NEW MEXICO BROADBAND PROGRAM

BASIC COMPUTER SKILLS – MODULE 2
HANDOUT

Terms to know and be able to define or identify:

**Power button** – Button with universal symbol used for turning the computer ON.

**Cursor** – Pointer that appears on your screen and moves with the movement of your mouse. The cursor can change shape, depending on where it is and what type of material (e.g. text or link) it is moving over.

**Mouse** – The handheld device used to interact with a computer screen.

**Desktop** – The screen that appears on the computer once the operating system is running.

**Start button** – In Windows 7, it is the round multi-colored button in the lower left hand corner of the desktop.

**Taskbar** – The band that runs along the bottom of the desktop and contains icons.

**Icons** – Images on the desktop and taskbar that provide shortcuts to programs and websites.

**Close button** – The red button with the white “x” in the upper right hand corner of the screen.

**Single and double clicks** – used to open icons and links. A single click will open icons on the Taskbar and links; a double click is used to open icons on the desktop.

**Drag and drop** – A process using the mouse that allows you to move items (files, icons) from one location, such as a folder, to another.

**Scroll bar** – A tool provided by browsers and other programs that allows you to view the full length and width of a webpage or document that is not fully visible on the computer screen.