



Century**Link**TM

CenturyLink Internet Basics

Computer and Internet Basics

Welcome

- Welcome you to our Basic Computer and Internet Information training session.
- We are offering this training for those interested in learning more about the basics about computers and surfing the Internet.
- Feel free to ask questions during the training if there is something you do not understand.

Are there questions now?

Let's get started.

Community Outreach

As a leading provider of Internet, TV and Voice, CenturyLink works hard to make services more accessible, affordable and less complicated.

The goal today is to provide you with basic computer and Internet knowledge in order for you to benefit from using these services.

Types of Computers

Computers come in many sizes and kinds.

Let's look more closely at:

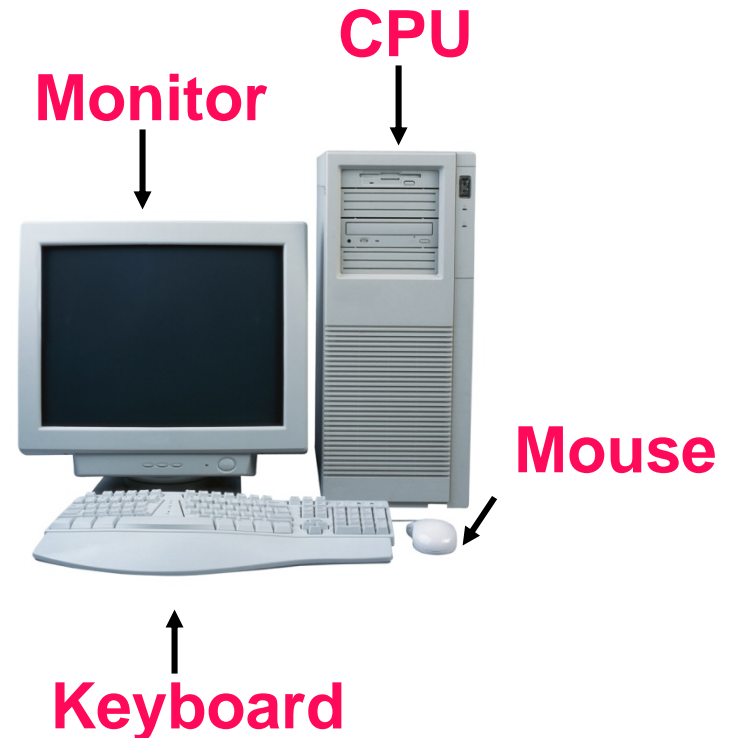
- Personal Computers (PC)
- Laptop Computers
- Netbook Computers

Personal Computers

PC desktop computers are larger than laptops and netbooks.

They have these items:

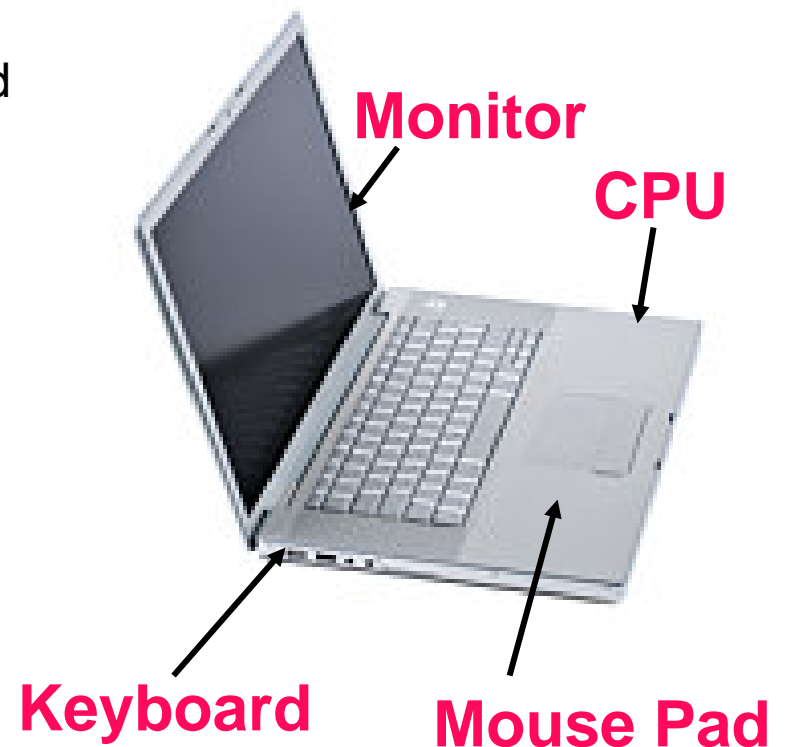
- CPU (Central Processing Unit): this is the brain of the computer
- Monitor: a display that shows what programs you have on your computer
- Keyboard: used to type instructions (input) into the computer
- Mouse: used to point and click to select a program on the computer



Laptop Computers

Laptop computers work the same as a PC desktop computer but they are smaller and all the elements are contained in one unit.

- **CPU** - is built within the laptop
- **Monitor**
- **Keyboard**
- **Mouse pad** - use your finger on the built-in mouse pad to control mouse movement



Netbook Computers

- Netbooks are even smaller than laptops
- They are easy to carry around with you
- Wireless connectivity* allows you to use your netbook anywhere



* Wireless Connectivity is a more modern alternative to wired networking that relies on copper and/or fiber optic cabling between network devices.

Using the Mouse

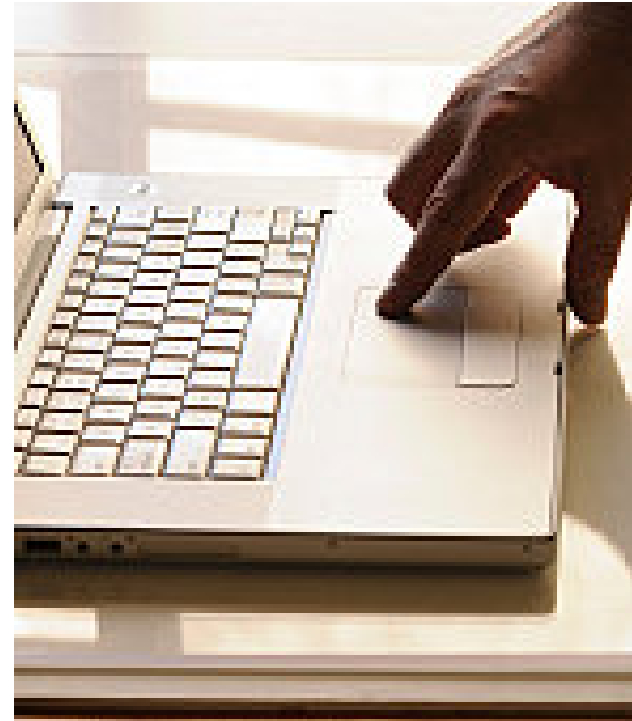
You communicate with your computer using the keyboard and mouse.

- Left button: Click to select a program or file
- Right button: Click to select a function like copy and paste
- Scroll wheel: Use to move quickly up and down in a document



Built in Mouse

- Laptops and netbooks have built in mouse pads.
- They perform the same function as a regular mouse but are operated by your finger.



Desktop Elements

- After you turn on a computer, the monitor displays icons and menu bars.
- You use this information to access programs, files, graphics, videos and any information stored in your computer.

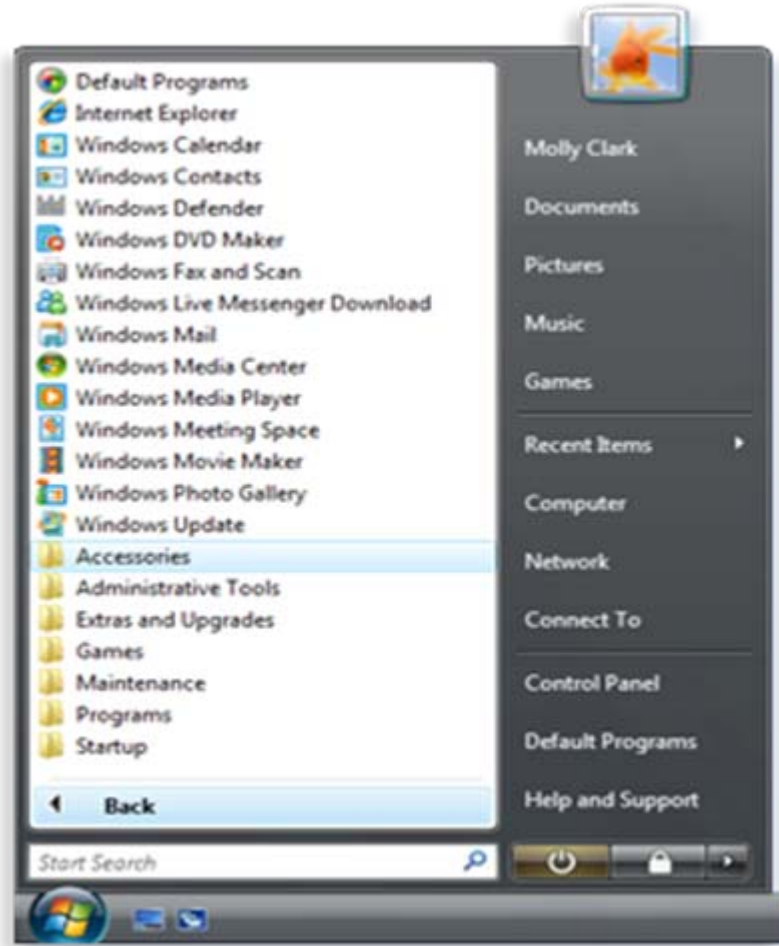


Desktop Elements – Taskbar

- The **Taskbar** usually runs along the bottom of your Desktop.
- It can, however, be moved to the sides or the top of your computer screen.
- The Taskbar provides information about the computer such as date and time, shortcuts to programs, and access to the **Start Menu**.



Desktop Start Menu



- The Start menu is the main gateway to your computer's programs, folders, and settings.
- It's called a menu because it provides a list of choices, just as a restaurant menu does.
- As "Start" implies, it's often the place that you'll go to start or open things.
- Use the Start menu to do these common activities:
 - ✓ Start programs
 - ✓ Open commonly used folders
 - ✓ Search for files, folders, and programs
 - ✓ Adjust computer settings
 - ✓ Get help with the Windows operating system
 - ✓ Turn off the computer
 - ✓ Log off from Windows or switch to a different user account

Basic Internet Knowledge

- The Internet is a Knowledgebase and powerful search tool.
- Through telephone wires and satellite links, Internet users can share information in a variety of forms.



Additional Internet Knowledge

The size, scope and design of the Internet allows users to:

- Connect easily through a personal computer
- Exchange electronic mail (E-mail) with friends and colleagues with accounts on the Internet
- Post information for others to access, and update it frequently
- Access multimedia information that includes sound, pictures, file sharing and even video

Internet Capabilities

Some of the ways people are taking advantage of the Internet are:

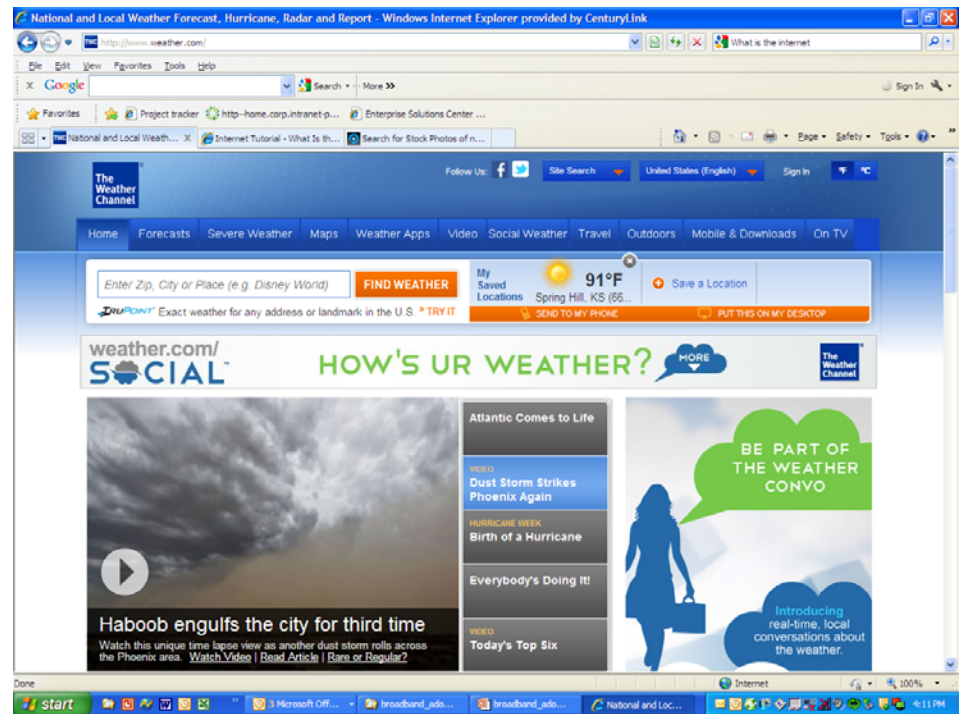
- Searching for information
- Communication (E-mail)
- Searching for Jobs
- Applying for school
- Shopping (learn about products, search for housing, find better prices)
- Personal finances

Internet Browsers

Browser, short for web browser, is a software application used to enable computer users to locate and access web pages.

Browsers all have the same elements:

- **Address Bar** – The URL (Uniform Resource Locator) is the address of the web site. In the example to the right, the URL is www.weather.com
- **Favorites** – when you find web sites you will look at often, you can bookmark the site. The next time you want to see that site, you can select it from your Favorites.
- **Hypertext links** – connect you directly to other sites. www.weather.com and www.cnn.com are examples of a link.



Internet Browsers

There are many browsers available to access the internet:

- Internet Explorer (IE) – is the most widely used because it is compatible with the most web sites and pre-loaded on most Windows computers
- Safari – compatible with most websites and pre-loaded on Apple computers

Basic Email Knowledge

Electronic mail or email is a way of sending and receiving messages from other people or businesses. Email works over the Internet and there are many free email services. Three of the most commonly used are:

- Gmail
- Hotmail
- Yahoo mail

Free email is available in many different languages.

Why have a Computer?

Hopefully after this brief computer and Internet access overview you will see specific benefits of having and using computer access. Just as a reminder, some benefits we talked about are:

- Access to government services
- Increase opportunities to learn outside of the classroom
- A means to communicate with family and friends
- Convenience in accomplishing everyday tasks like paying bills, searching for housing, a business or a doctor

How to Search

One of the best uses of the internet is to search for information. Several popular websites, or “search engines”, make it easy to do. Two of the most popular are:

- www.google.com
- www.yahoo.com

Helpful Terms:

- **Internet** - The Internet is a global system of interconnected computer networks that use the standard Internet Protocol Suite (TCP/IP) to serve billions of users worldwide.
- **Multimedia** - Multiple forms of media integrated together. Media can be text, graphics, audio, animation, video, data, etc.
- **PC** - An abbreviated name for Personal Computer
- **CPU** - Pronounced as separate letters it is the abbreviation for central processing unit. The CPU is the brains of the computer.
- **Wireless Connectivity** - utilizes radio waves and/or microwaves to maintain communication channels between computers. Wireless networking is a more modern alternative to wired networking that relies on copper and/or fiber optic cabling between network devices.

Questions?