

# Core Competency

You can download this from  
<http://www.totnesit.com/training/>

Mark Cross  
07855 129142  
[enquiries@totnesIT.com](mailto:enquiries@totnesIT.com)

# Why is it hard?

- Computers all seem to be different
  - Look different
  - Vary in cost
  - What you want to do with them?
  - Money / Lock-in

# History (Nearly everything is stolen)

- Mainframes (Bletchley Park forerunner to the NSA)
- Personal Computers
  - Microsoft v Apple V IBM(OS/2)
- Windows (Xerox)
  - WIMPS→ OS/2→Microsoft Windows
  - Lisa→System 7→Mac OS →(FreeBSD)→Mac OS X
- Computers everywhere
  - Mobile phones
  - Smart TVs
  - Tablets
  - The Cloud

# Aims (to be confident)

- Switching on and off
- Machine updates – what are they?
- Anti-virus protection – what is it for?
- What is a web browser – why so many?
- What can I do with a computer? (applications)
  - Internet
  - Internet shopping
  - Documents and spreadsheets
  - Scanning, photographs, music, hobbies

# It's getting harder...

» What is “focus”

– By mouse and keyboard

» How to “select” text

– By keyboard and mouse

» Import short-cut keys

– TAB = Move to next “input” box

– CTRL + “c” = COPY selected text

– CTRL + “v” = PASTE selected text

– CTRL + “x” = CUT selected text (clears it but stores it in clipboard)

– CTRL + “a” = SELECT all the highlighted text

– CTRL + “z” = Undo last activity in application with focus

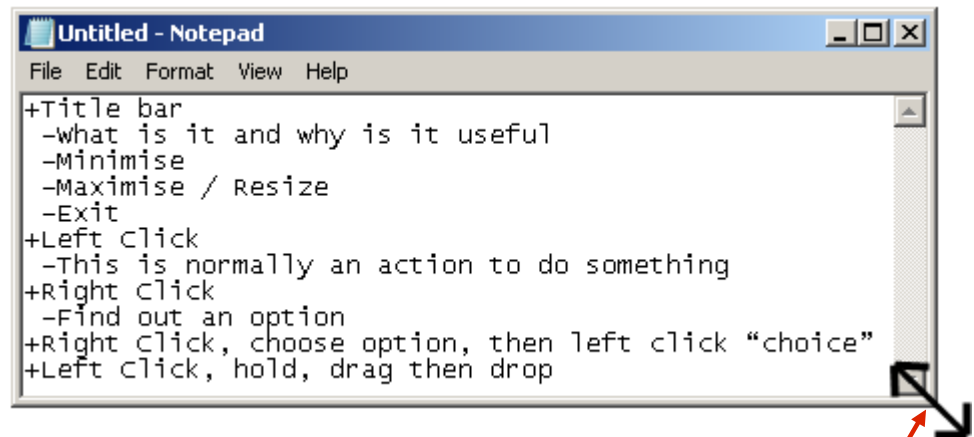
– ALT + TAB = choose current running software



CMD = CTRL on Mac

# More words

- Title bar
  - What is it and why is it useful
  - Minimise
  - Maximise / Resize
  - Exit



- Left Click
  - This is normally an action to do something

- Right Click

- Find out an option

Resize by left click grabbing a window corner

- Right Click, choose option, then left click "choice"
- Left Click, hold, drag then drop