How-to Guide | Using a computer for your job search

Use this guide to help you:

- Understand how to use a computer for your job search
- Understand how different parts of a computer work
- Learn how to turn a computer on (and off)
- Use the computer using a mouse and keyboard
- Understand what types of computer applications are used for job search

Note: This guide is designed for job seekers who have never used a computer before. It explains how to use the computers usually found in employment services, local libraries and public offices. It focuses on Personal Computers (PCs) not Mac or tablets.

Step 1 | **Understand how different parts of the computer work**

This picture shows the parts of the computer you can touch. These are called **computer hardware.**

Source: www.informationq.com/

Three things happen when you use a computer:

- **Inputs. Pressing** the computer <u>mouse</u> or <u>keyboard</u> will input information (for example, text or the click of a button) into the computer to tell it what to do

- **Processing.** These inputs are responded to and processed by the <u>computer</u> (also called the Central Processing Unit or CPU)

- **Outputs.** The computer shows the results of its processing on a <u>monitor</u> (or screen). It can also print these out on a piece of paper, or make a sound via a <u>speaker.</u>

## Step 2 | **Learn how to turn the computer on (and off)**

Most computers and monitors have a power switch to turn them on and off. Power switches generally use this symbol.

The computer can be switched off completely (requiring you to switch it on) or may just be in sleep mode. To use a computer that is in sleep mode, just move the mouse.

Step 3 | **Understand the desktop and software you will use**

The computer display area that is shown on the screen once you turn your computer on is called the <u>desktop</u>. Desktops can look different depending on what computer you are using, but they all function in a similar way.
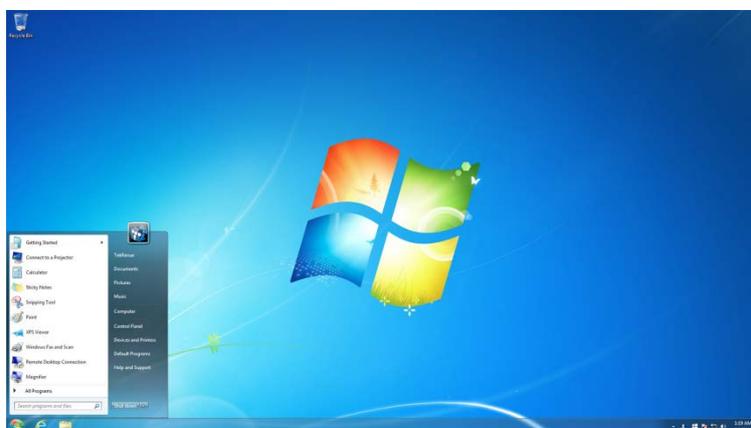
A windows computer desktop.

 The start button (Bottom left-hand corner)

For a television to work you need to have a signal. Without the signal you would turn it on and have a blank screen. For a computer to work you need an 'operating system'. The operating system acts as the brains of the computer and helps to make everything work.

The most popular operating system is called Microsoft Windows. Windows has a start button that is used to access all of the programs on the computer . Programs are also called software or applications.

Computer programs (software or applications)

Software or applications refer to the part of the computer you can't physically touch. These run on your computer to help you complete tasks.

Common programs you might use in your job search include:

- **Microsoft Word** to type your resume
- Web browsers (**Internet Explorer, Google Chrome**, **Safari** or **Firefox**) to look at the internet to find information and jobs
- Email applications (like **Gmail**) to send emails

Software can be accessed by using the **Start** button or through the icons that are on your desktop or on the bottom of your screen (also called the **Task Bar**). There are many different types of web browsers you can use. Learn more about them in our guide on how to **Using the internet for your job search guide** in our **additional resources**.
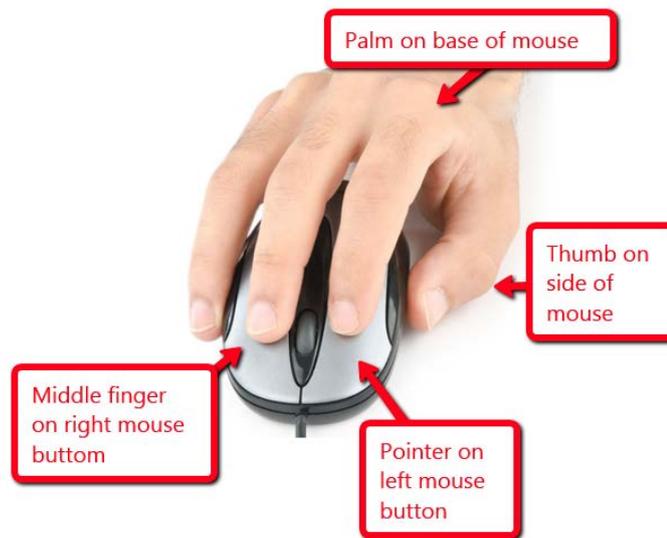
Step 2 | Understand how to use a computer

There are two ways to use and control a computer:

- Your **keyboard** allows you to input information such as text or numbers

- Your **mouse** allows you to move a **cursor** (see below) around the computer screen

Palm on base of mouse

Thumb on side of mouse

Middle finger on right mouse buttom

Pointer on left mouse button

Source: https://peda.net

Your mouse is designed for your right hand. If you haven't used a mouse before it can take a little bit of time to get used to. A mouse usually has two buttons (right and left) and a small wheel in the middle that is called a 'track wheel'. When you click the right button we call that 'right clicking' and when you click the left button we call that 'left clicking'.

Each button on the mouse has a different purpose. The left button helps you select things, while the right button can give you a number of different actions depending on where you click. The track wheel helps you to move up and down a document or internet page (also called 'scrolling'). Play around with your mouse to see what its actions are on the computer you are using.

As you move your mouse you will notice something moving your screen. This is called the **cursor**. Use your mouse to position your cursor where you need to type or press a button and use the left mouse button to select. As you start typing the cursor will look like a flashing vertical line and will follow your text as you type.

Source: http://www.sparklebox.co.uk/topic/computers-technology
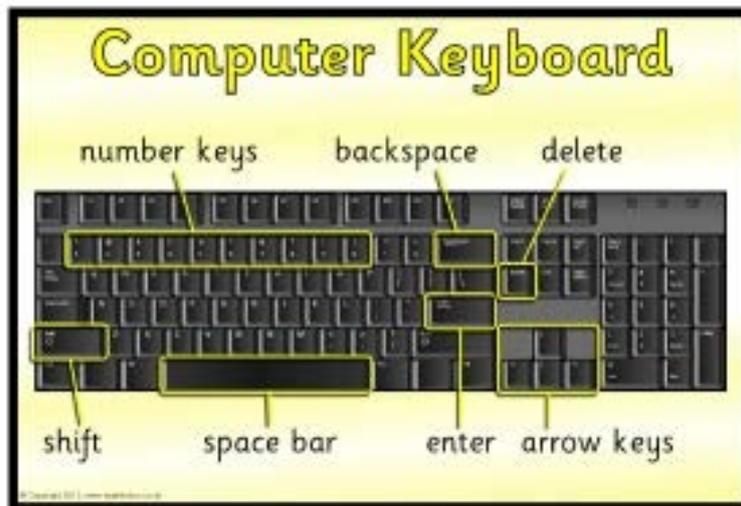
This is the layout for a regular keyboard. When you start typing you will notice that you only have to press keys very lightly to make a letter appear on the screen. If you hold it down too long, multiple letters will appear.

Arrow keys work in a similar way to your mouse and will move your cursor in the direction of the arrow. Backspace and delete keys allow you to delete or remove spaces or characters you have typed. Holding a Shift key with a letter will create an uppercase (CAPITAL) letter.

With some practice you will soon feel comfortable using a mouse and keyboard to type, use basic programs and surf the internet. You will not do any damage by pressing the wrong key

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