

## Components of a Computer



Floppy disks go in drive A of your computer. They are removable storage areas your computer can read files from and write files to.

The system unit houses the brain of your computer, including the memory, power supply, and central processing unit (CPU). All other components are considered *peripheral*.



The keyboard allows you to enter information into your computer. It is similar to typewriter but has some different keys that perform special functions.



The CD-ROM disks are inserted in your system's D: drive. They can store much more information than a floppy disk, but your computer cannot write to them. This is because they are Read-Only Memory (ROM).



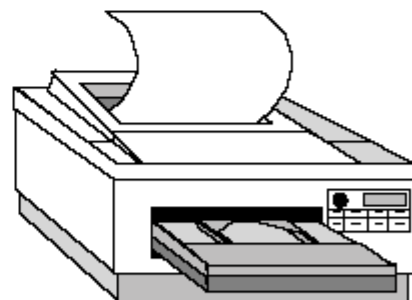
The mouse is a pointing device that allows you to select and manipulate objects you see on your monitor.



The **monitor** displays the text and graphics generated by the computer.



The **headphones** and **speakers** allow the user to hear the audio portion of a program.



The **printer** prints text and pictures you create on your machine. Without a printer, sharing work you have done on your computer has to be done over a network.

# Using A Mouse

Using a mouse is one of the most fundamental skills you will need when working on a computer. Being comfortable using a mouse takes a little practice. Practice is time well spent because using a computer will become much easier once you can easily manipulate the mouse. Look at the following table to familiarize yourself with the terminology we use when referring to different types of mouse clicks.

## *Summary of Mouse Actions*

MOUSE ACTION	HOW TO PERFORM ACTION	WHEN TO USE ACTION
<ul style="list-style-type: none"><li>• Click</li></ul>	<ul style="list-style-type: none"><li>• One click of the left mouse button</li></ul>	<ul style="list-style-type: none"><li>• To select an image or icon</li><li>• To move items around your computer's desktop</li><li>• To move the cursor through a word processing program</li></ul>
<ul style="list-style-type: none"><li>• Double-click</li></ul>	<ul style="list-style-type: none"><li>• Two clicks of the left mouse button</li></ul>	<ul style="list-style-type: none"><li>• To execute an action such as opening a program</li></ul>
<ul style="list-style-type: none"><li>• Right-click</li></ul>	<ul style="list-style-type: none"><li>• One click of the right mouse button</li></ul>	<ul style="list-style-type: none"><li>• To display shortcuts in a variety of programs</li></ul>
<ul style="list-style-type: none"><li>• Click and Drag</li></ul>	<ul style="list-style-type: none"><li>• Click and hold down the left mouse button and move the mouse on the pad. Release the left button.</li></ul>	<ul style="list-style-type: none"><li>• To select a section of text in a document or frame. Text appears highlighted after it has been selected.</li></ul>
<ul style="list-style-type: none"><li>• Drag and Drop</li></ul>	<ul style="list-style-type: none"><li>• Click an item that has been selected, hold down the left mouse button, and drag the item to a new location.</li></ul>	<ul style="list-style-type: none"><li>• When moving sections of text or graphic images or tables.</li></ul>