Computer Lesson 1 Rev. 1 Feb. 20th, 2010

What bells and whistles you have on your computer:

1) Charger Socket: Types of Batteries
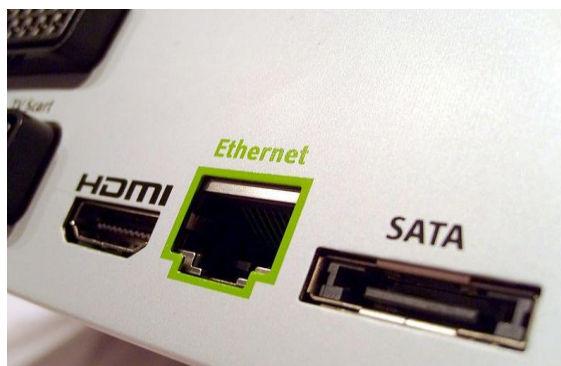2) USB: for "Input or Output Devices"

3) VGA : for "External Display"

4) Ethernet: for "Networking"

5) eSATA: for external Hard Drive that use eSATA

6) HDMI Jack: for "High-Definition Multimedia Interface".
7) Card Reader Socket: for external Memory Card contents reading
8) Audio Input: Microphone, Audio Output: Headphone

9) Lights: Charger, Power On, Battery Level, Hard Drive Running, Memory Card Access
10) DVD R/W Drive: In Use Light, Push Out Button, Open Hole
11) Battery Door, RAM IC Cover.

Start Windows 7, Multiple Users: Administrator, Second, Guest

Screen:

1) Desktop, Wall Paper
2) Desktop shortcuts Icons
3) Mouse Pointer, Curser
4) Start Button
5) Quick Launch Toolbar
6) Taskbar
7) Notification Area
8) Time

Mouse:

1) Click, Left Click, Double Click
2) Right Click, Menu
3) Wheel, wheel Button, AutoScroll up and down

Open a Window: Start a program, **Internet Explorer**, **Yahoo Website;** an icon shows up at the Taskbar.

1) Adjust Window Size: Horizontal, Vertical, Both at Corners
2) Minimize a Window
3) Show the Window again
4) Maximize a Window
5) Restore a Window to its size before Maximize

6) Close a Window, Open again
7) Move a Window, Drag at Title Bar
8) Scroll Left and Right in a Window, move a Page Wide
9) Scroll Up and Down in a Window, move a Page High

Start another window:

1) Start **Internet Explorer** again, **Google** Website.
2) Make this window overlap with the first window.
3) Swap between two windows.
4) Show Desktop

Create a New User Account: If you are the **Administrator** of this computer:

1) Click on "**Start** 開始", Click on "**Control Panel** 控制台". Let me know if your computer shows in different way than mine.
2) Double Click on "**User Accounts** 使用者帳戶".
3) Click on "**Manage Another Account** 管理其他帳戶", Give Permission by clicking on "**Continue** 繼續©".
4) Click on "**Create a new account** 建立新的帳戶"
5) Under "**Name the account and choose an account type** 命名帳戶並選擇帳戶類別**:** Fill in the blank with "**New User Name** 新帳戶名稱" and choose "**Standard User** 標準使用者".
6) Click on "**Create Account** 建立帳戶".
7) Under **Choose the account you like to change** 選擇要變更的帳戶: Click on the "New User Account 剛新設立的帳戶".
8) Click on "**Create a Password** 建立密碼".
9) Key in "Password". Again, key in one more time to confirm.
10) Type "password hint 密碼提示".
11) Click on **"Create Password** 建立密碼**".**
12) Close window.
13) Click on "**Start** 開始", Choose "**Restart** 重新啟動"
14) Choose the "**New User** 新使用者" and Key In "**Password** 密碼".
15) You should see a new desktop. You can set whatever you like.

Optional: Create another user as "**Guest**" without "**Password**"

Delete an Existing User Account: If you are the **Administrator** of this computer:

1) Click on "**Start** 開始", Click on "**Control Panel** 控制台"
2) Double Click on "**User Accounts** 標準使用者".
3) Click on "**Manage Another Account** 管理其他帳戶", Give Permission by clicking on "**Continue** 繼續©".
4) Under **Choose the account you like to change** 選擇要變更的帳戶: Click on the account you want to delete.
5) Click on "**Delete the account**".
6) Click on "**Delete Files**".
7) Click on "**Delete Account**".
8) Close Window.