



LONG BEACH  
CITY COLLEGE

**COMPUTER BASICS FOR ESL**

~ The ESL Learning Center Technology Series ~

# PARTS OF THE COMPUTER: KEYBOARD



- Typewriter keys
- Function keys
- Enter keys
- Windows keys
- Numeric keypad
- Other
- Application key
- Cursor control keys

# PARTS OF THE COMPUTER: MOUSE

## Using your Mouse





- Left-click
- Double-click
- Right-click
- Scrolling



# Cursor =

**Depending on where your mouse is on the screen, the cursor will look different.**

**Below is a chart showing different cursor changes.**

			
<b>Standard Pointer</b> The mouse cursor typically looks like this as you move it around the screen.	<b>"I" Bar or Text Cursor</b> Indicates standard text, or an information field in which you can enter text.	<b>Hand Pointer</b> Indicates a hyperlink that <i>links</i> you to a page with related information.	<b>Hourglass or Circle</b> Indicates the computer is waiting for something to load, such as a website or program.

# Cut, Copy and Paste

- **Cut** – remove text/image from screen so you can move it somewhere else
- **Copy** – copies the text/image so you can add it somewhere else (stays in original place)
- **Paste** – inserts last cut/copied item at cursor location

Ctrl	+	X	Cut
Ctrl	+	C	Copy
Ctrl	+	V	Paste

# Navigating through text

Tab



moves cursor to next field (will push text/image)

Shift

+

Tab



moves cursor to previous field

Ctrl

+

Home



jump cursor to start of document

Ctrl

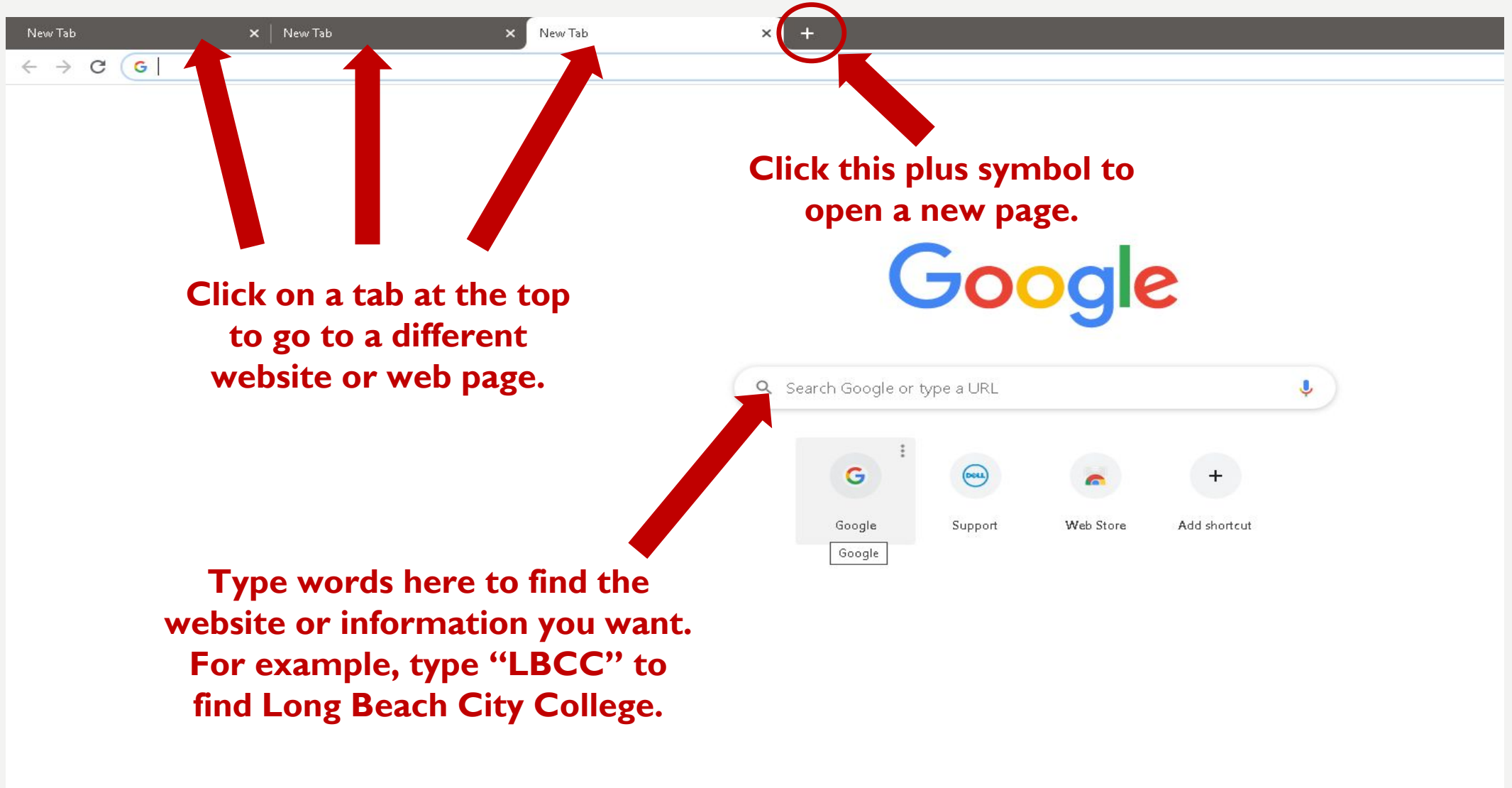
+

End



jump cursor to end of document

# HOW TO USE THE INTERNET



The image shows a web browser window with three tabs labeled "New Tab". The address bar contains the Google logo and a vertical bar. Below the address bar is the Google logo. A search bar contains the text "Search Google or type a URL". Below the search bar are four icons: Google, Support, Web Store, and Add shortcut. A red circle highlights a plus sign in the tab bar. Red arrows point from text instructions to these elements.

**Click on a tab at the top to go to a different website or web page.**

**Click this plus symbol to open a new page.**

**Type words here to find the website or information you want. For example, type "LBCC" to find Long Beach City College.**

# HOW TO SAVE YOUR DOCUMENT TO YOUR EMAIL

The image shows a screenshot of the Gmail 'New Message' interface. Four red callout boxes with white text and red borders provide step-by-step instructions:

- 1. Type your email address **here****: An arrow points from this box to the 'To' field.
- 2. Type the name of your document **here****: An arrow points from this box to the 'Subject' field.
- 3. Click **here** to attach (add) your document to your email**: An arrow points from this box to the paperclip icon in the bottom toolbar.
- 4. Click **Send****: An arrow points from this box to the blue 'Send' button.

The interface includes a left sidebar with navigation options like Compose, Inbox, Starred, Snoozed, Important, Sent, Drafts, Categories, Social, Updates, Forums, Promotions, and More. The main area has fields for 'To', 'Subject', and 'Cc Bcc'. A rich text editor toolbar is visible at the bottom, containing options for font style (Sans Serif), size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, quote, and code.