# Section 3:
## Online basics

## In this section:

- Learn about **your device**.

- Learn about **different keyboards**.

- Using **computer mouse**.

- Using **touchpads** and **touchscreens**.

- Common **words used online**.

## Learn about your device

There are **many devices** you can use to get online.

- Smart phone.

- Tablet.

- Desktop computer.

- Laptop.

**We will show a picture of each device and the main parts.**

Your device might not look exactly the same as the picture.

## Smart phone

Front camera

Touch screen

Receiver

Status bar

App button

Home button

## iPad

Camera

Audio jack
(for headphones)

Power on/off

Volume

Charge AC Power

Home button

# Android tablet

Audio jack
(for headphones)

Front camera

Touchscreen

Back key

Microphone

Home key

# Desktop computers

Computer case

Monitor

Mouse

Keyboard

# Laptop

Monitor ─────── [diagram of laptop]                    Power button

Keyboard ───────                                        USB ports

                                                        Touchpad

# Keyboards

Keyboards can look **different**.

Keyboards have:

- **Letters** such as A B C. (green on the next page)

  Letter keys are used to **write words.**

- **Numbers** such as 1 2 3 (blue on the next page)

  Number keys can be used to **write** the **date** or **price**.

- **Symbols** such as ! £ $ (pink on the next page)

  Symbol keys can **show punctuation** (like a full stop) or a **currency symbol** (£).

- Action keys such as Enter, Spacebar, Caps Lock (orange on the next page)

  Action keys **do** things like saving a document or moving text on screen.

1. **Enter**
   The enter key will start a **new paragraph**.

   Use the **enter key** to **submit** or **confirm information**.

2. **Space bar**
   Put **spaces between words**.

3. **Backspace**
   **Delete a letter** or **move back** a space.

4. **Caps Lock**
   Change **letters into capitals**.
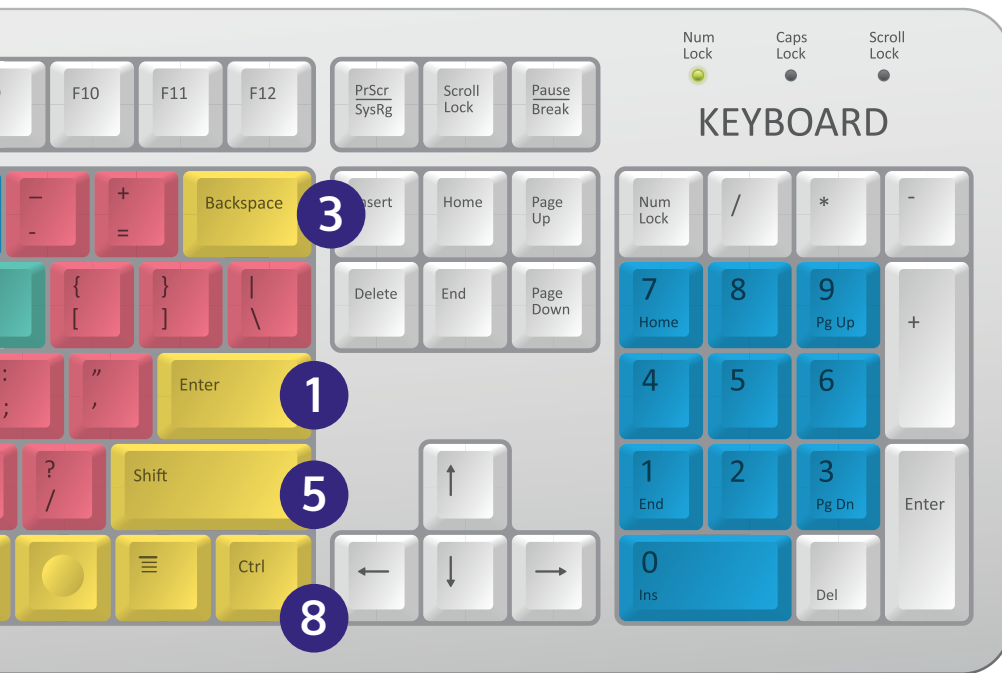
   To return to lower case letters press Caps Lock again.

5. **Shift**
   Some keys might have **two symbols on them**.

   To use the **top symbol**, press shift and the key you want to use.

   You can also use shift to **capitalise a letter**.

   Hold in the shift key and the letter you want to make capital.

## 6. ESC

ESC stands for **escape**.

Use to **exit** or **cancel** a programme.

## 7. F1

Opens the **help window**.

## 8. CTRL

CTRL stands for **control**.

One use of CTRL is to **copy and paste**:

Select the text or image you want to **copy**. Press CTRL and the 'C' key together.

Move the cursor where you want the text to go.

Press CTRL and the 'V' key together. The text will appear where the cursor is.

You can also use the CTRL key to:
Save a document: CTRL + S

To print: CTRL + P

# Computer mouse

You use a **mouse** or **touch pad** to **select items** on your computer.

They are usually found with **desktop computers**.

You can connect a mouse to your **laptop**.

Below is an **example** of a mouse.

**Cable**
Connects to USB port
on computer.

**Wheel**
To scroll up or down
the page or menu.

**Left-click**
To move cursor or
select an object.

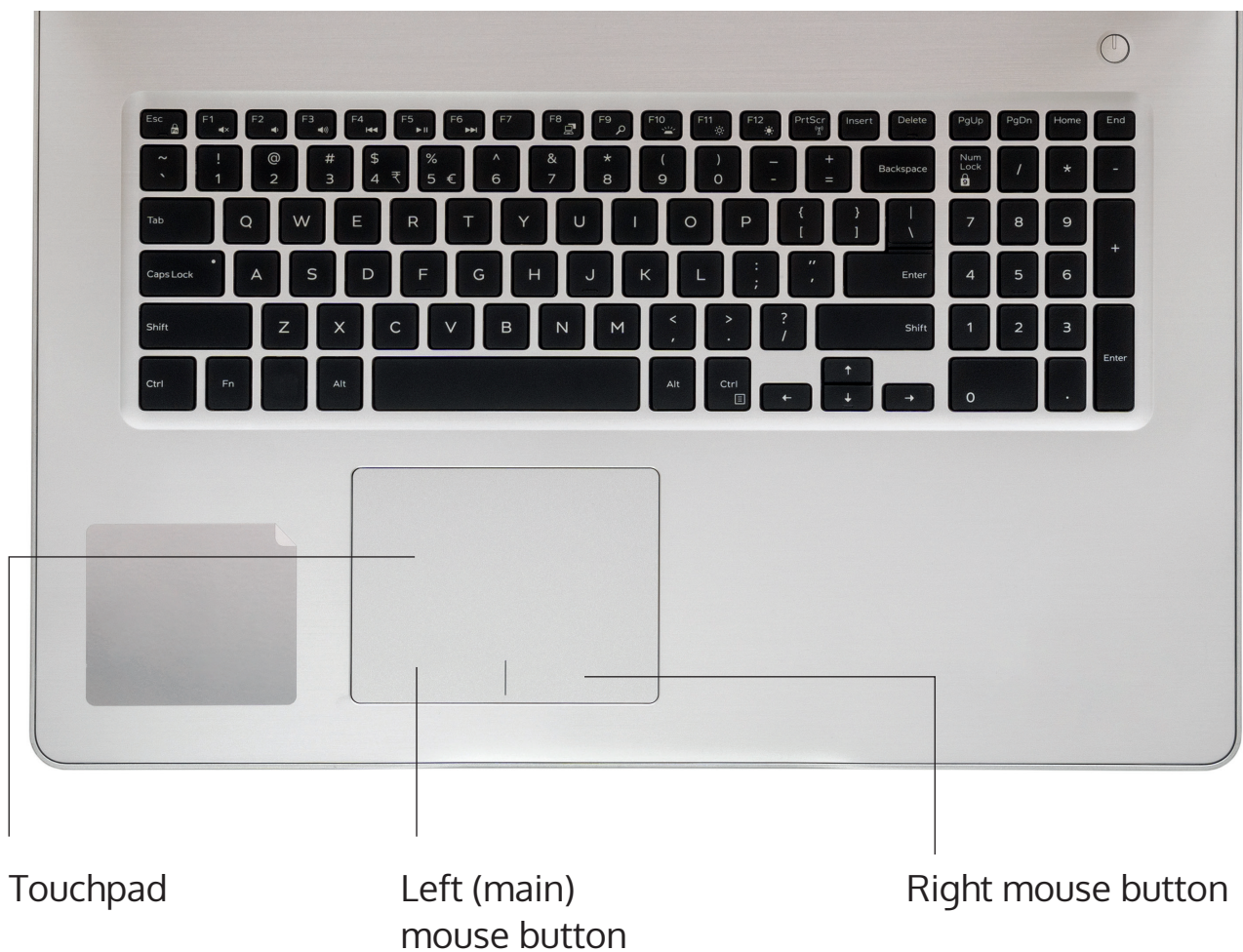**Right-click**
To open context
sensitive menus.

# Touchpad

A **touchpad** does the same thing as a mouse.

Touchpads are found in **laptop computers**.

It is a **small flat area** on the keyboard.

You move your **finger** on it to **control** the **cursor**.

You **click** on it to **select** things.



Touchpad        Left (main)             Right mouse button
                mouse button

# Touchscreen

**Tablets** and **smartphones** use touchscreens.

To use a touch screen you **touch the item** you want on the screen.

Many people find using a **touch screen easier** than a mouse or keyboard.

## How to use a touchscreen

**Scroll:**
You can **scroll** down a screen by gently **touching the tip of** your **finger** to the **screen** and **moving** it **up or down**.

**Keyboard:**
If you **need to type, touch the screen** where you would like to type.

A keyboard will appear.

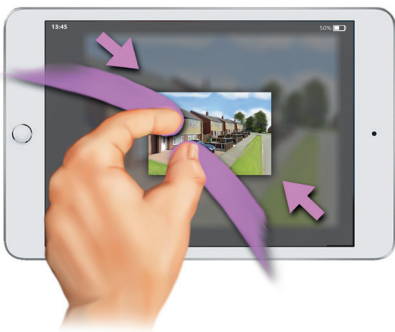Touch the keys you want to use.

**Making an image larger:**

Place your **finger** and **thumb** on the screen.

Your fingers need to **move slowly apart**.

Keep both fingers touching the screen until the **image** is **big** enough.

**Making an image smaller:**

Place your **finger** and **thumb wide apart** on the screen.

**Slowly pinch** your fingers **together**.

Keep your fingers on the screen until the **image** is **small** enough.

# Words used online

| | |
|---|---|
| **Antivirus** | Antivirus is a **software program.**<br><br>It **protects** your computer from viruses. |
| **Bookmark** | A way to **save** a **web page** in a browser.<br><br>A bookmark can also be called a 'favourite'. |
| **Broadband** | Broadband is **fast internet connection**. |
| **Browser** | A browser also known as a **web browser**.<br><br>A browser is a software app for **finding information** on the internet.<br><br>The most common are Chrome, Firefox, Internet Explorer and Safari. |
| **Cloud** | The cloud is the **remote server**.<br><br>The cloud is used to **store information**. |
| **Cookies** | Cookies **help websites** know who you are.<br><br>Cookies **store information** about what you have done online. |
| **Download** | To download is to **copy data** from one place to another.<br><br>For example, someone might download a video. |
| **Email** | Email is **electronic mail**.<br><br>People use emails to write letters and send **photos**. |
| **Homepage** | The homepage is the **opening page** of a website. |
| **Hotspot** | A hotspot is a **place where you can use wifi away from your home**.<br><br>Coffee shops and libraries have hotspots.<br><br>To use the hotspot you might need to **sign in**. |

| Install | Install means to **add software** to a device. |
|---|---|
| | For example, you can install apps on a tablet. |
| Load | To **download data** or information onto a device. |
| Menu bar | Found at the top of the **website** screen. |
| | Menu bars show **areas** of a website. |
| Mouse | A device used to **move** the **cursor** on the screen. |
| | This can be an external device or a touch pad. |
| Phishing | Phishing is the practice of **sending emails** that trick you into giving personal information. |
| | They want **passwords** or **card details**. |
| | They may **pretend** to be a company. |
| Save | Save means to **store information** or document on a device. |
| | For example, you might save pictures on your computer. |
| Search engine | A search engine is a website that **finds information online** based on the **keywords**. |
| | The most popular search engine is **Google**. |
| Software | Software is also known as a **program**. |
| Upload | Upload means to **put data** somewhere. |
| | For example, you might upload photos to an email. |
| wifi | wifi is used to **connect** a **wireless device** to the **internet**. |
| www | www stands for **world wide web.** |
| | This is part of the **internet**. |
| | You will see www before the **start of websites**. |