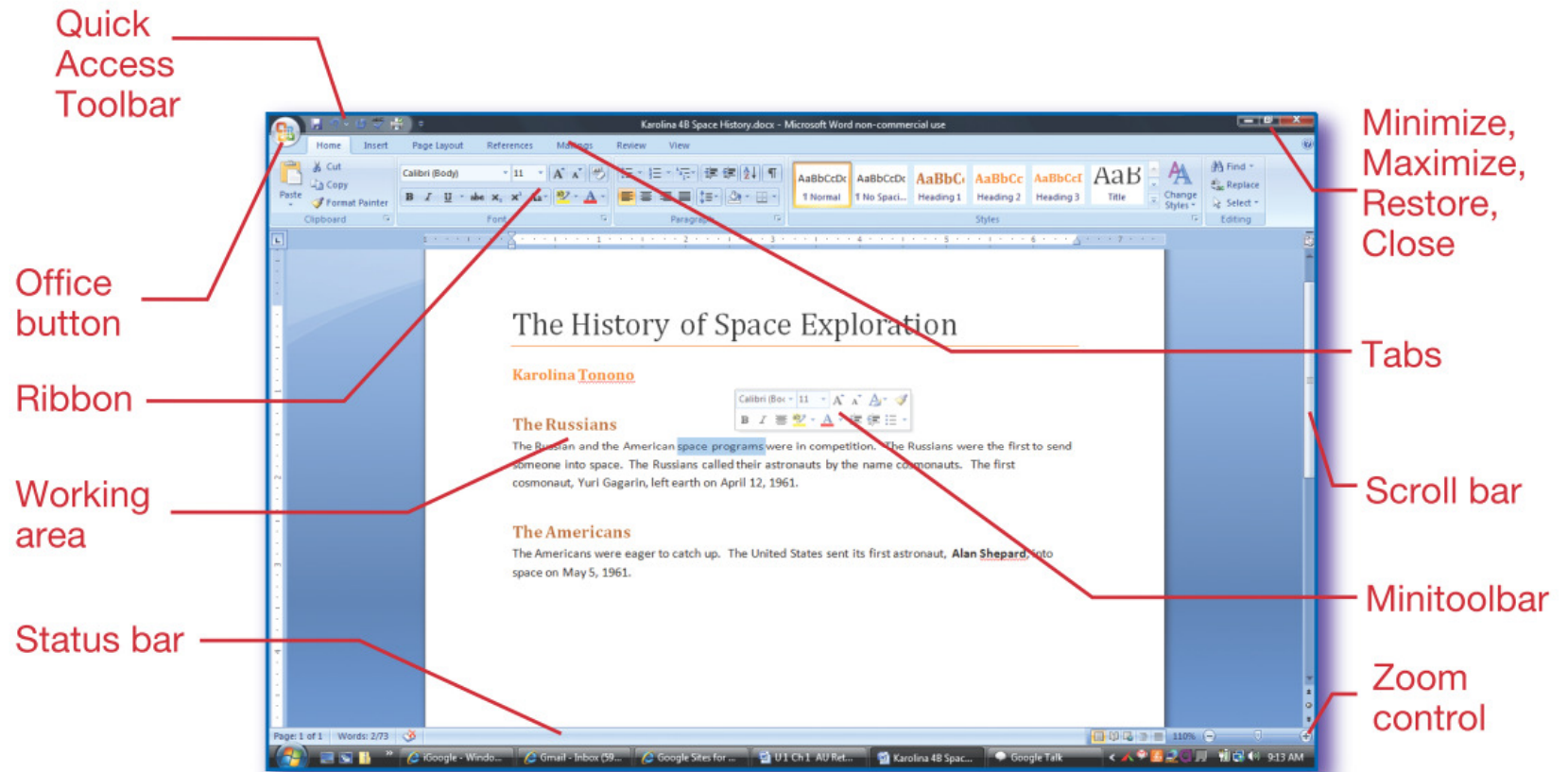


# Mouse and Pen Pointer Shapes

- Move or four-sided arrow indicates an object can be moved
- Pointing hand appears when user points to a hyperlink
- Pen appears when using handwriting recognition



# Microsoft Word



- Home tab groups on ribbon: Clipboard, Font, Paragraph, Styles, Editing

# Quick Formatting

➤ Click **Change Styles** more arrow

○ And choose **Style Set**

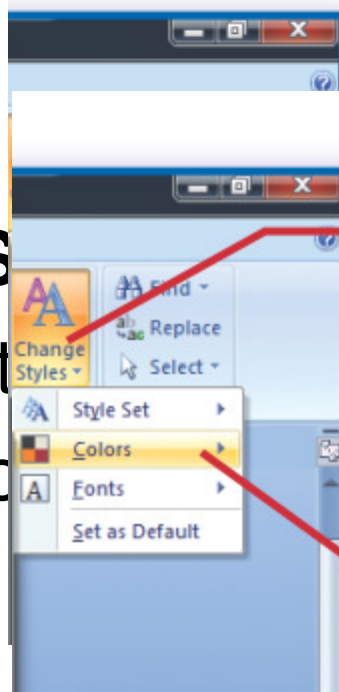
○ Or choose

➤ **Select text**

○ And click **S**

○ Or click **B** t

○ Or click **I** to



Choose the  
Choose the  
**Change Styles**  
More arrow

Choose  
**Colors**

# Review Question

1. Which mouse cursor indicates an object can be moved?

a. 

b. 

c. 

d. 

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

1. Which mouse cursor indicates an object can be moved?



# Review Question

2. Which task is not controlled by the OS?
- a. Choosing a printer
  - b. Finding files or applications
  - c. Keying text into a document
  - d. Entering a login name and password

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.



# ANSWER

2. Which task is not controlled by the OS?
- a. Choosing a printer
  - b. Finding files or applications
  - c. Keying text into a document
  - d. Entering a login name and password

# Review Question

## 3. The Restore button

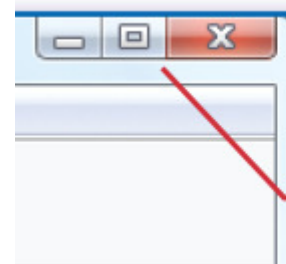
- a. Sends the window to the taskbar
- b. Makes the window fill the entire screen
- c. Returns a window to its previous size
- d. Hides an application window

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

## 3. The Restore button

- a. Sends the window to the taskbar
- b. Makes the window fill the entire screen
- c. Returns a window to its previous size
- d. Hides an application window



Minimize,  
Maximize, and  
Restore options

# Review Question

4. Which of the following is not a group on the Home tab of the Word Ribbon?
- a. Font
  - b. Paragraph
  - c. Page Layout
  - d. Editing

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

4. Which of the following is not a group on the Home tab of the Word Ribbon?
- a. Font
  - b. Paragraph
  - c. Page Layout
  - d. Editing

# Review Question

5. Which of the following is part of the Windows GUI?
- a. Taskbar
  - b. Mouse wheel
  - c. Left click
  - d. Ribbon

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

5. Which of the following is part of the Windows GUI?

- a. Taskbar
- b. Mouse wheel
- c. Left click
- d. Ribbon