

Learner Handout: Email Basics

Email is a way to send mail digitally through the internet.

Creating a Username

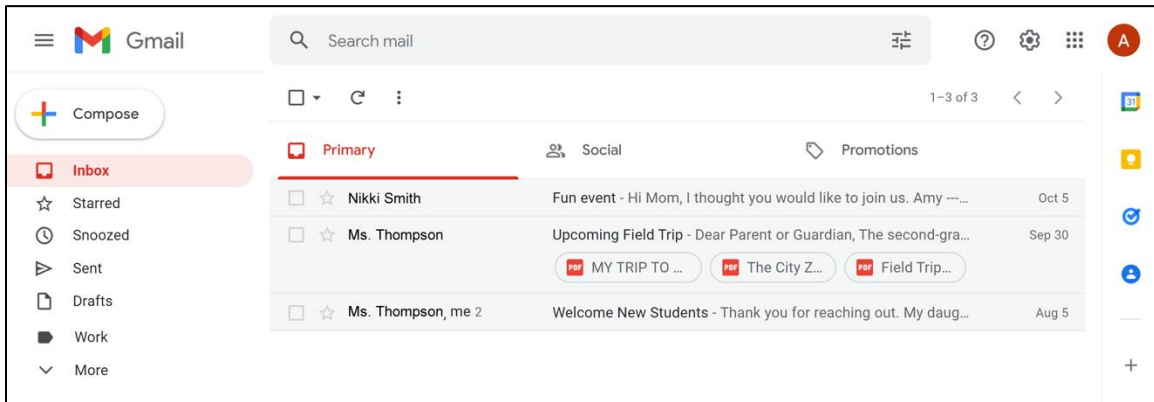
- Usernames must be unique, so it may be hard to find something not already taken.
- You may need to add numbers or other identifying factors to it.
- Select a username that is appropriate to share with anyone you may give your email to, such as your child's teacher or an employer.
- Enter your name and **create a password** for your account.
 - a. My email address is: _____
 - b. My password is: _____

Note: Take this sheet home and store it in a safe place in case you forget your information.

Tips for Strong Passwords

- Don't share your password with others. Passwords should be kept private.
- Gmail requires a password that is a minimum of eight characters.
- It should not be easy to guess, like "password" or "123456."
- Don't include personal information, like your address or name.
- Don't use the same password on multiple accounts and websites.
- Make the password longer. The best defense is length.
- Use short phrases like "cowshelpmakecheese."

Inbox



Search: Look for specific messages using the search box.

Compose: Create an email to send to another person or people.

Menu: Allows you to switch between folders that organize your email messages.

Inbox: Where your email is received.

Sent: Where you find the message you have sent.

Draft: A saved copy of an email that you have not completed. You can edit it later and send it.

Trash: Where deleted emails are stored temporarily—usually for about 30 days—and then deleted permanently.

Spam: Unwanted online communication.

Log Out: Sign out of your account when you are finished so no one else can access it.

Messages




To: The email address(es) of the person or people you are sending the message to.

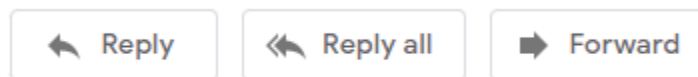
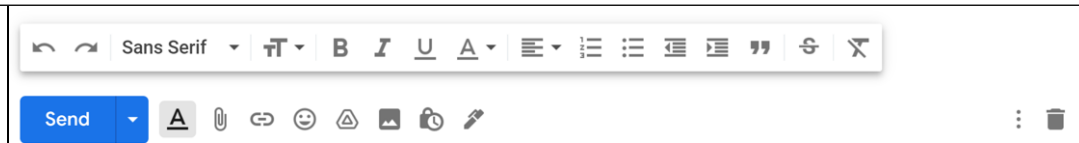
CC: Carbon Copy.

BCC: Blind Carbon Copy. The people receiving the email can't see who is inside the BCC field.

Subject: Lets the person know what the message is about.

Body: The message you're sending.

Attachment  : Files included as part of the email.



Reply: Email goes only to the person who sent the message.

Reply All: Sends the email to everyone who received the message.

Forward: Sends an existing email to another person.

THE GMAIL HOMEPAGE

Navigation

Search by keyword or

Compose an

Settings

Date sent

Inbox

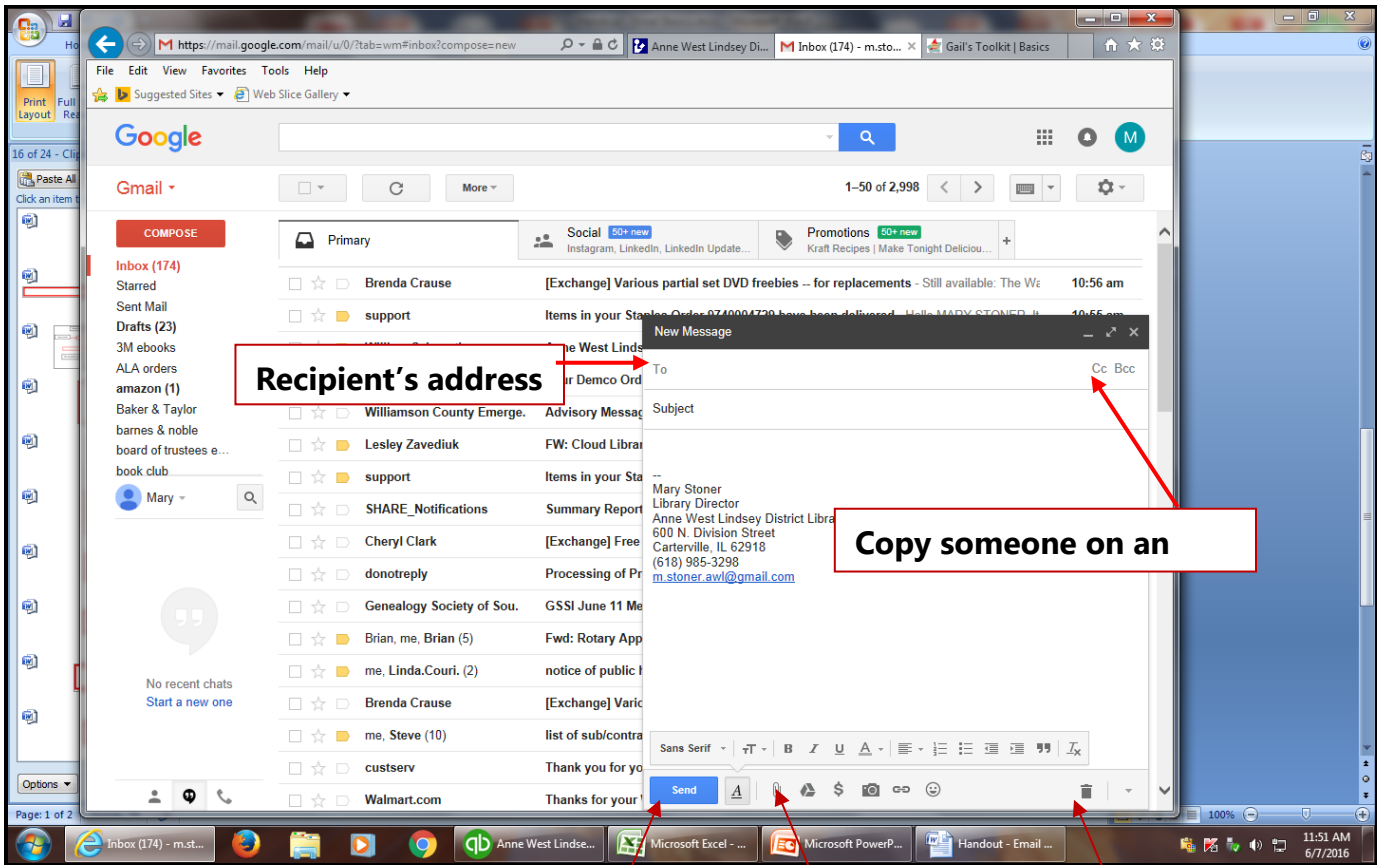
Attachment

Organize messages with Folders
To create a new folder:
1. Click on folder icon
2. Scroll down and click on "Create New"

The screenshot shows the Gmail interface with several callouts: 'Navigation' points to the top right navigation icons; 'Search by keyword or' points to the search bar; 'Compose an' points to the 'Compose' button; 'Settings' points to the gear icon; 'Date sent' points to the date column in the email list; 'Inbox' points to the 'Inbox' label in the left sidebar; 'Attachment' points to an attachment icon in an email; and a text box on the left provides instructions on how to create a new folder.

COMPOSING AND SENDING EMAILS

1. Click on (red box) "Compose"
2. New message window opens



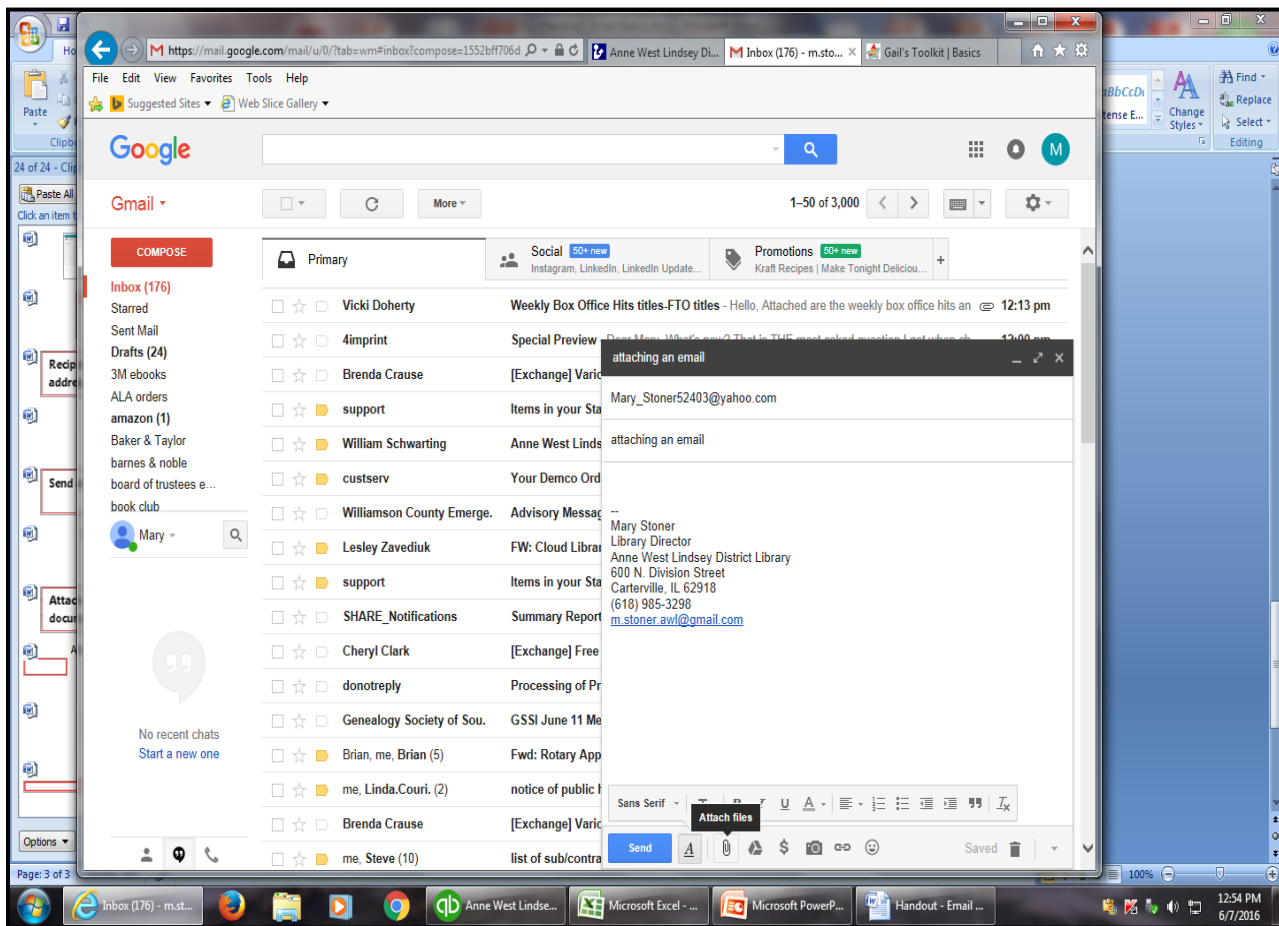
Send an

Attach a document

Cancel/delete an email

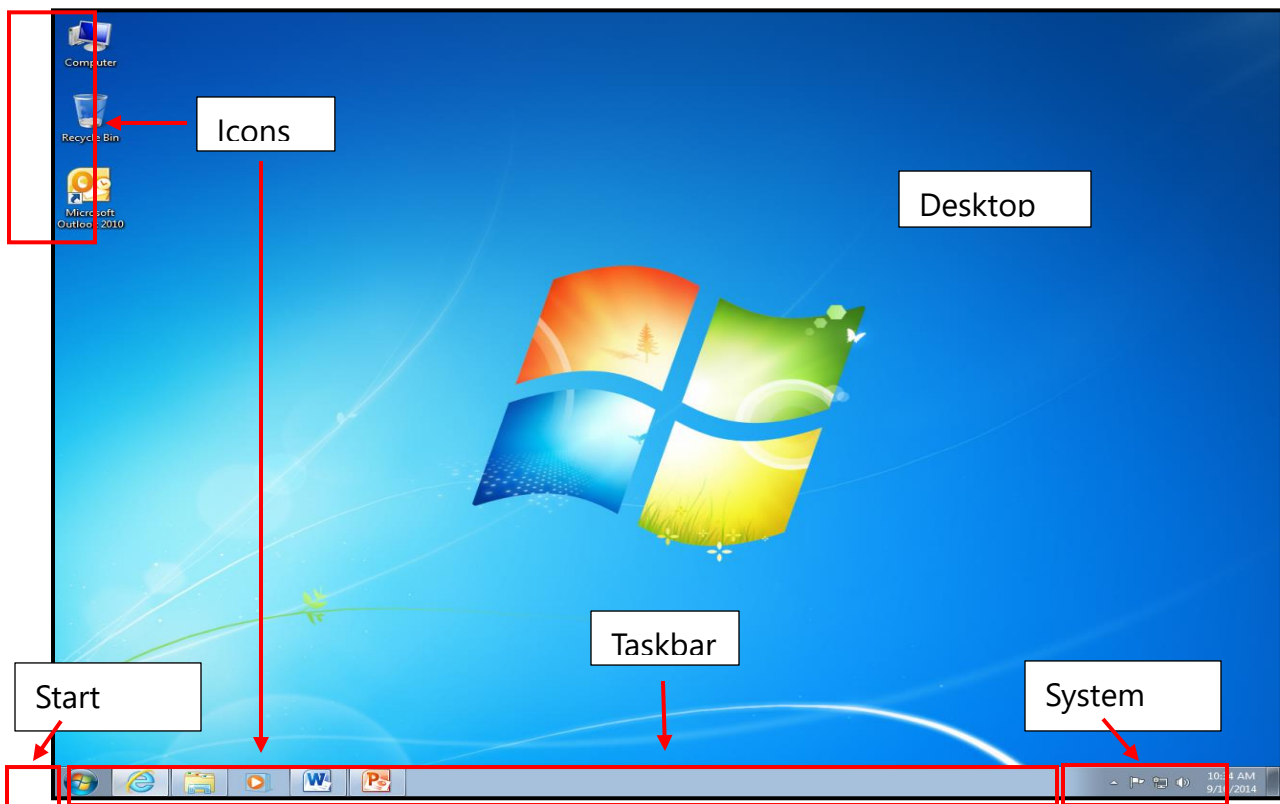
ATTACHING A FILE

1. Click on paper clip icon
2. Browse the computer for the file
3. Click on the file
4. Click **Open**
5. Type in your message
6. Click **Send**



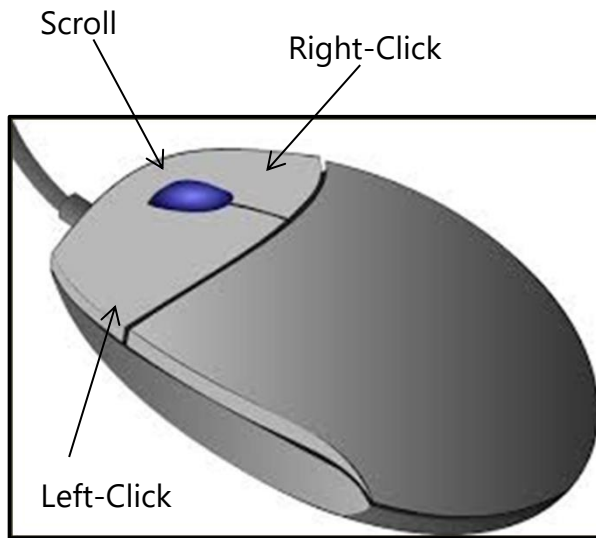
TERMINOLOGY

Computer	An electronic device for storing and processing data
Desktop	The primary display area of a computer screen
Desktop Computer	A computer with a separate monitor, keyboard, and processor
Flash Drive	A pocket-size data storage device used to save electronic files
Icon	A small graphical representation of a computer program
Laptop Computer	A computer that contains the monitor, processor, & keyboard in one unit
Monitor	A computer component that allows users to view images
Start Menu	The central launching point for programs and tasks in a Windows computer
System Tray	A stationary taskbar that contains icons for system functions
Taskbar	A stationary strip of icons used to access frequently used programs
Window	An area of the screen that displays information for a specific program

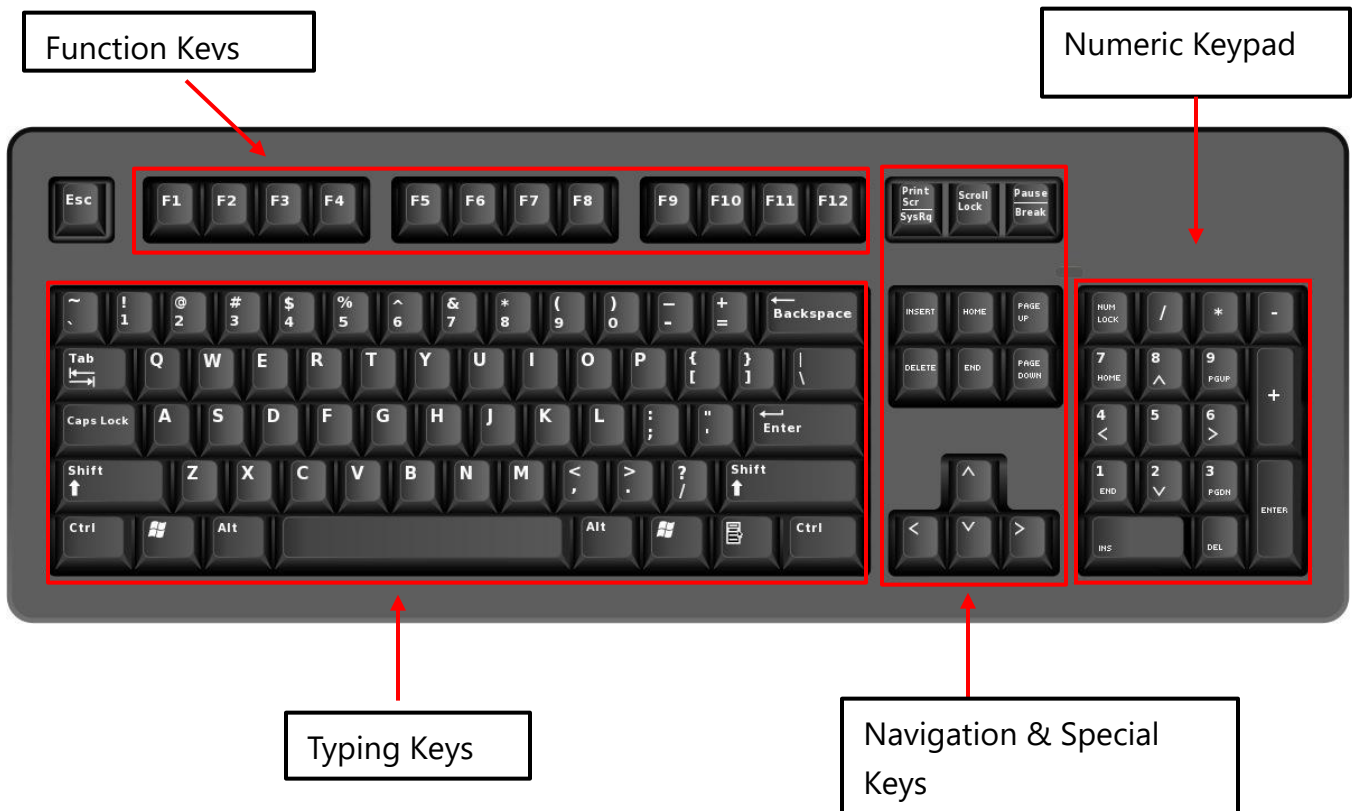


Keyboard & Mouse Basics

Mouse A hand-operated device that allows users to move a cursor around a computer screen

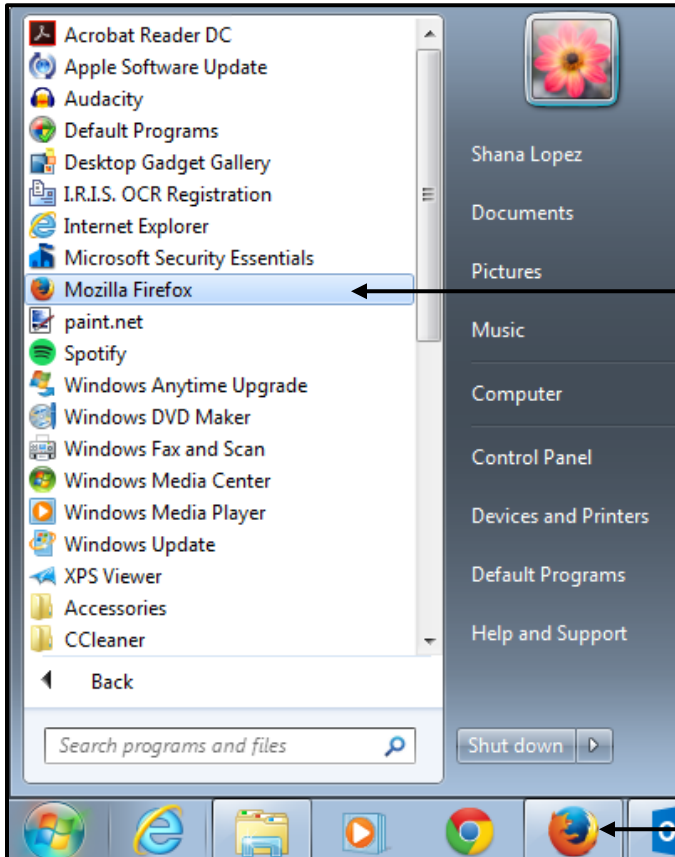


Keyboard A piece of equipment similar to a typewriter that allows users to enter data into a computer



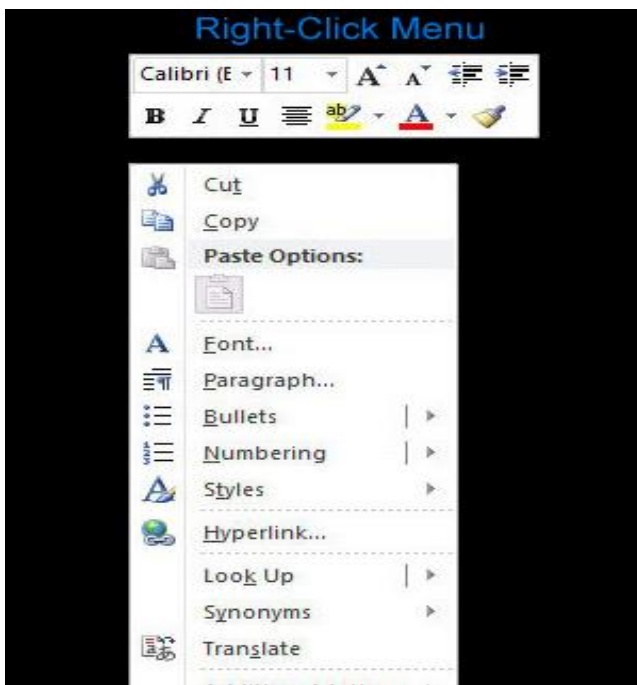
ADDITIONAL KEYBOARD & MOUSE PRACTICE

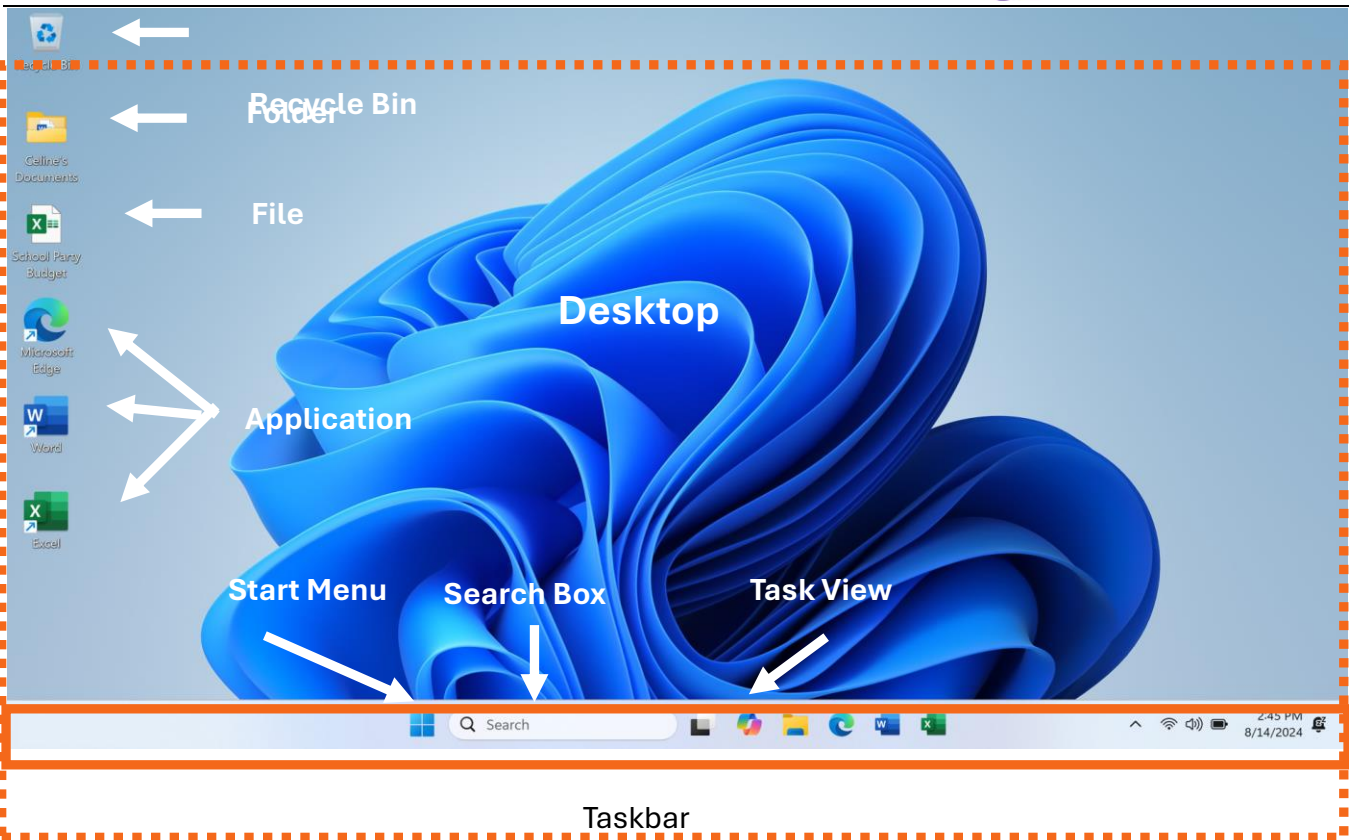
1. **Left-click** the appropriate icon to open the Internet (Google Chrome, Mozilla Firefox or Internet Explorer)



10 Useful keyboard shortcuts

- Ctrl + C → Copy
- Ctrl + X → Cut
- Ctrl + V → Past
- Ctrl + A → Select All
- Ctrl + T → New Tab
- Ctrl + Z → Undo
- Ctrl + B → Bold
- Ctrl + U → Underline
- Ctrl + + → Zoom in
- Ctrl + - → Zoom out





Desktop Terminology

Account – Menu used to sign out and manage your account.

All Apps – Menu that lists all the applications available on the computer in alphabetical order.

Applications – Tools that allow you to do things on a computer, such as write a letter using Microsoft Word, search the internet using the Edge browser and do math using a calculator.

Desktop – The area that allows you to access the applications, files, and settings.

File – A package of information.

Folder – A method for storing and organizing files.

Power – In the Start Menu, it's where you restart, shut down, or put the computer to sleep.

Recycle Bin – Holds deleted files until you empty it.

Settings -- Menu used to change preferences, customize the desktop, and more.

Taskbar – Access the Start Menu, search, frequently accessed applications, open files, settings, notifications, and control functions.

Search Box – Search the computer for a specific file, computer setting or application.

Start Menu – Access all applications available on the computer; shut down, restart and put the computer to sleep; manage user accounts, access files and computer settings.

Task View – Displays all the windows that are currently open on the computer.

Power Menu Options

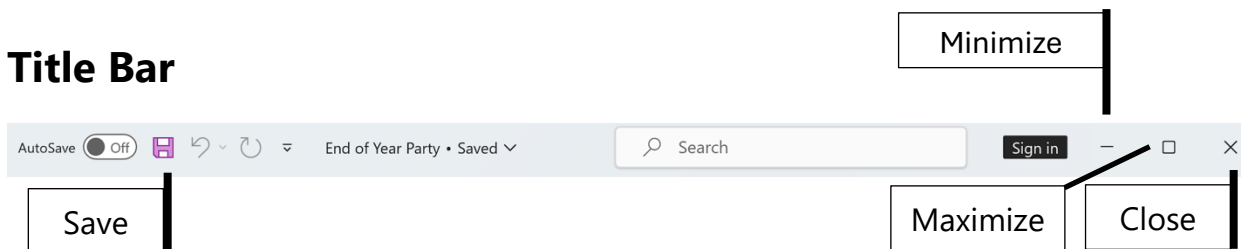
Lock: Requires a username and password to access the computer.

Sleep: Power saving mode for when you're not using the computer.

Shut down: Closes all files and applications and turns the computer off.

Restart: Closes all files and applications and turns the computer off and turns it back on.

Title Bar



Close Button: Closes the application or file.

Maximize Button: Expand the window to fill the desktop.

Minimize Button: Hides the file in the taskbar.

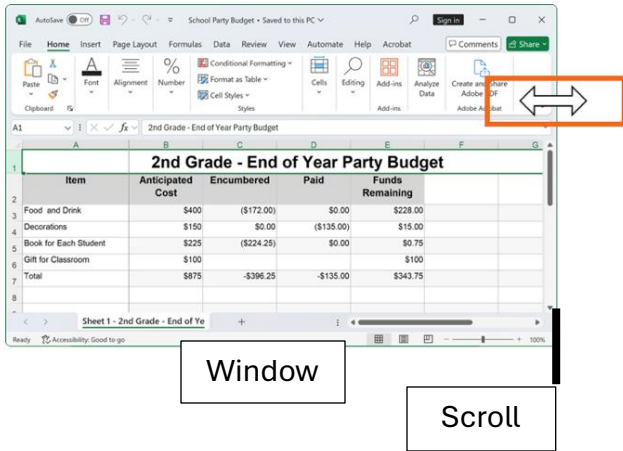
Restore Button: Returns the window to the size it was before it was maximized.

Scroll: Use this tool to see more of the file contents that is not visible on the current screen.

Title Bar: At the top of every window it includes the name of the software name, file name, and includes the minimize, maximize, restore and close buttons.

Save: Use this feature so you have a copy you can view or edit later.

Window: Working area of an application.



Resize – When a window is too big or too small you can change the size of the window.

1. Place the cursor on the edge of the window.
2. When the cursor becomes a double-headed arrow, click and hold the left mouse button to “grab” the edges of the window.
3. Drag the mouse to the left or right to change the size of the window.
4. Release the mouse button when the window is the desired size.

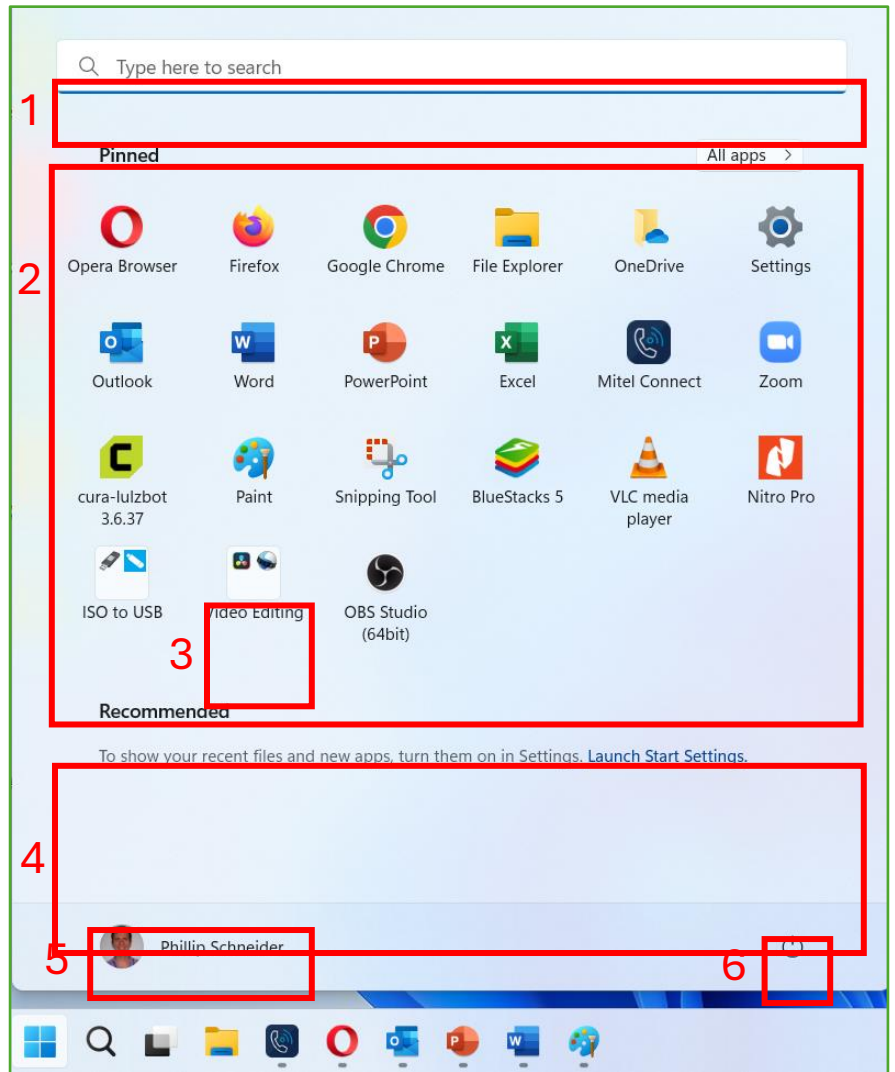
Tips for Using a PC

- Desktop and Taskbar are useful tools to access common applications and documents.
- Task View allows you to see all the open windows at one time.
- Folders help you organize files.
- The Search box allows you to quickly locate folders and documents.
- Documents can be restored from the Recycle Bin only if it has not been emptied.

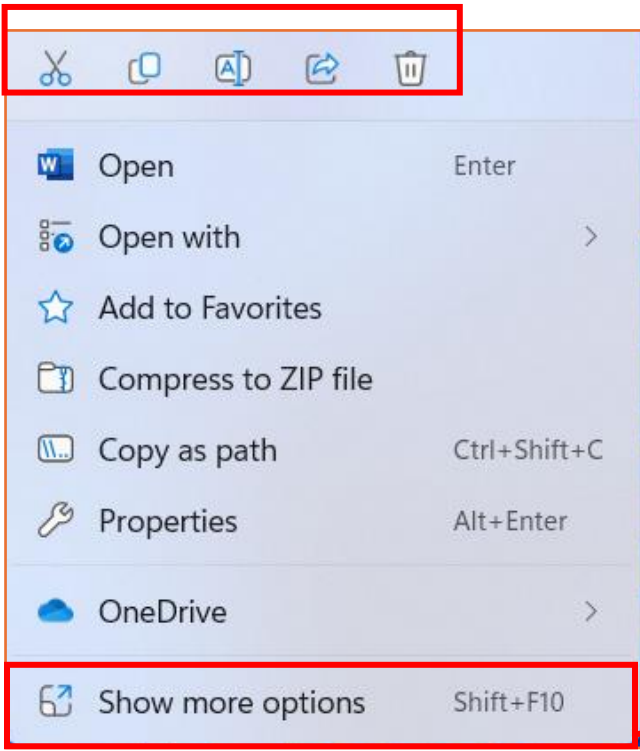
Windows 11 Basics

New Start Menu

1. Search Bar at the top
2. Tiles gone and replaced with icons
3. Can still create folders by dragging an icon on top of another one
4. Recommended items are located at the bottom of the start menu unless turned off
5. Your Profile
6. Power icon now in bottom right corner



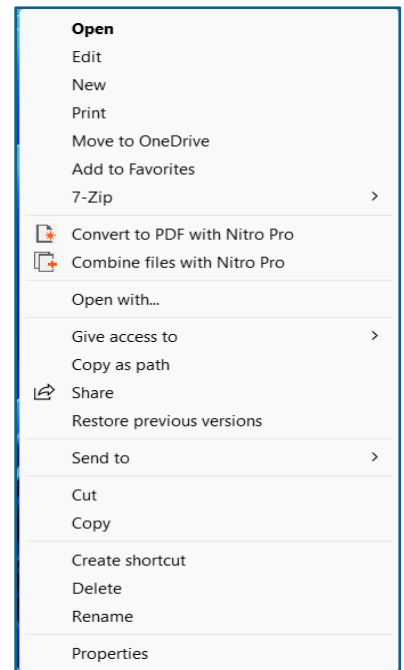
- 1
- 2
- 3
- 4
- 5

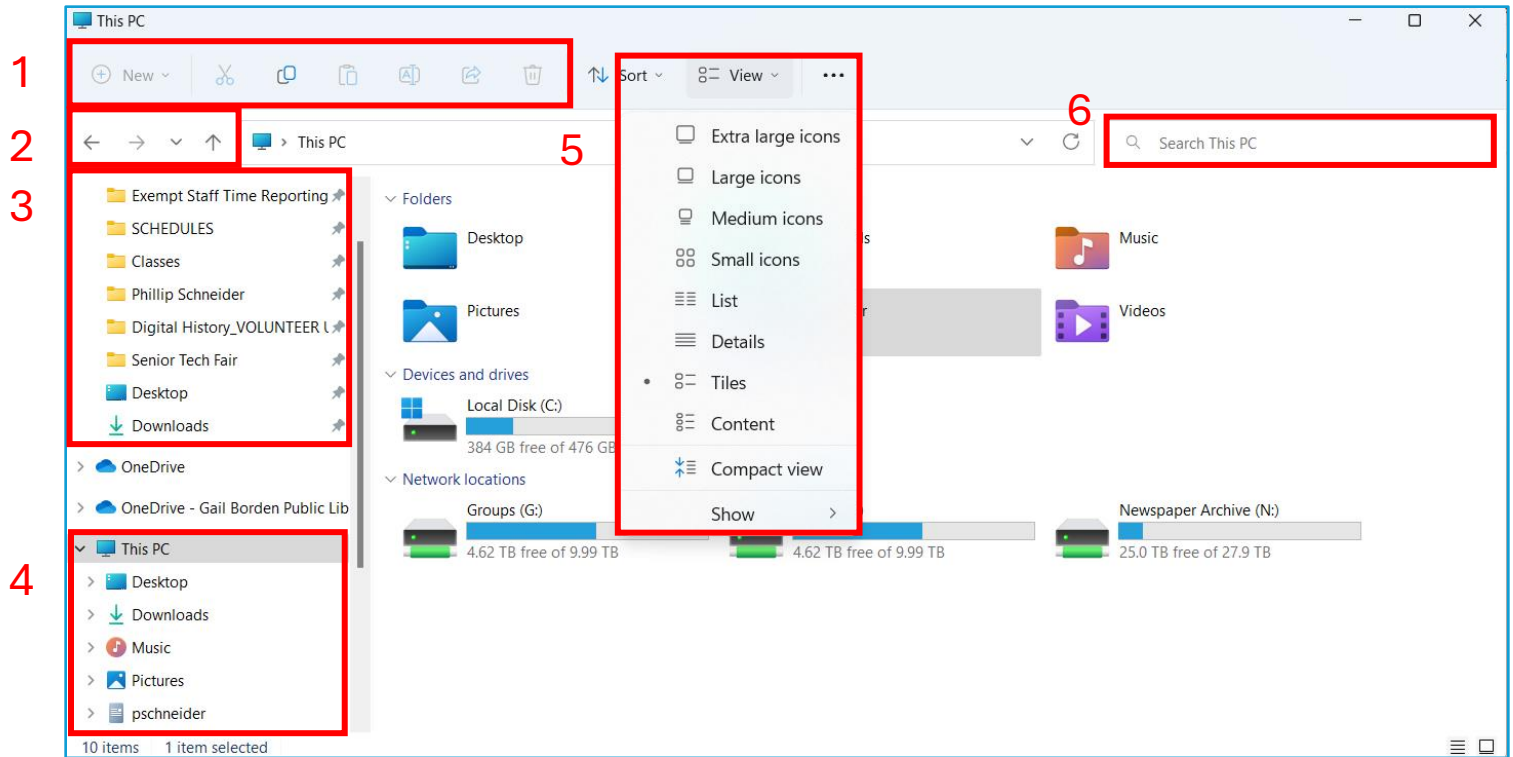


New Right Click Menu

1. Cut
2. Copy
3. Rename
4. Share
5. Delete

Original Menu with full options

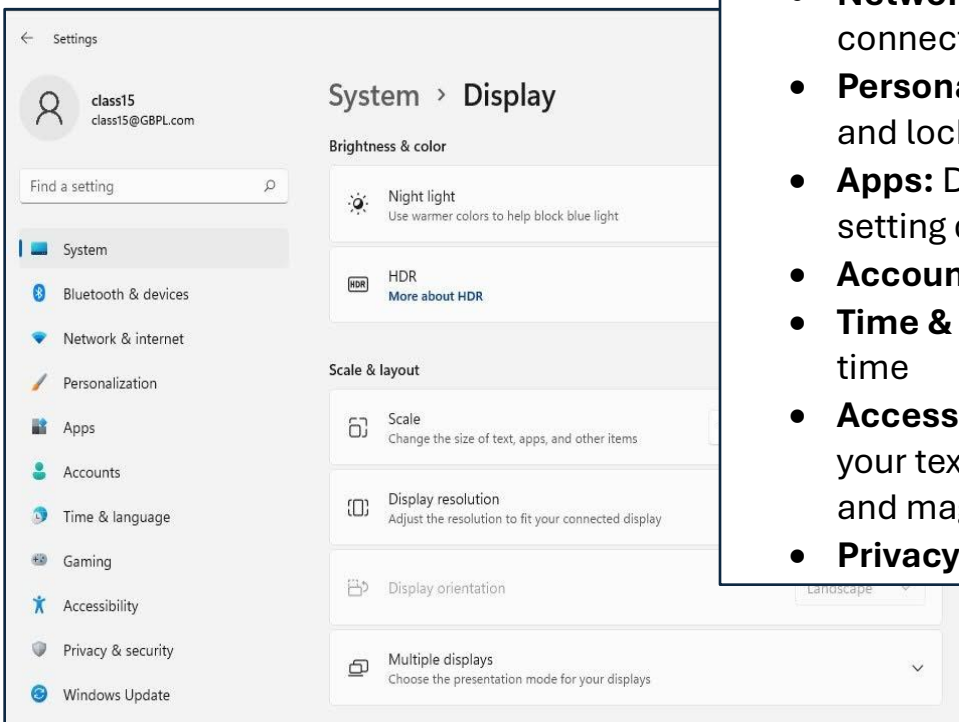


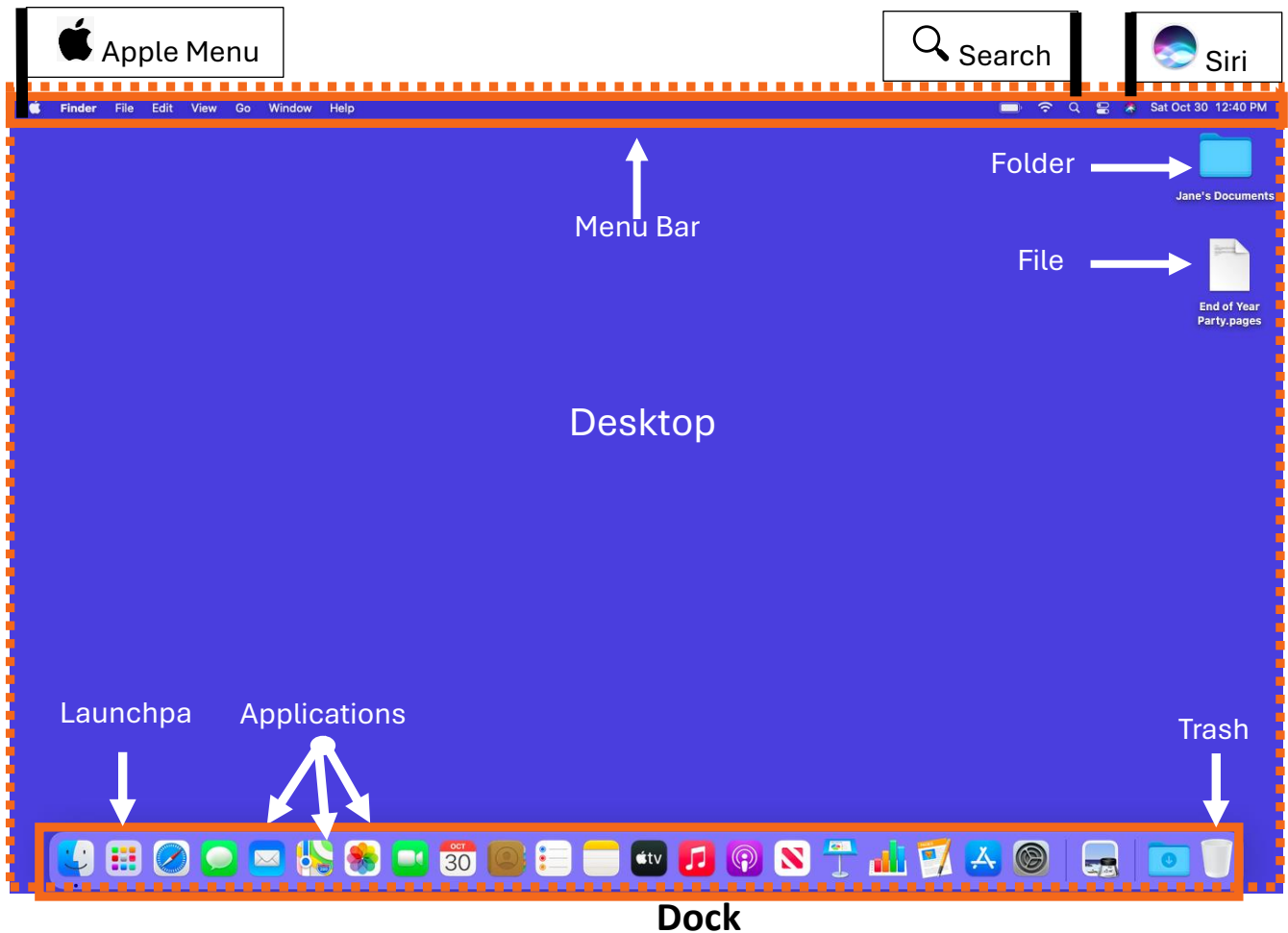


- 1) Basic functions: cut, paste, rename, etc.
- 2) Navigation menu
- 3) Quick Access Items
- 4) All files
- 5) Change icon size with view
- 6) File search bar

Settings

- **System:** Make all icons larger, Night light, HDR and Multiple monitors
- **Bluetooth & Devices:** Bluetooth connection and settings for printers, Scanners and your mouse.
- **Networking & Internet:** Wi-Fi connections and settings
- **Personalization:** Change desktop and lock screen pictures
- **Apps:** Deleting apps/programs and setting default programs
- **Accounts:** User account settings
- **Time & Language:** Set date and time
- **Accessibility:** Change the size of your text, mouse pointer, text cursor, and magnification options.
- **Privacy & Security:** Privacy options





Desktop Terminology

Apple Menu: From this menu, you can access System Preferences and recently used apps. You can also view information about the computer, sign out, and lock or change settings unique to your account.

Menu Bar: Includes the Apple Menu, the date, time, volume control, and more. Menus change depending on which program is open.

Siri: A virtual assistant that responds to voice commands by using the computer speakers.

Search: You can search the computer for a specific file, computer setting, or application.

Desktop: The area that allows you to access the applications, files, and settings.

Folder: A method for storing and organizing files.

File: A package of information.

Dock: Find frequently accessed applications, open files, and empty the Trash.

Launchpad: Lists all applications available on this computer.

Applications: Tools that allow you to do things on a computer, such as write a letter using Microsoft Word, search the internet using the Safari browser, and do math using a calculator.

Trash: Holds documents until you empty them.



Title Bar: You can find this at the top of every window. It includes the name of the application that's open and the name of the file. It also includes the Minimize, Maximize, Restore, and Close buttons.

Save: Use this feature so you have a copy that you can view or edit later.

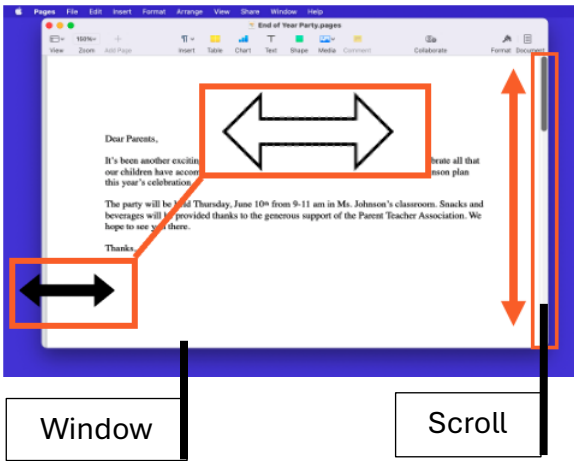


Close Button: Closes the application or file (red circle).

Maximize Button: Expands the window to fill the desktop (green circle).

Minimize Button: Hides the file in the Taskbar (gray circle).

Restore Button: Returns the window to the size it was before it was maximized (also the green circle).



Resize: When a window is too big or too small, you can change the size of the window.

5. Place the cursor on the edge of the window.
6. When the cursor becomes a double-headed arrow, click and hold the left mouse button to “grab” the edges of the window.
7. Drag the mouse to the left or right to change the size of the window.
8. Release the mouse button when the window is the desired size.

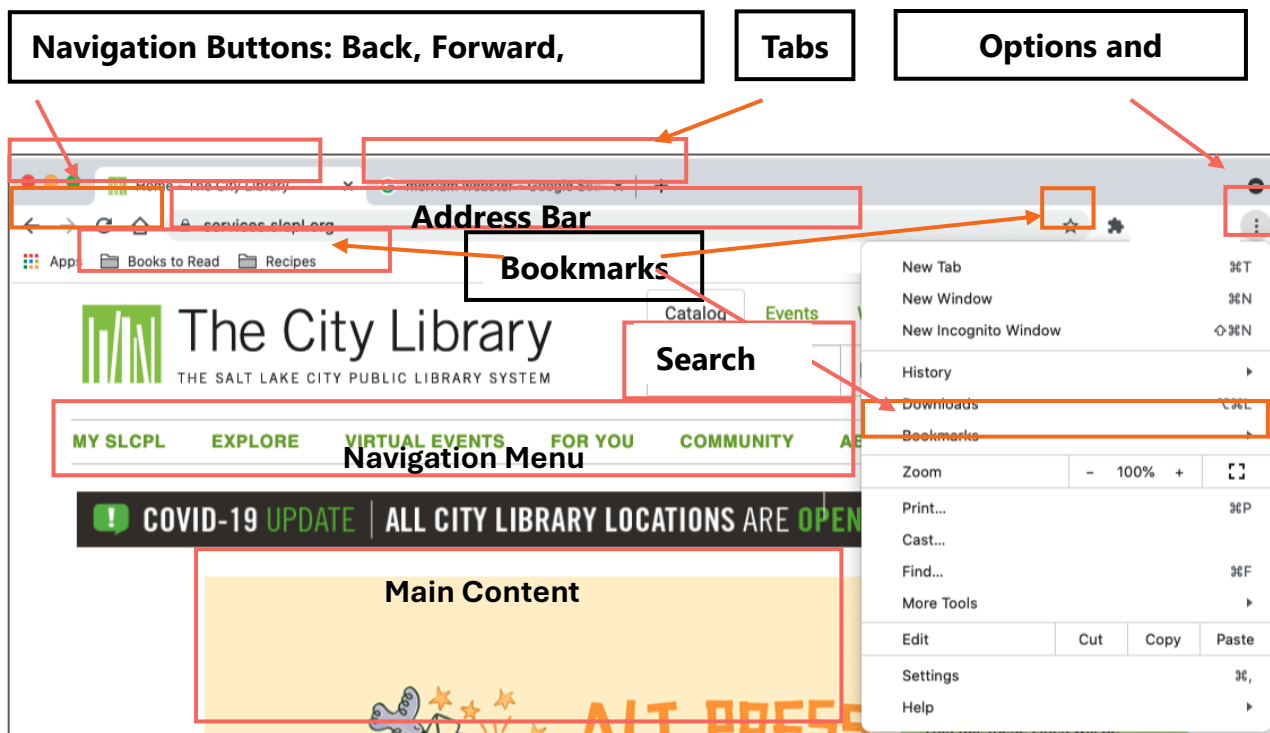
Scroll: Use this tool to see more of the file contents that is not visible on the current screen.

Window: Working area of an application.

Tips for Using a Mac

- The Desktop and Dock are useful tools to access common applications and documents.
- Folders help you organize files.
- The Search box allows you to quickly locate folders and documents.
- Documents can be restored from the Trash only if nobody has emptied it.

Learner Handout: Internet Basics



Parts of a Web Browser

Browser Window – Is how you view and navigate Web Pages. Within a Browser Window you can have multiple Tabs. You can also have multiple Browser Windows open at the same time.

Web Address – Tells the computer the correct combination of letters, numbers, and/or characters to reach a particular website. It's like the street address for a Website!

Address Bar – The box where you type a web address (URL). It can also be used to search for information and view content on the Internet.

Home – This is the Website page that first appears when you open your browser. You can select which Web Page you want as your homepage in the web browser's Settings.

Back/Forward – Clicking the Back button takes you to the previous page you were on. Forward returns you to the page you were on before you hit the back button.

Refresh – This re-loads the page you are on to ensure the web content is up to date or to fix any issues if the page didn't load properly.

Tab – When you open a browser, you start with one tab which loads your Home Page. You can use this tab to visit other Websites by entering a URL into the Address Bar. To visit multiple sites or

compare different Websites side-by-side, you can open multiple tabs within one browser window and switch back and forth.

Options/Settings – Contains all the Settings you need to set up the browser. Includes tools such as Display (zoom, font, themes, etc.), History (previous sites visited), the Print features and more.

Bookmarks – Save sites you visit frequently so you can quickly access them via the bookmarks toolbar.

Internet Terminology

Internet – A system of interconnected global computer networks that allow people to share digital information with one another.

Web – A system of online documents that are linked together, like a spider “web” (hence the term **World Wide Web**).

Hyperlink – It is an element on the webpage that when clicked takes you to another document on the Internet.

Website – A collection of Web Pages that are linked together that provides information about a particular business, group, organization, or person.

Web Page – An electronic document with text, images, video and other links that is accessed by clicking a Hyperlink from the Results List or Web Page in a Web Browser.

Home Page – The landing page or main page of a Website that provides links and a Search Box to find information on other pages within the Website.

Web Browser – Also known as a Browser Window. It is a program that allows you to view Websites and navigate between them using Hyperlinks.

Cloud – A term used to describe web-based applications and/or files that are stored and accessed on the Internet (usually with a login and password) from a shared, remote server and not on your computer’s hard drive.

Domains (the last few letters of the address after the .) USUALLY gives users an indicator about the type of site they’re visiting. Examples include: **.com** = commercial business or company; **.org** = was originally used by non-profits but is now also available to politicians, political parties and online communities.; **.gov** = government agency and **.edu** = educational institutions.

Parts of Website

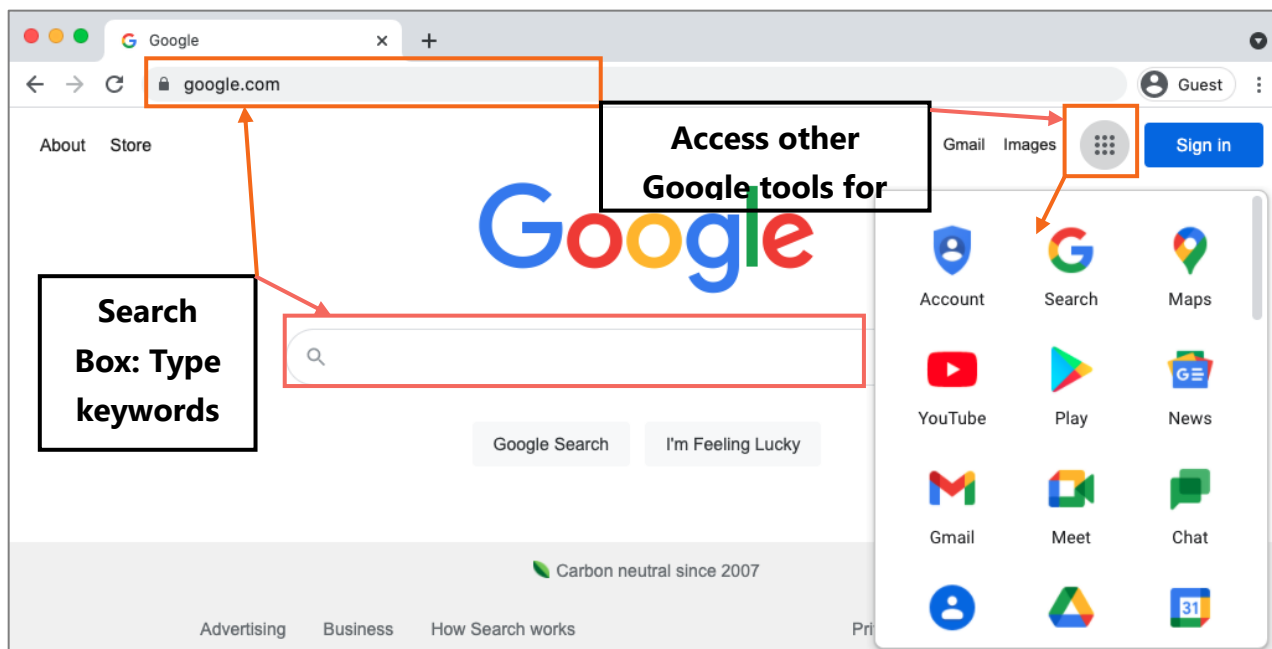
Navigation Menu: A collection of links to the main sections of the Website. Navigation Menus usually appear near the top of the page. Click on these links to browse other sections of the Website.

Search Box: Just like a Search Engine searches the Internet, the Search Box on a Website allows visitors to search for specific information on the Website they are visiting.

Main Content: The big area in the middle of the Web Page that contains most of the unique content. Examples: a story you want to read, a video you want to watch, a recipe you want to bake, etc.

Footer: A collection of links that appears on the bottom of each page and often includes basic information about the website or company including contact information, terms of use, social media links and more.

Sidebar Navigation: A collection of links that allows the user to navigate to information in a particular section of the Website.



Using Search Engines (example: Google)

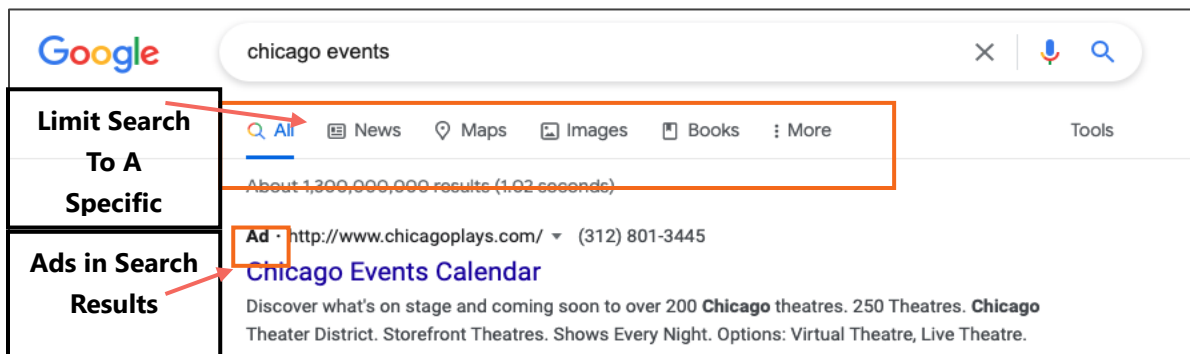
Search Engine – A Website that allows you to look up information and view content on the Internet. Some examples of commonly used search engines are Bing, Google and Yahoo!

Search Box – Used to enter keywords when the exact address is unknown. Some browsers only have a single “omnibox” that is used to enter both web addresses and keywords (like Google).

Tips & Tricks

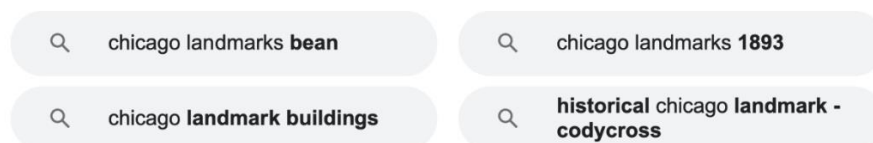
Use these tricks to search the Internet like a pro.

1. Use quotation marks around a phrase to limit results to the terms inside the quotation marks in that particular order.
 - Ex. "Illinois State Fair" retrieves results with Illinois State Fair in the title but not Iowa State Fair
2. Use connectors AND, OR between keywords to broaden or narrow your search.
 - Ex. Chicago AND events, Chicago AND events OR museums
3. If you want to exclude terms from the search results use the (-) minus symbol.
 - Ex. Cardinal -baseball
4. A search for Chicago Tribune is the same as searching for chicago tribune.
5. Search Suggestions: Many Search Engines suggest possible search terms as you type your search in the Search Box.
6. Many Web Browsers allow you to search the Internet from the Address Bar. If you see the magnify glass in the Address Bar you can enter your search term in the box to search the Internet.

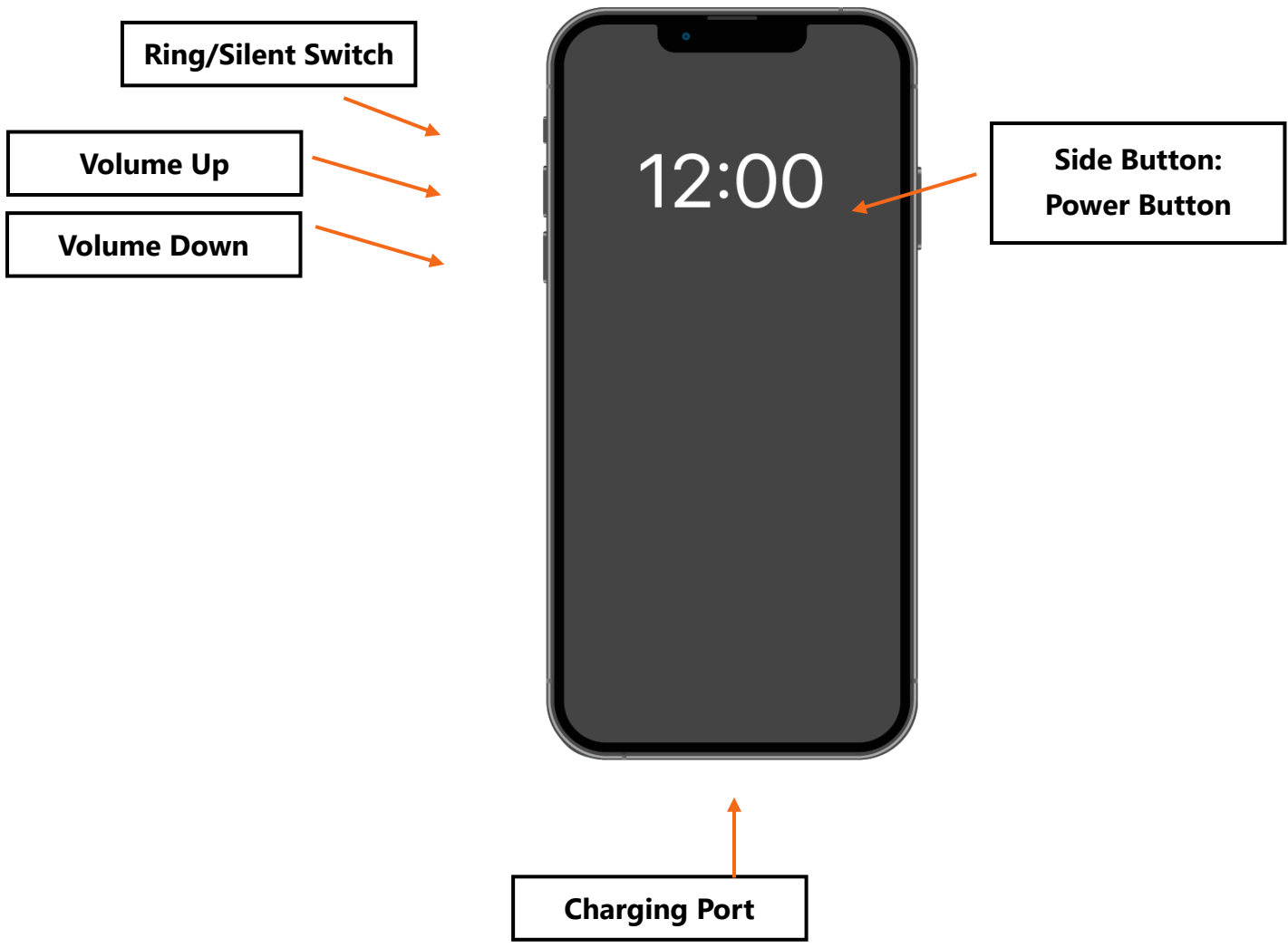


7. You can search for a specific format including images, music, videos and news. To do this type your search in the search box, submit your search, and then select the type of format you want in the results list.
8. Ads in Search Results. Search engines sometimes display ads related to the search result.
9. Review results carefully before clicking on a link to be sure it is the best match for your needs.
10. If you aren't getting an exact match or the results look off, be sure to check for the following:
 - Additional pages of results (appearing in number form at the bottom of the page)
 - Helpful hints from the Search Engine, like "Also try," or "Searches related to"

Related searches :



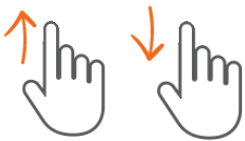



External Buttons and Charging Port

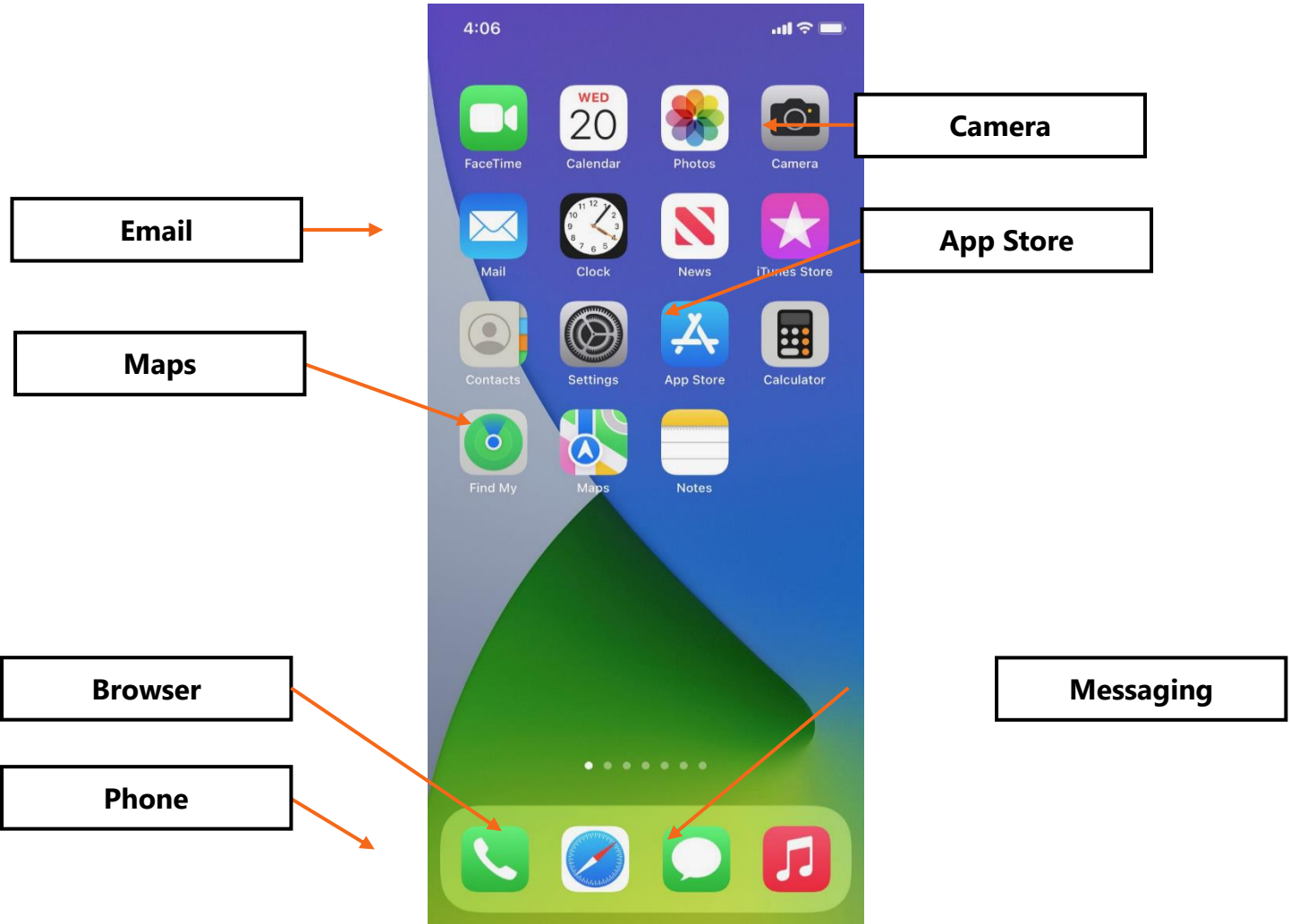


Touch Gestures

To control your mobile device, you touch the screen of the device with your finger and use gestures to navigate and perform different functions. There are a few standard gestures that are important to remember.

	<p>Tap: Use this to activate a control or select something on the screen. For example, you can tap on an app to open it.</p>
	<p>Tap and Hold: Use this to display a menu of options.</p>
	<p>Swipe Up and Down: If the text goes beyond one screen, you can scroll up and down by swiping up and down. You will also swipe up from the bottom of the screen to go to the Home screen.</p>
	<p>Swipe Left and Right: If you want to see what apps are available on your phone, swipe left and right in the App View.</p>

Common Apps



Tips for Wi-Fi Security

Follow these tips to keep your information safe when you connect to Wi-Fi.

- 1) Make sure you trust a public network before connecting to it. Do you know who set up the network?
- 2) Try not to send private information over public Wi-Fi networks.
- 3) If you do send personal information, make sure the website is secure and begins with *https*.
- 4) Set up a password for your home network to block intruders from accessing it.

Locking and Unlocking Your Phone



One of the most important things you can do is **set a personal identification number (PIN) or passcode** to access and use your mobile device. This will help protect the data stored on your device if it is ever lost or stolen. Each time you turn on your device or wake up the screen, you will see a prompt to unlock it.

To set a PIN or passcode, tap Settings. Then scroll to Face ID & Passcode. You'll find the options there.

You can also use unlock your phone using Face ID. You would need to follow the prompts to store that information in your settings before you can enable this feature.

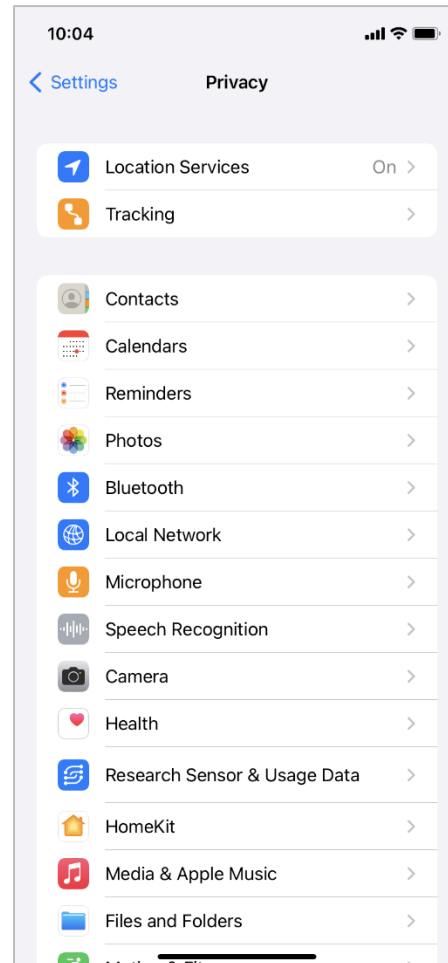
Please explore these settings and be sure to use one of the approaches to lock your phone to keep your data safe and secure.

Privacy Settings

Privacy settings are also important for mobile devices. Using your phone's privacy settings, you can decide which apps have access to information and data stored on your device, such as your location, photos, and microphone.

To access the privacy settings, go to Settings. Then scroll down. Then tap Privacy and follow the prompts.

Please explore these settings and be sure to set up your phone in ways that keep your data safe and secure.



Using your phone's privacy settings, you can decide which apps have access to information and data stored on your device, such as

scroll

your

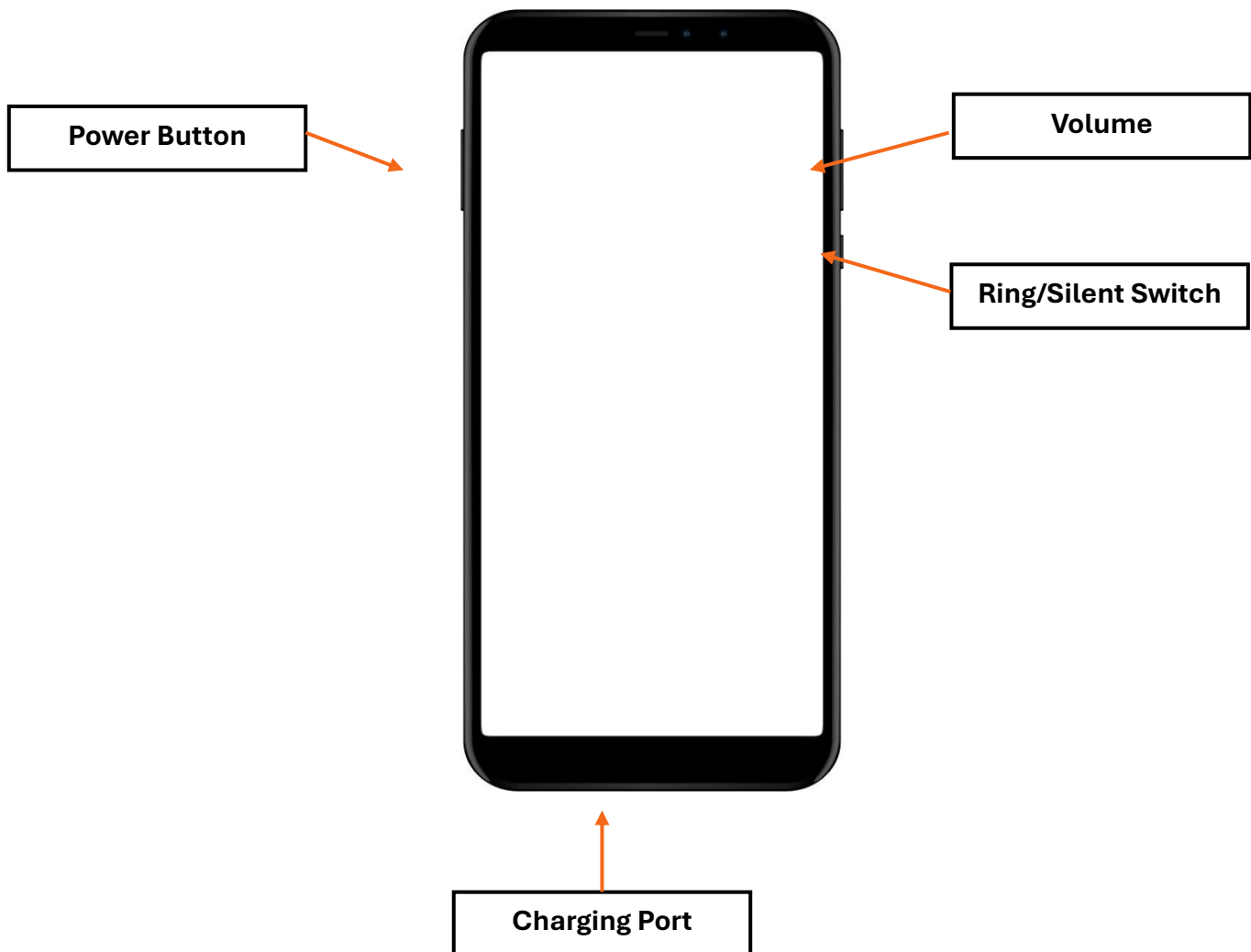
Accessibility Settings

Accessibility settings on your mobile device can help you customize your phone to meet your visual, physical, motion, or hearing needs. To find the Accessibility features, tap Settings. Then scroll down the page and tap Accessibility.

Common features to explore include magnifying the screen using the Zoom feature, changing the display, modifying the text size, and more.



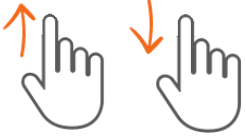

Please explore accessibility settings after the workshop to make sure you are meeting all of your needs.

External Buttons and Charging Port

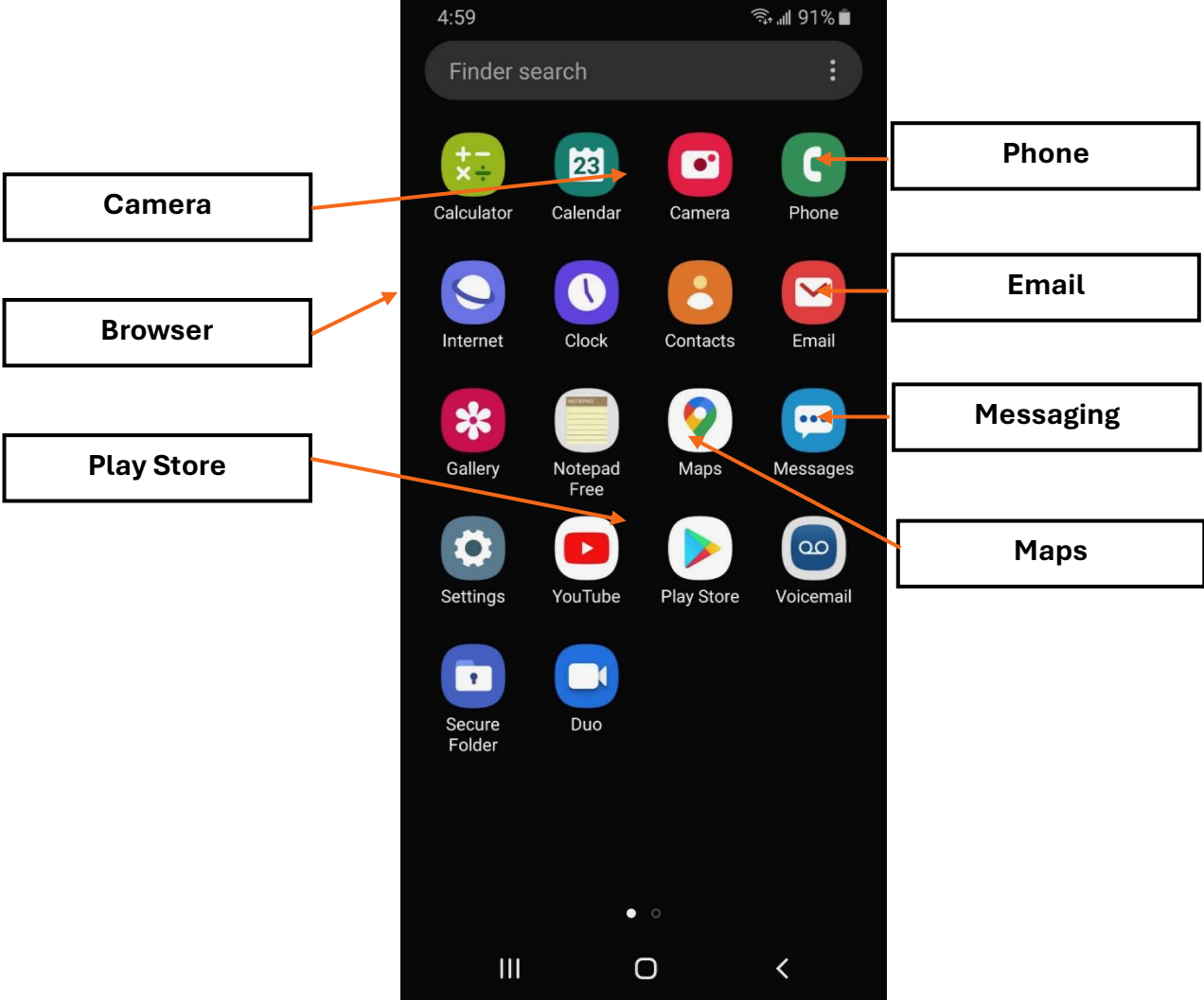


Touch Gestures

To control your mobile device, you touch the screen of the device with your finger and use gestures to navigate and perform different functions. There are a few standard gestures that are important to remember.

	<p>Tap: Use this to activate a control or select something on the screen. For example, you can tap on an app to open it.</p>
	<p>Tap and Hold: Use this to display a menu of options.</p>
	<p>Swipe Up and Down: If the text goes beyond one screen, you can scroll up and down by swiping up and down. You will also swipe up from the bottom of the screen to go to the Home screen.</p>
	<p>Swipe Left and Right: If you want to see what apps are available on your phone, swipe left and right in the App View.</p>

Common Apps

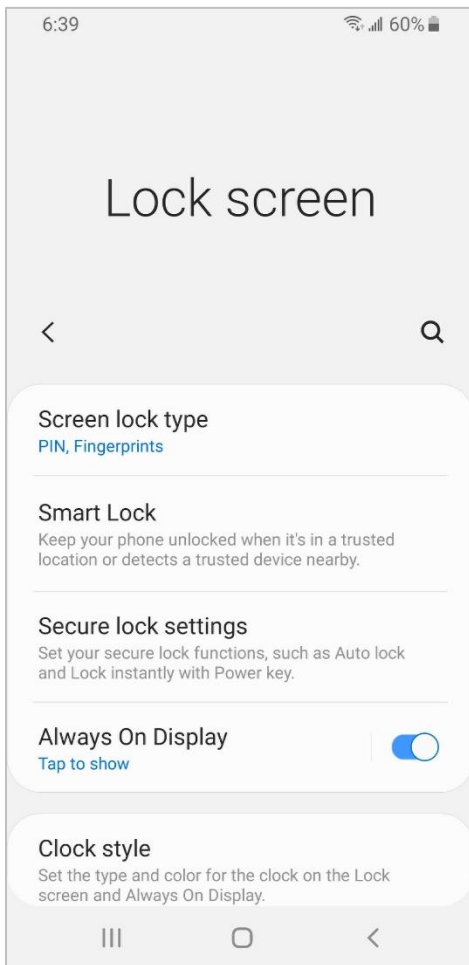


Tips for Wi-Fi Security

Follow these tips to keep your information safe when you connect to Wi-Fi.

- 1) Make sure you trust a public network before connecting to it. Do you know who set up the network?
- 2) Try not to send private information over public Wi-Fi networks.
- 3) If you do send personal information, make sure the website is secure and begins with *https*.
- 4) Set up a password for your home network to block intruders from accessing it.

Locking and Unlocking Your Phone



One of the most important things you can do is set a personal identification number (PIN) or passcode to access and use your mobile device. This will help protect the data stored on your device if it is ever lost or stolen. Each time you turn on your device or wake up the screen, you will see a prompt to unlock it.

To set a PIN or passcode, tap Settings. Then look for the option to lock the screen.

You can also use unlock your phone using Face ID, iris scan, or fingerprint. You would need to follow the prompts to store that information in your settings before you can enable this feature.

Please explore these settings and be sure to use one of the approaches to lock your phone to keep your data safe and secure.

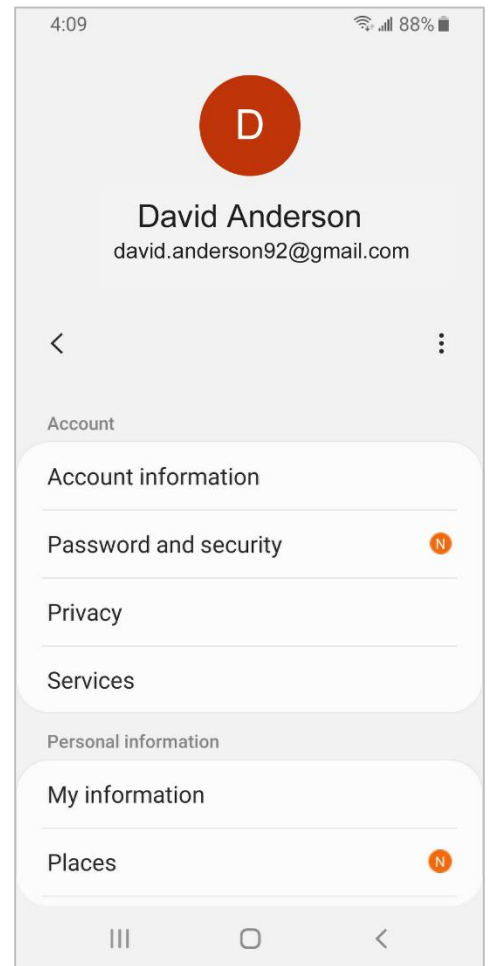
Privacy Settings

Privacy settings are also important for mobile devices. Using your phone's privacy settings, you can decide which apps have access to information and data stored on your device, such as your location, photos, and microphone.

To access the privacy settings, go to Settings. Then tap the donut icon. Then tap Privacy and follow the prompts.

The way you set your privacy settings may be different depending on the device manufacturer. Because of the variety of Android mobile devices, you may notice slight differences between your device and this example.

Please explore these settings and be sure to set up your phone in ways that keep your data safe and secure.



Accessibility Settings

Accessibility settings on your mobile device can help you customize your phone to meet your visual, physical, motion, or hearing needs. To find the Accessibility features, tap on Settings. Then scroll down the page and tap Accessibility.

Common features to explore include a voice assistant to get spoken guidance to navigate the device without needing to see the screen; changing text size, contrast, and display color of the screen; adjusting audio settings; and enhancing or changing the touch interactions.

Please explore accessibility settings after the workshop to make sure you are meeting all of your needs.

Tablet Apps

Below is a list of popular apps and staff favorites. Have fun exploring!



SOCIAL MEDIA

Facebook
Pinterest
Twitter
Flickr
Instagram
SnapChat
LinkedIn
Skype



FINANCE

Your Bank's App
Mint
PayPal
Square
Expensify



TRAVEL

Uber
Lyft
Waze
Airlines
Kayaak
Travelocity
TripAdvisor
Priceline



COMMUNICATION

Yahoo, Gmail & Outlook
The Weather Channel
CNN/ABC/NBC News
Yahoo/Google/Bing News
Chicago Tribune
Sun-Times
Tumblr
Blogger
TEDTalks



HEALTH & WELLNESS

MyFitnessPal
Fitbit
MapMyRun/Walk/Ride

Yoga.com
7 Minute Workout
HealthTap
First Aid
(The American Red Cross)
Luminosity
Relax & Rest Guided
Meditation
SparkRecipes



MOVIES, TV & VIDEO

Netflix
Crackle
Hulu

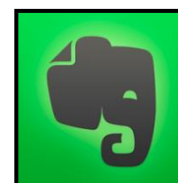
VUDU
Cable TV
Amazon Instant Video
Watch ESPN
Fandango
IMDb
YouTube



MUSIC & SHOPPING

Pandora
Spotify
Shazam

iHeartRadio
Living Social
eBay
Amazon
Retail/Department Stores
ScanLife
Red Laser
ShopAdvisor
Groupon
Zillow Real Estate



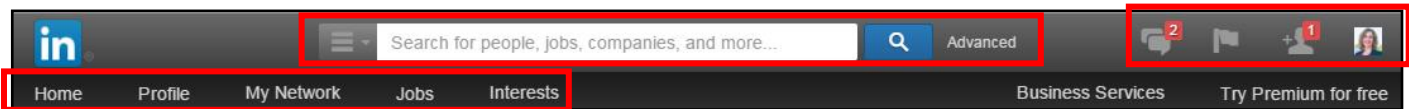
PRODUCTIVITY

Evernote
Google Docs
Google
Drive/Calendar/Maps
Dropbox
Microsoft Office
Trello
Tiny Scanner
Cozi Family Calendar
Genius Scan

LinkedIn URL: www.linkedin.com

TERMINOLOGY

- Connection** A person to whom you are directly connected.
- Potential Connection** A Connection of a Connection.
- Recommendation** An online paragraph or letter of support written by or for one of your Connections.
- Toolbar** The stationary navigation bar at the top of each screen. Contains the **Search** box and links to the **Home** page, **Profile** page, **My Network**, **Jobs**, **Interests**, **Messages**, **Notifications**, **Grow My Network**, and **Account & Settings**.



HOME PAGE

Monica Dombrowski
Technology Education Manager | Gail Borden...
Improve your profile

8 people viewed your profile in the past 15 days

375 connections. Grow your network

Share an update | Upload a photo | Publish a post

Patricia Yonushonis
Senior Product Marketing Manager at Flexera Software

Don't Underestimate What Users Want
blogs.flexerasoftware.com * InstallTalk is a blog for software installation developers and program managers that discusses the latest best practices, trends, events, and news impacting inst...

Like • Comment • Share

British Airways shared:
Sponsored

If you're flying to Dublin and happen to have an important presentation coming up then be sure to make a day-trip to Blarney Castle in Cork where you can kiss the legendary Blarney Stone. Set into the wall below the battlements, you have t... show more

1 way to keep in touch

Dawn Ritter has a work anniversary.
Celebrating 1 year at Shorewood-Troy Public Library

Like | Comment | Skip

Want to Write Creatively?
Online Creative Writing Degree made for Working Professionals. Free Info


Want to Skip the GMAT?
Finish in 2 years or less. Learn about SU's online MBA w/ GMAT waiver!

18 month Master's in Ed.
Earn your Master of Education in Curriculum and Instructional Strategies

About | Help | Feedback | Privacy & Terms

LinkedIn | LinkedIn Corp. © 2016

PROFILE PAGE



Monica Dombrowski 1st
Technology Education Manager | Gail Borden Public Library
Elgin, Illinois | Libraries


Current: Gail Borden Public Library District
Previous: Westwood College, Follett Software Company, Sears Holdings Corporation
Education: Dominican University

[Send a message](#) 375 connections


<https://www.linkedin.com/in/monicadombrowski> [Contact Info](#)

Posts


Published by Monica 416 followers



Libraries = Education
September 11, 2015




Upcoming Webinars for RAILS
June 23, 2015




Free Webinar @ 10:30 am CST
June 23, 2015

Background


 **Summary**

Innovative librarian with expertise in library instruction, collection development, reference services, and programming. Extensive experience in the corporate sector in training, project/people management, and customer service. Passionate about staff development, adult education, and collaboration between departments to deliver an array of 21st century library services for customers.



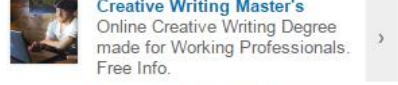
YOUR HIRING TOOLBOX IS WAITING.
Templates. Forms. Checklists.
[DOWNLOAD NOW >](#)

People Similar to Monica




Melissa Bernasek 1st
Director of Information Services
[View Profile](#) • 39


Ads You May Be Interested In



Creative Writing Master's
Online Creative Writing Degree made for Working Professionals. Free Info.

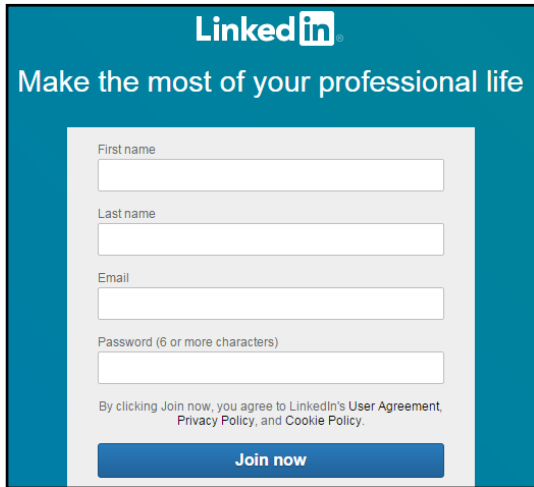


Pythian
Solve DBA Staffing Stress
24/7 Remote DBA Services. Get Fast Flexible Support. Contact Today!



KU Online MBA Program
AACSB Accredited Online MBA Degree. Expand Your Opportunities. Inquire Now.

CREATE AN ACCOUNT

The image shows the LinkedIn sign-up form. At the top, the LinkedIn logo is displayed in white on a blue background. Below the logo, the text "Make the most of your professional life" is written in white. The form itself is a light gray box with four input fields: "First name", "Last name", "Email", and "Password (6 or more characters)". Below the password field, there is a line of small text: "By clicking Join now, you agree to LinkedIn's User Agreement, Privacy Policy, and Cookie Policy." At the bottom of the form is a blue button with the text "Join now" in white.

To create an account, type the following pieces of information into their corresponding boxes:

- 1) **First name**
- 2) **Last name**
- 3) **Email address**
- 4) Create a password (6 or more characters) and type it into the **Password** box.
Note: Be sure to write your password down or email it to yourself for future use
- 5) Click the **Join now** button at the bottom of the screen and follow the wizard's directions.

HOMEPAGE

The screenshot shows the LinkedIn homepage with several key elements highlighted by red boxes and arrows:

- Search Box:** Located at the top center, containing the text "Search for people, jobs, companies, and more...".
- Notifications:** Located at the top right, represented by a bell icon.
- Page links:** A box pointing to the navigation bar at the top, which includes "Home", "Profile", "My Network", "Jobs", "Interests", "Business Services", and "Try Premium for free".
- Update your status, Upload a photo, or Publish a post:** A box pointing to the user's profile header area, which includes the name "Monica Dombrowski", a profile picture, and buttons for "Update status", "Upload a photo", and "Publish a post".
- Newsfeed:** A box pointing to the main content area, which displays a post by "Scott Edsall" and "Irene Atsatos" with the text "The biggest concern for any organization should be when their most passionate people become quiet."

ADDING SECTIONS

This dialog box allows users to add sections to their profile. It features two main options:

- Language:** "This can help you find a new job, get a promotion, or transfer overseas." Includes an "Add language" button.
- Volunteering Opportunities:** "Non-profit organizations could be looking for someone like you." Includes an "Add volunteering opportunities" button.

A red box highlights a "View More" link at the bottom, with a circled "1" next to it.

This dialog box shows a grid of profile sections that can be added:

- Language:** "This can help you find a new job, get a promotion, or transfer overseas." Includes an "Add language" button.
- Volunteering Opportunities:** "Non-profit organizations could be looking for someone like you." Includes an "Add volunteering opportunities" button.
- Test Scores:** "Here's another way to show your accomplishments." Includes an "Add test scores" button.
- Courses:** "Showing more information about your background will help you get found for more opportunities." Includes an "Add courses" button.
- Patents:** "Showcase your innovation and..." Includes an "Add patents" button.
- Publications:** "Publications are a great way to show..." Includes an "Add publications" button.


A red box highlights the "Volunteering Opportunities" section, with a circled "2" next to it.

This form is used to add or edit an experience entry. It includes the following fields:

- Company Name:** "Gail Borden Public Library District" with a "Change Company" link.
- Title:** "Technology Education Manager".
- Location:** (Empty field).
- Time Period:** "Choose..." dropdown, "Year" dropdown, and "Present" text. Includes a checked box for "I currently work here".
- Description:** (Large text area).

Buttons at the bottom include "Save", "Cancel", and "Remove this position". A circled "3" is located at the top right of the form.

PROFILE SECTIONS



Monica Dombrowski
Technology Education Manager | Gail Borden Library
Elgin, Illinois | Libraries

Current: Gail Borden Public Library District
Previous: Westwood College, Follett Software Company, Sears Holdings Corporation
Education: Dominican University

Send a message 385 connections

<https://www.linkedin.com/in/monicadombrowski> Contact Info

Projects

Gail's Toolkit ▶
Starting March 2015

Gail's Toolkit is a 2-year project funded by ALA Publishing's Carnegie-Whitney Grant. Our free, online portal—sponsored by RAILS—offers lesson plans, presentations, handouts, and surveys that librarians can use to teach classes ranging from Microsoft Word to LinkedIn. The portal also offers an online bibliography of training resources for those who want to learn more about instruction. Gail's... [more](#)

Volunteer Experience & Causes

Volunteer
Larkin High School Friends of the Arts
2014 – Present (2 years) | Children

Assist with fundraisers, set up/clean up, selling tickets & concessions, and baking for Larkin Friends of the Arts events.

Summary

Innovative librarian with expertise in instruction, collection development, reference services, and programming. Extensive corporate experience in training design and delivery, project management, staff development, and customer service. Passionate about collaboration and teamwork to promote the library as the premier place of education in the community.

Specialties: Curriculum & course development, project management, staff development, mentoring.

Education

Dominican University
MLIS, Library & Information Science
2008

Area of Concentration: Academic Libraries

Activities and Societies: [Beta Phi Mu National Honor Society](#)


Experience

Technology Education Manager
Gail Borden Public Library District
2014 – Present (2 years) | Elgin, IL

- Design technology education curriculum and classes
- Manage trainers and schedule classes/programs
- Solicit community input and feedback on library tech programs and classes
- Co-chair library Technology Committee and make decisions regarding technology purchases
- Partner with sister departments and community groups to determine technology training needs
- Provide and/or facilitate staff training on software, applications, and devices
- Facilitate and manage EDGE initiative efforts for GBPL

Key Accomplishments:

- Created stable of templates & repeatable design process that allows librarians to develop classes
- Added over 30 new offerings to the library catalog in less than 2 years
- Secured 2 grants to help fund technology classes



Certifications

Professional Educator License
Illinois State Board of Education
December 2010 – June 2018

Certified Online Faculty
Westwood College
Starting February 2014

Publications

BackTalk: The Cell Phone Police ▶
Library Journal
May 1, 2009

Signage: Better None Than Bad ▶
American Libraries
July 12, 2010

Honors & Awards

Carnegie-Whitney Grant Recipient
American Library Association Publishing
March 2015

Awarded for Gail's Toolkit Project, an website that provides free downloadable training content that library staff across the world can use to teach technology classes. The website includes a bibliography of resources on adult learning and instruction.

Project Team: Monica Dombrowski, Melissa Bernasek, Stacy Michel, Phil Schneider, and Shana Lopez

ADDING CONNECTIONS

Search: Kurt Legac Q

Kurt Legac
Region Manager Field Logistics at Sears Holdings Corporation
Chattanooga, Tennessee Area | Logistics and Supply Chain
Education: Northern Illinois University

[Connect](#) [Send Kurt InMail](#) 294 connections

John Kennerly
Associate Dean of the Library and Institutional Effectiveness at Erskine College
Greenville, South Carolina Area | Higher Education
Previous: Erskine College, University of South Carolina
Education: University of South Carolina-Columbia

[Send John InMail](#) 191 connections

[View recent activity](#)

[Connect](#) Contact Info

Cindy Schingen
Customer Relationship Management Specialist at Follett Software Co

[Connect](#) 13 connections

David Marshall
Invite to join LinkedIn
davidmarshall@student...

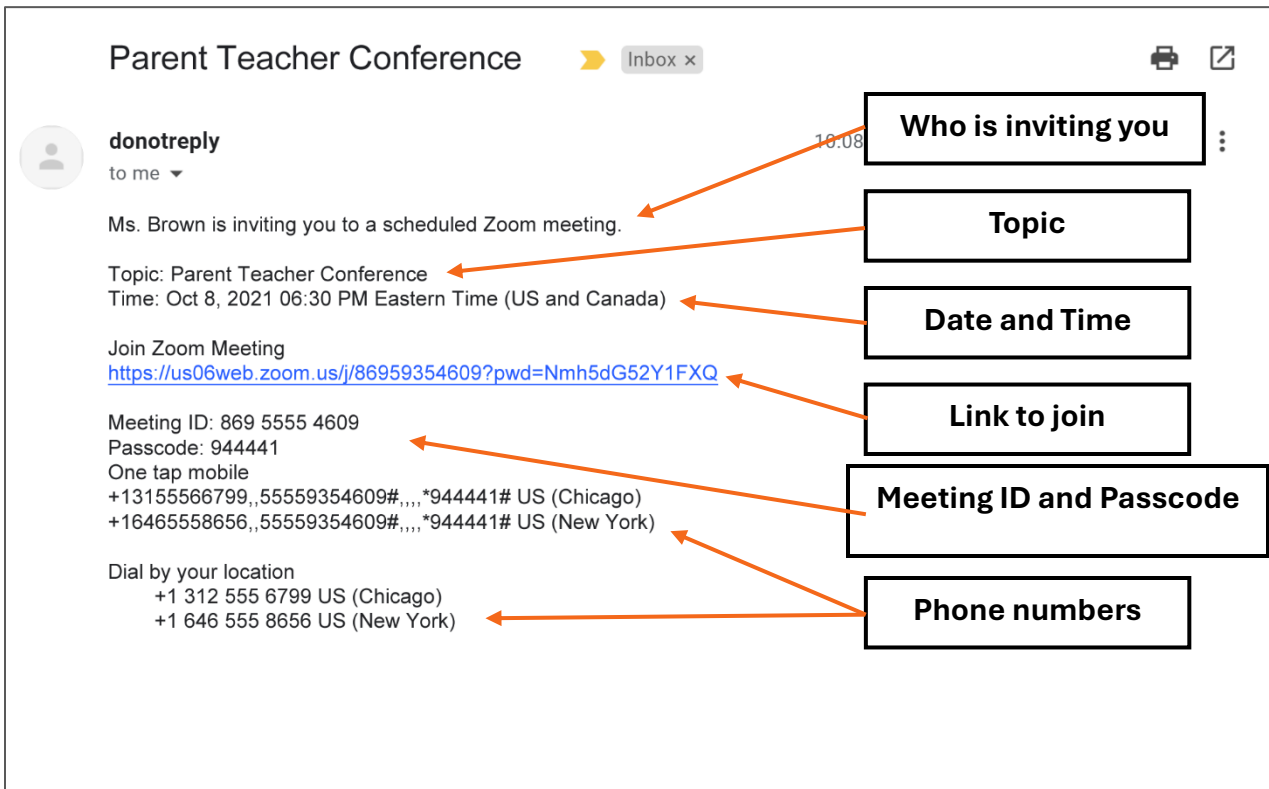
[Add to network](#)

To Add a Connection:

1. Type their name in the Search box and click on the Q button
 2. Click on the **Connect** button that appears under their picture
- OR**
1. Click on the drop-down menu next to the **Send InMail** button
 2. Click on the **Connect** button

Joining a Meeting

For many of us, the first time we use a video conferencing tool is when someone else invites us to a meeting. We typically receive an invitation through email.



The image shows an email invitation for a Zoom meeting titled "Parent Teacher Conference". The email is from "donotreply" to the recipient. The content includes the sender's name, the topic, the date and time, a link to join, the meeting ID and passcode, and phone numbers for dialing. Orange arrows point from callout boxes on the right to the corresponding information in the email.

Who is inviting you → Ms. Brown is inviting you to a scheduled Zoom meeting.

Topic → Topic: Parent Teacher Conference

Date and Time → Time: Oct 8, 2021 06:30 PM Eastern Time (US and Canada)

Link to join → <https://us06web.zoom.us/j/86959354609?pwd=Nmh5dG52Y1FXQ>

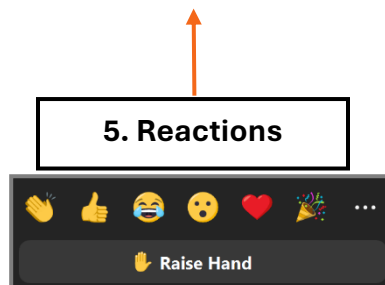
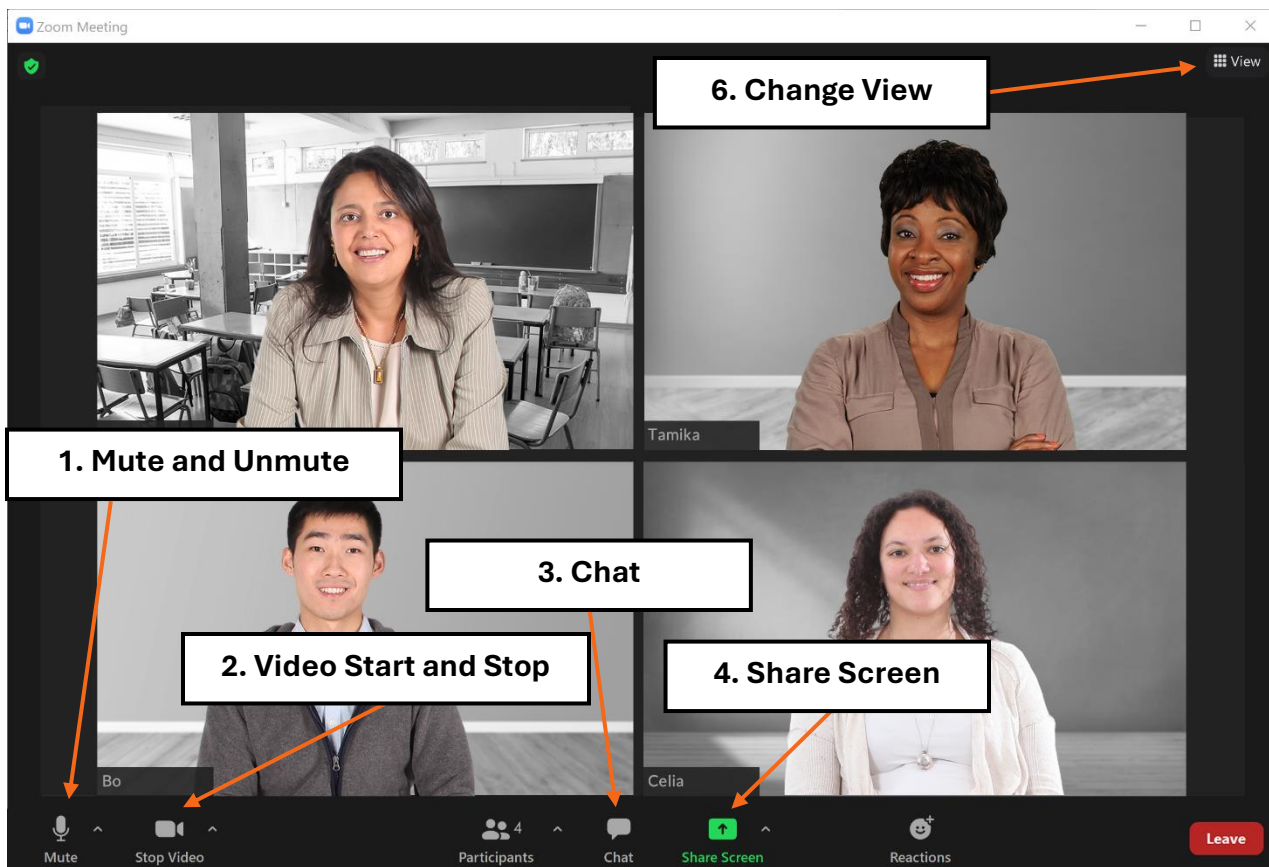
Meeting ID and Passcode → Meeting ID: 869 5555 4609
Passcode: 944441

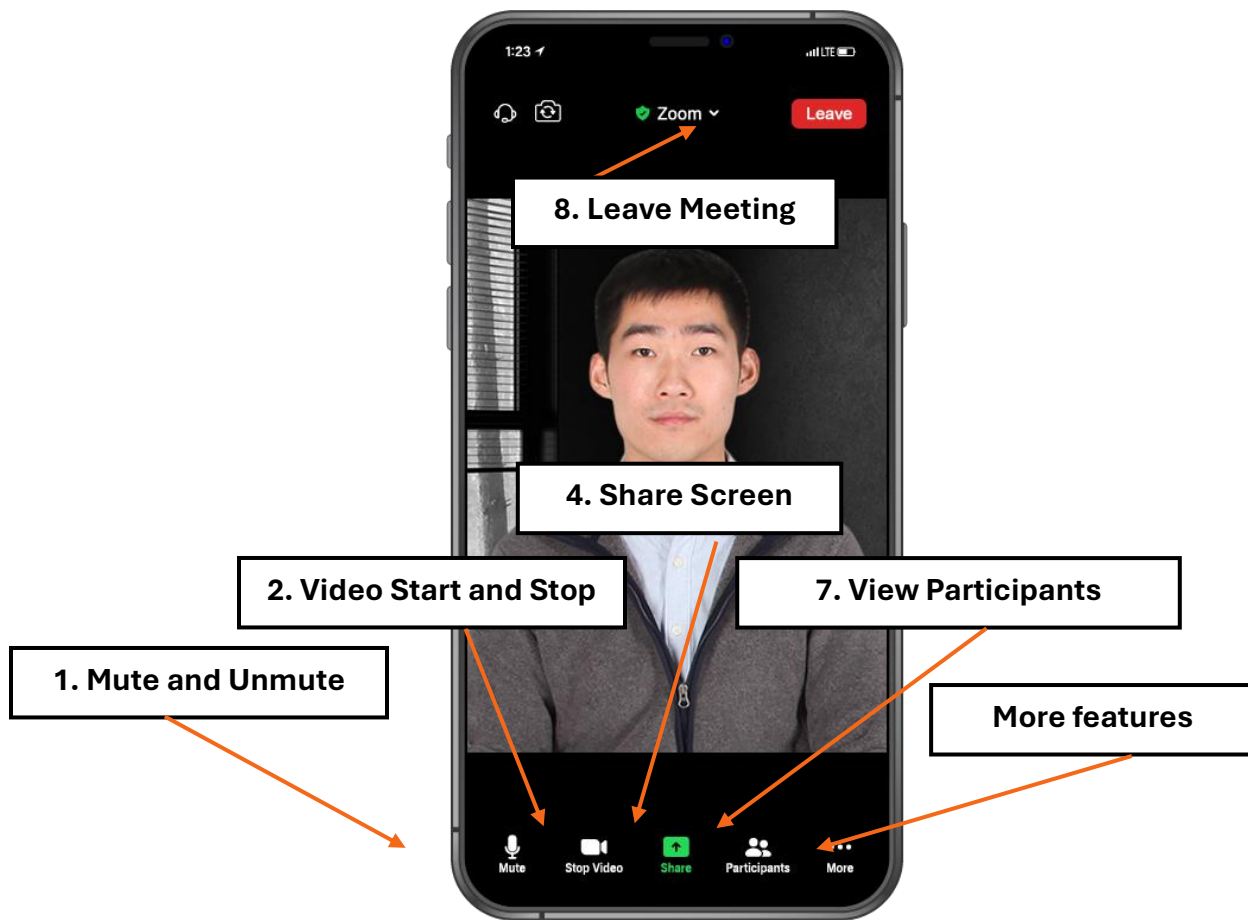
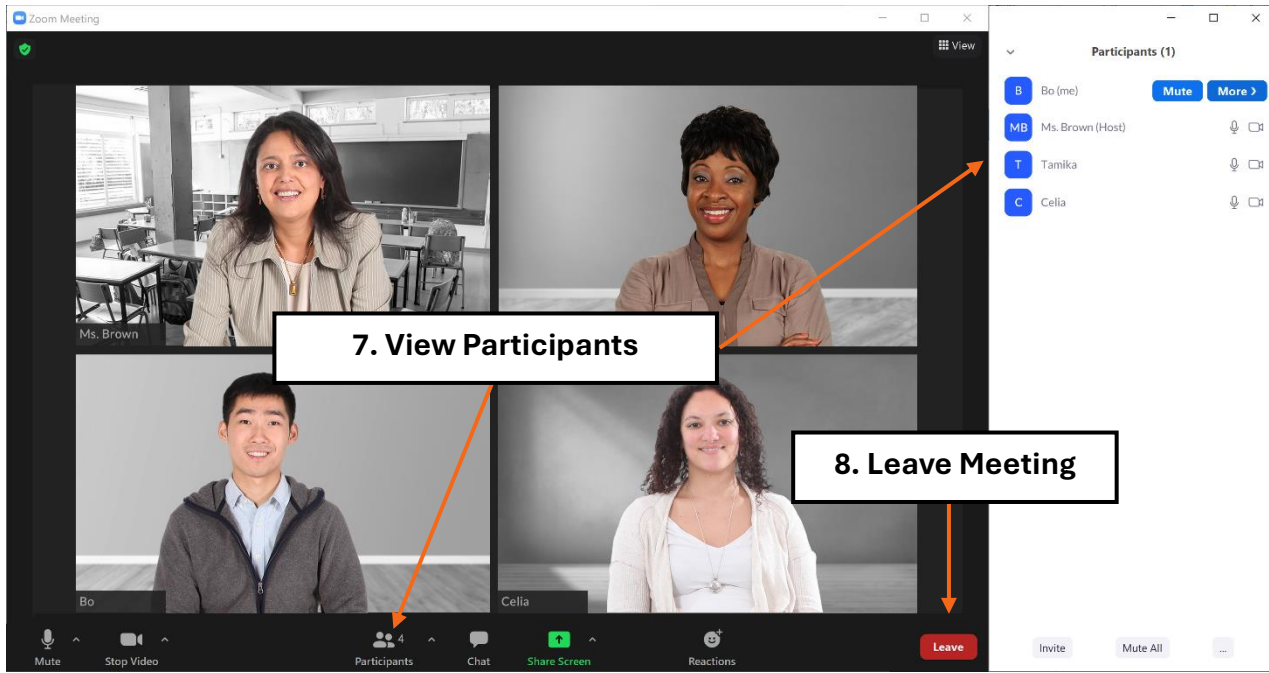
Phone numbers → One tap mobile
+13155566799,,55559354609#,,, *944441# US (Chicago)
+16465558656,,55559354609#,,, *944441# US (New York)
Dial by your location
+1 312 555 6799 US (Chicago)
+1 646 555 8656 US (New York)

Common Participant Features

Common features you'll use when you join a Zoom meeting include:

- 1) Muting and unmuting your microphone.
- 2) Turning your video camera on and off.
- 3) Chatting with others in the meeting.
- 4) Sharing your screen.
- 5) Using reactions and raising your hand.
- 6) Changing the view from gallery to speaker view.
- 7) Viewing a list of other participants.
- 8) Leaving the meeting.





What is a QR Code?

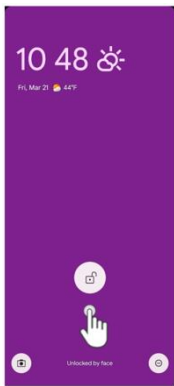
A QR code is like a barcode. You scan the QR code with your smartphone or tablet's built-in camera app, which connects you to a resource on the Internet, such as a website for viewing a food menu, an advertisement, or an application for making a payment, among other uses.

What can you do with a QR code?

Examples include accessing a restaurant menu, checking in for a doctor's appointment, paying for parking, downloading an app, watching a video, taking a survey, and more.

How to Scan a QR Code

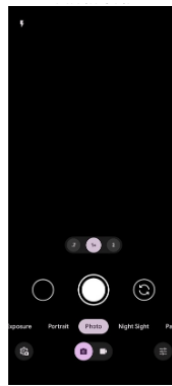
O
P
T
I
O
N
A



Step 1.
Tap the screen of your smartphone or tablet with your finger.



Step 2.
Tap the camera icon.



Step 3.
The camera app opens.



Step 4.
Hold the device so that the QR code appears in the camera's viewfinder, making sure the entire code is visible on the screen.

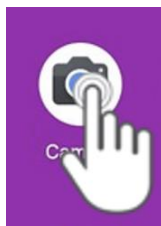


Step 5.
The device will automatically detect it's a QR code and display a link. Do not take a picture of the QR code! Tap the link on the screen, and the link opens.

O
P
T
I
O
N
B



Step 1.
From the home screen, navigate to the page with camera icon.
Step 2.
Tap on the camera icon with your finger.



Continue to Step 4.

Tips to Help You Successfully Scan a QR Code

- If you accidentally take a picture of the code, return to the camera app and **scan the code again!**
- Remember, **tap the URL** under the QR code in the camera app to open the resource.
- **Keep the camera steady.** The camera can't read the code if the image is moving or blurry.
- **Check your browser** if you tap the QR code link, but nothing opens.
- **Clean the camera lens** if the image is blurry.
- **Make sure the entire code fits on the screen** with a little space between the code and the edge of the camera screen.
- **Turn on the camera's flash** if it's dark.
- **If you have an older device,** you may need a QR scanner from your device's app store.

Using QR Codes Safely and Securely

Do

- **Do only scan codes from trusted sources.** The item that opens after scanning the code should match the organization promoting the QR code. How can you tell?
 - The QR code name or branding should match the organization's website.
 - Make sure the organizational name in the URL or logo is spelled correctly — if it's not, be suspicious.
 - The item the QR code opens should look professional, which means no misspellings, typos, or grammatical errors.
 - If it is too good to be true, it probably is!
- **Do go directly to the organization's website** address if you are unsure the QR code is legitimate.
- **Do make sure your device's operating system and applications are up to date** to ensure you have the most recent security updates installed.
- **Do make sure the URL starts with HTTPS.**
- **Do contact the organization to verify it's safe.** If you are at a store or restaurant and are unsure whether the QR code is safe, ask the staff.
- **Do: If you provide personal or financial information using a fraudulent QR code,** what can you do?
 - If you entered your username and password, change your password.
 - If you provided bank or credit card information, set up a fraud alert and credit freeze. Contact your financial institution for help.
 - Inform your bank and monitor your accounts for unusual activity.
 - Scan your device for malware and spyware.
- **Do watch the PLA DigitalLearn course Online Fraud and Scams** at www.digitallearn.org to learn more about using your mobile device safely and securely.

Don't

- **Don't scan QR codes that are damaged or covered by a sticker** of a different QR code. Someone may be trying to trick you by directing you to a different website.
- **Don't give sensitive information to a company or person you don't know** like your social security number, credit card, bank information, and passwords.
- **Don't scan it if you are unsure it's safe.**

Cybersecurity Basics- Learner Handout

Cybersecurity is all about the safety of information— our identity, our personal data, and our financial assets— when we're online.

Cybersecurity means that 1) your personal data is accessible only to you or others you authorize, and that 2) your devices— laptops, desktop computers, mobile phones, tablets— work properly and are free from malware.

Tips for Strong Passwords

- Avoid common words like “password” or “123456.”
- Don't include personal information like your address or name.
- Don't use the same password on multiple accounts and websites.
- Don't share your password with others. Passwords should be kept private.
- Make the password longer. The best defense is length. Longer passwords don't need to be complex and hard to remember.
- Use short phrases like “cowshelpmakecheese.”

Protect Yourself from Online Fraud and Scams

Types of Common Scams

Phishing

Scammers “fish” for sensitive information like passwords, Social Security Numbers, credit card and bank account details, or other personal data. Phishing occurs when fraudsters or scammers use fake emails, text messages, phone calls, social media profiles, websites, online games, surveys, or quizzes, or free Wi-Fi to gain access to sensitive information. Once you enter your information on a fake site, they will have you “hooked.” The scammers can use this information to gain access to your money or steal your identity.

Social Engineering

Social engineering occurs when a fraudster uses emails, text messages, phone calls, or social media profiles to gain your trust by convincing you they are someone they are not, to get personal information or money from you. Examples of social engineering include a person who

- Claims to be a friend or family member in trouble,
- Pretends to be a company with a great discount or offer, or
- Claims to be working on behalf of a government agency, organization, or collection agency.

Dos and Don'ts to Avoid Scams

Don't

- **Don't give in to the pressure to act now.** Take the time you need to verify the request.
- **Don't give any personal information** to something that could be a scam. This includes name, email address, credit card number, or password.
- **Don't share your personal PIN, password, or passcode.**
- **Don't give them money,** including gift cards, prepaid debit cards, or transfer money.
- **Don't reply or engage the fraudster.** Doing this can notify the scammer that they've reached a real person, which can result in more scam emails, phone calls, or text messages.
- **Don't use the contact information or link from the person who contacts you.**
- **Don't click any links or buttons.** Doing this can take you to untrustworthy websites.
- **Don't provide remote access to your device.** That person would have complete control over it, including the ability to access your personal data or install malware.
- **Don't download any files or attachments.** They may contain viruses or malware that could harm your computer or collect your personal information.

Do

- **Do take time to investigate the request.** Check with a trusted person to verify it's safe.
- **Do be skeptical.** If you think something may be a scam, it probably is.
- **Do put the suspicious email into your spam folder.**
- **Do look up contact information from another source.** Go directly to the company's website or check a statement you received in the mail.
- **Do only access websites that begin with HTTPS.**
- **Do discuss with a trusted person.** If you are unsure about the request, talk to someone you trust, like a friend or family member. Don't let them rush you into making a quick decision.
- **Do register your phone number with [DoNotCall.gov](https://www.donotcall.gov)** to request that telemarketers not call you.
- **Do close pop-up windows** by holding down the ALT and F4 keys on a Windows keyboard or Command-W on a Mac. Don't click on any buttons on the pop-up -- that includes the X!
- **Do use strong passwords** that include upper and lowercase letters, numbers, and special characters. Longer passwords are also stronger passwords.
- **Do regularly update and patch your devices** to ensure the latest security updates are installed.
- **Do use multi-factor authentication** that requires two methods to verify access to your account, including a username and password, and another method such as a code sent to your email.

How to Identify if You've Been Scammed

Here are some tips to help you determine if you have been scammed.

- **Unexpected transactions show up on your bank or credit card statements.**
- **Items you ordered and paid for did not arrive,** and when you try to report the issue to the seller, you do not get a response.
- You receive an email that there have been an **unusual number of unsuccessful sign-in attempts for one of your accounts,** but you have not tried to log in.
- **You can't log into your account,** and you cannot reset the password.
- **You can't withdraw money from your account,** and when you log into your bank account, the balance is zero, or it has been closed.
- **The person you were communicating with disappears.** You reach out to them via email, text, or social media, but they no longer respond, or you can't locate their online profiles anymore.

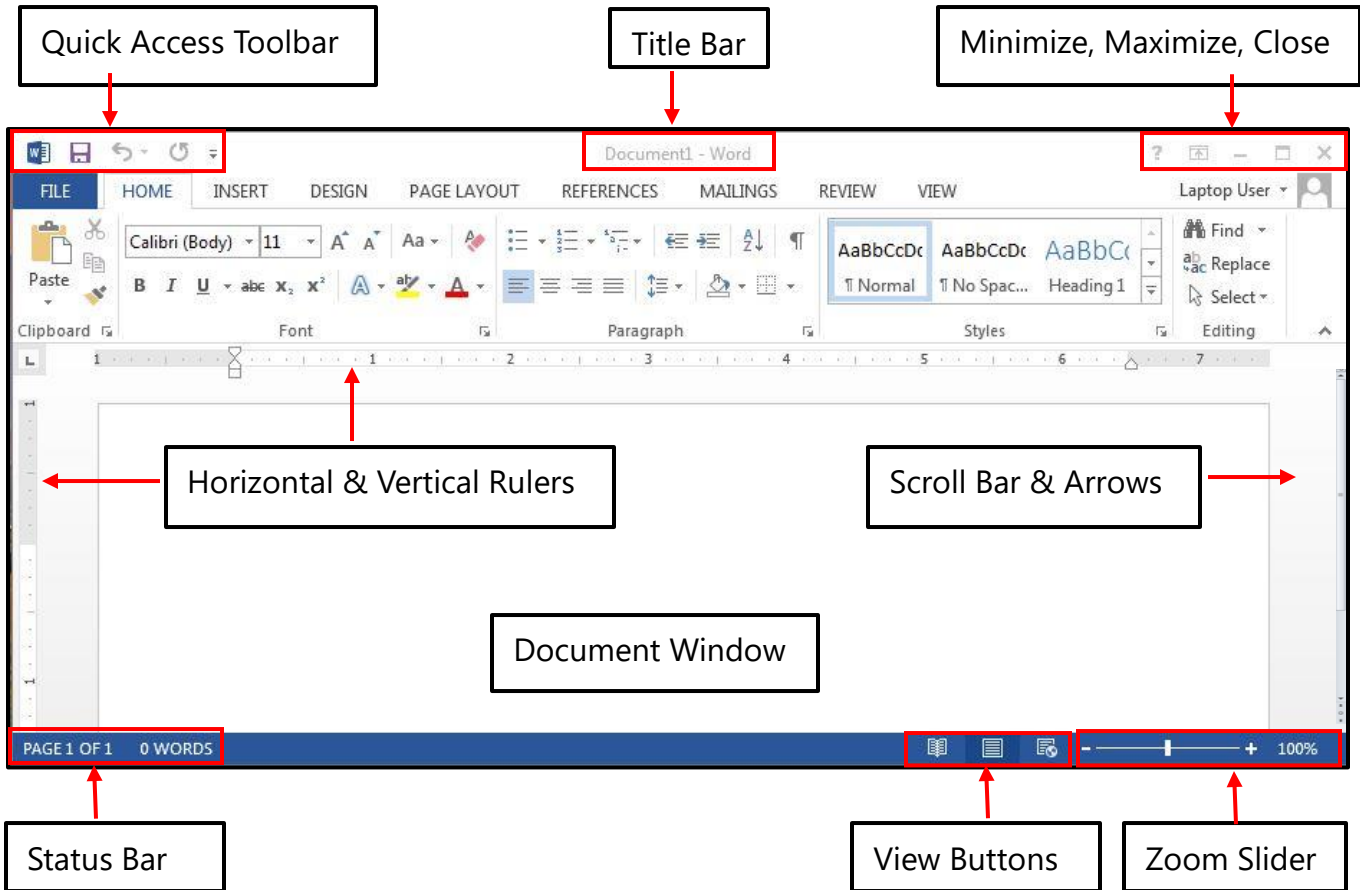
- You **notice signs of malware on your device**, such as pop-up ads that are hard to close, new or unfamiliar toolbar icons, or your computer or mobile device not responding as fast as it used to.

How to Report Scams

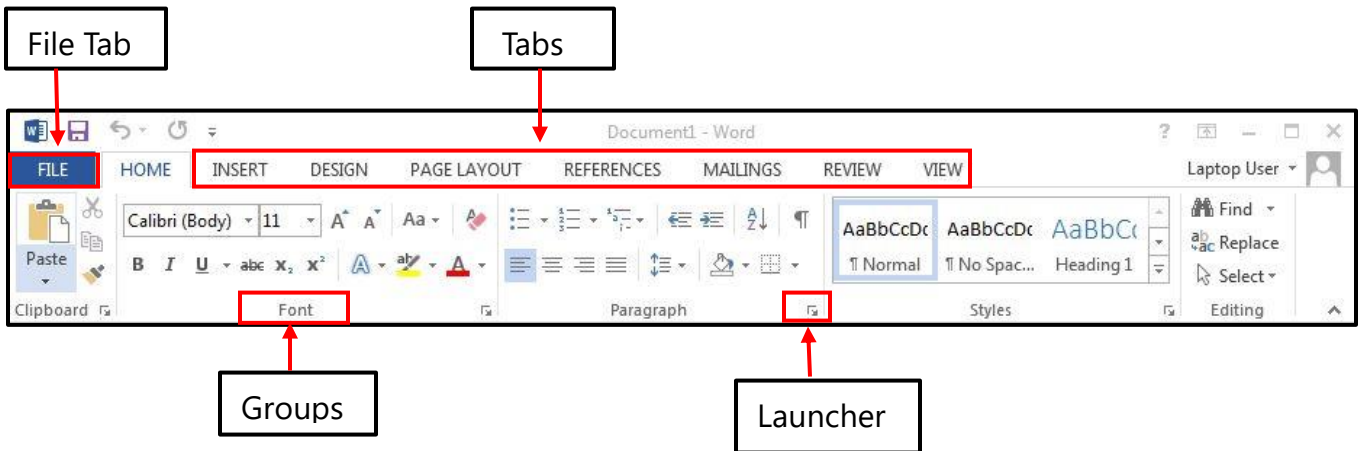
Here are a few actions you can take if you identify or fall victim to a scam.

- If you come across a phishing scam impersonating a known organization, you can **reach out to the organization being impersonated**. For an IRS phishing scam, forward it to phishing@irs.gov.
- **Mark fake emails as spam or junk**. This helps email providers identify and prevent scams.
- **Contact bank and credit card companies** right away if you notice any unauthorized transactions.
- **Freeze your credit report** so someone else can't apply for credit cards or loans in your name.
- **Change your passwords** if you think someone is trying to access your account, you gave your password, or you were notified that your account may have been compromised through a data breach, unsecured internet network, malware, or phishing attempt.
- **File a complaint** with one of the following federal or state agencies:
 - Federal Trade Commission at reportfraud.ftc.gov
 - Federal Bureau of Investigation's Internet Crime Complaint Center at www.ic3.gov
 - Your state's attorney general at usa.gov/state-attorney-general
- **Report suspicious activity** to your phone and internet service provider. If you think your identity was stolen or your information was exposed in a data breach, **check the IdentityTheft.gov website** to explore your options, report the theft, and create a recovery plan.
- **Stay Alert: Protect Yourself from Scams**
 - Be cautious of unexpected phone calls, texts, or emails asking for your personal, account, or credit card information.

BASIC ELEMENTS OF THE PROGRAM WINDOW



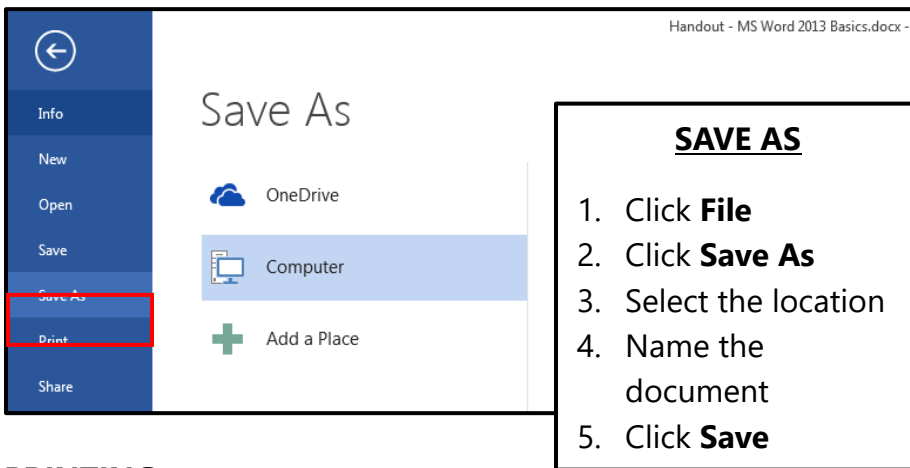
THE RIBBON



<u>Tab</u>	<u>Groups</u>
Home	Clipboard, Font, Paragraph, Styles, & Editing
Insert	Pages, Tables, Illustrations, Add-in, Media, Links, Header/Footer, Text, & Symbols
Design	Themes, Document Formatting, Page Background
Page Layout	Page Setup, Paragraph, & Arrange
References	Table of Contents, Footnotes, Citations, Captions, Index, & Table of Authorities
Mailings	Create, Start Mail Merge, Write/Insert Fields, Preview Results, & Finish
Review	Proofing, Language, Comments, Tracking, Changes, Compare, & Protect
View	Document Views, Show, Zoom, Window, & Macros

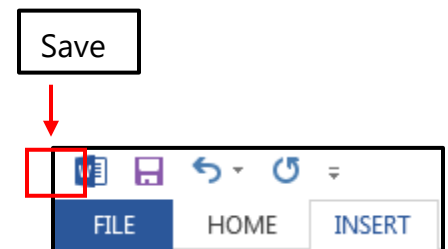
The exception is the **File** tab which includes general commands along with file options. On this tab you will find **Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options.**

SAVE & SAVE AS

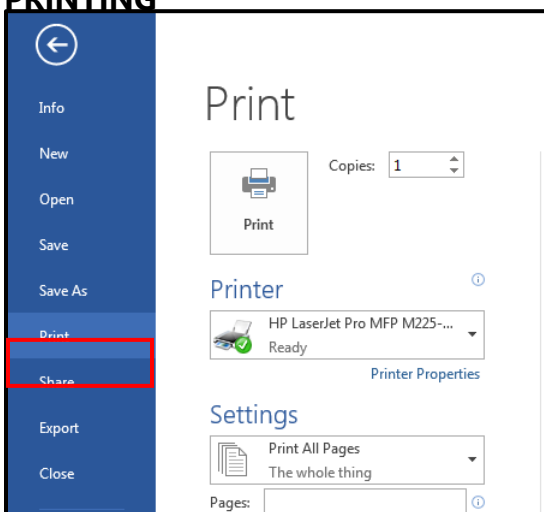


SAVE AS

1. Click **File**
2. Click **Save As**
3. Select the location
4. Name the document
5. Click **Save**

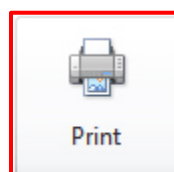


PRINTING



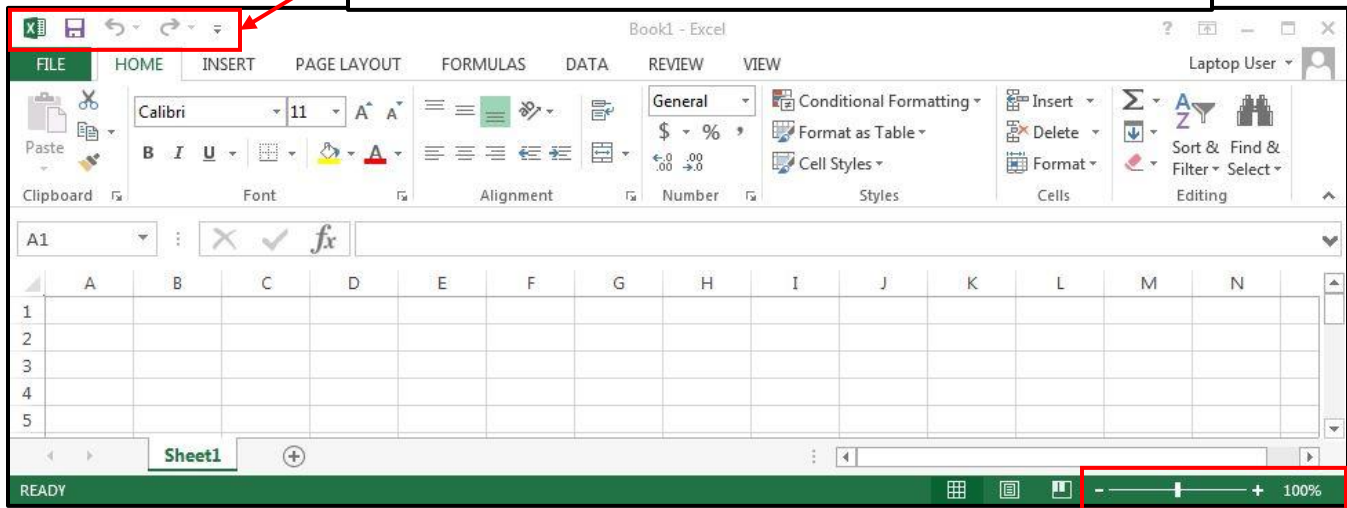
PRINTING

1. Click **File**
2. Click **Print** on the menu
3. Check Printer Settings & adjust if necessary (Copies, Pages, Double-Sided, etc.)
4. Click the **Print** button



The Excel Window

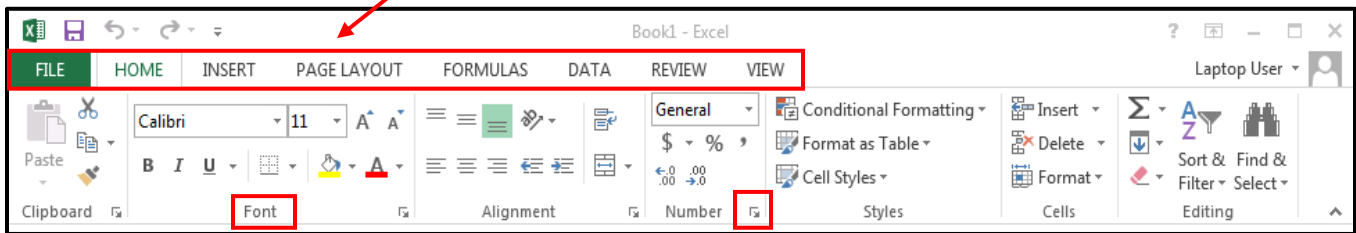
Quick Access Toolbar – Includes **Save, Undo/Redo** and other frequent commands you place there (Ex: **Print**)



The Ribbon & Home Tab

Ribbon Tabs



Zoom Slider



Command Group

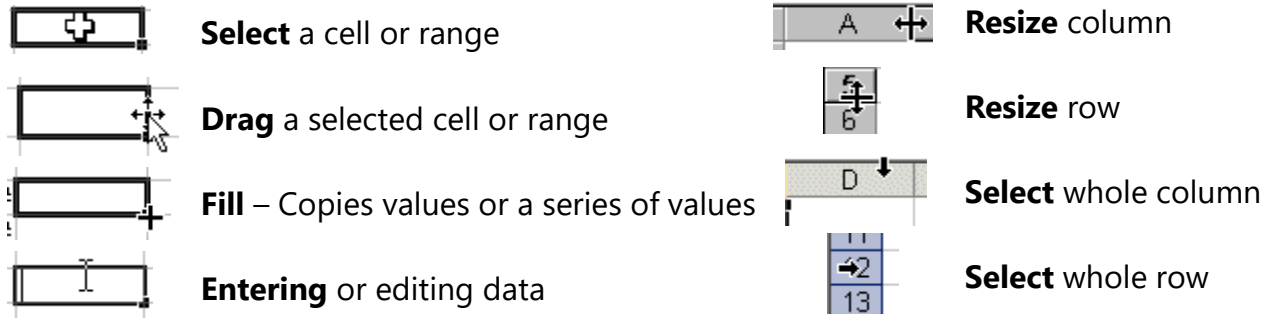
Dialog Box Launcher

Tips

- If you make a mistake when entering data press the **ESC** key
- To undo an entry, click the **Undo** button on the **Quick Access Toolbar** 
- To use spell-check, click the **Review Tab**, then the **Spelling & Grammar** button 
- When numbers suddenly change to **####** it means that the cell is too narrow to display them. Widen the column by double-clicking on the right edge of the cell border to auto-adjust the size, as shown below, or by placing the cursor on the column border and dragging it to the right until you achieve the desired width.



Mouse Pointer Shapes in Excel



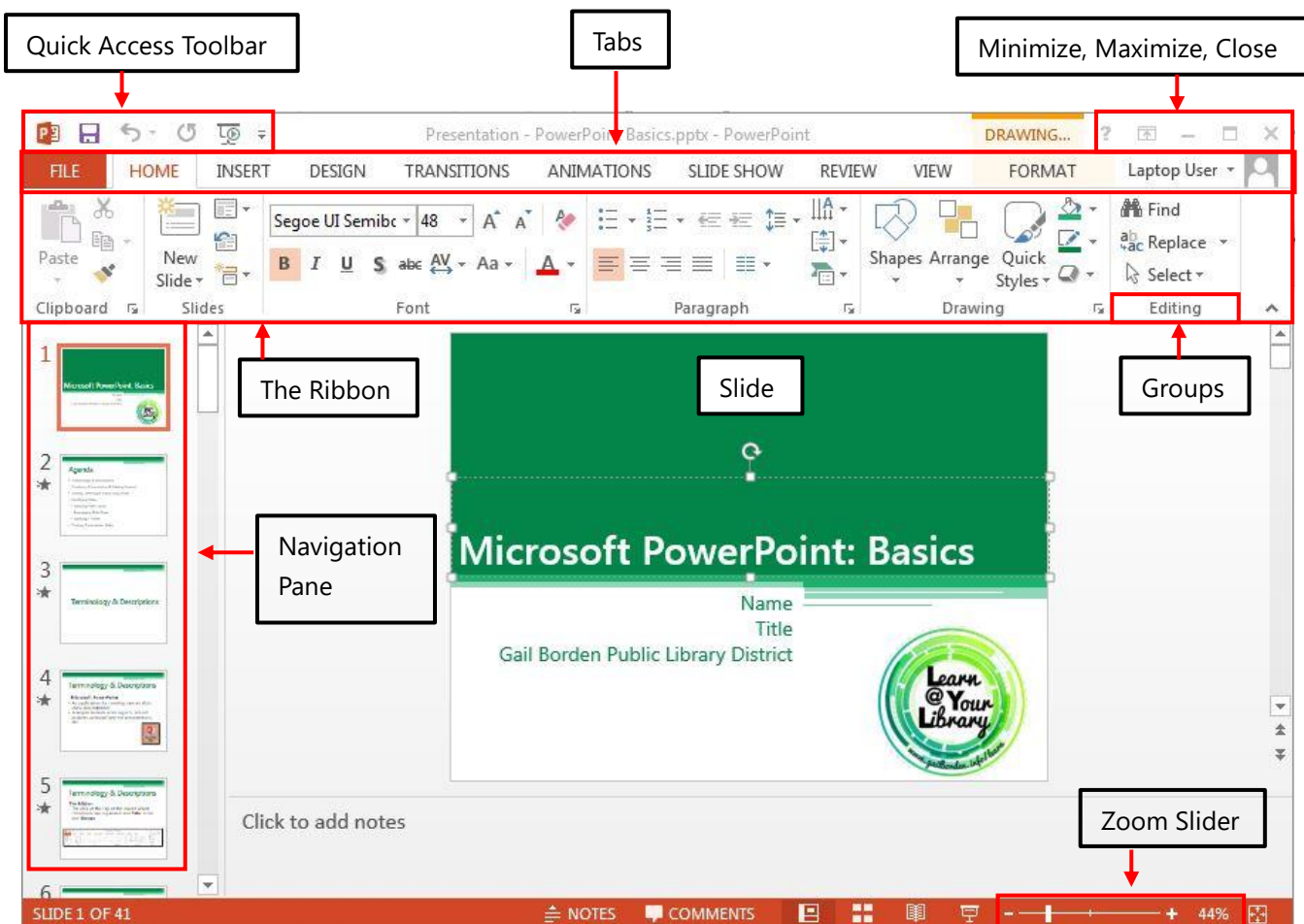
Excel Shortcuts – To use a shortcut, press & hold the **CRTL** key then tap the **other** key

Command	Press	Ribbon Tab
Beginning of Sheet	Ctrl+Home	
Bold formatting	Ctrl+B	Home
Copy	Ctrl+C	Home
Copy value from cell above	Ctrl+'(Single Quote)	
Cut	Ctrl+X	Home
Display all formulas and their values for all formulas on a worksheet	Ctrl+` (Single Left Quotation Mark Above Tab Key)	Formula, Formula Auditing, Show Formulas
End of Sheet	Ctrl+End	
Enter the Date	Ctrl+; (Semicolon)	
Find	Ctrl+F	Home
Go to a specific Cell	F5	Home
Hide columns	Ctrl+0 (Zero)	Home, Cells, Format
Hide rows	Ctrl+9	Home, Cells, Format
Italic formatting	Ctrl+I	Home
Move to next worksheet	Ctrl+Page Down	
Move to previous worksheet	Ctrl+Page Up	
New line in cell	Alt+Enter	
New Workbook	Ctrl+N	File
Paste	Ctrl+V	Home
Print	Ctrl+P	File
Clear ALL formatting		Home, Editing, Clear
Repeat the last action	F4	
Save	Ctrl+S	File
Save As	F12	File
Spelling	F7	Review
Underline	Ctrl+U	Home
Undo	Ctrl+Z	Quick Access Toolbar
Unhide columns	Ctrl+Shift+)	Home, Cells, Format
Unhide rows	Ctrl+Shift+(Home, Cells, Format

Terminology

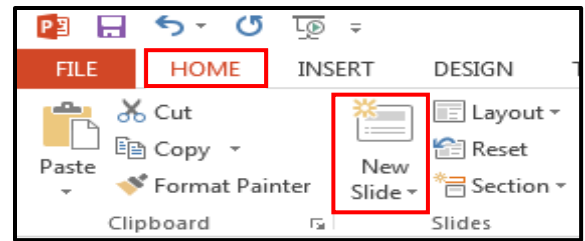
- PowerPoint** An application for creating custom slide show presentations
- The Ribbon** The area where commands are organized into Tabs, icons, & Groups
- Tabs** The areas within the Ribbon where like features are organized
- Groups** The areas within Tabs where related task functions are organized
- Slide** Each individual screen in a PowerPoint presentation
- Navigation Pane** The display pane on the left side of the PowerPoint window that provides a preview of all slides in your presentation and allows for quick navigation
- Layout** The pre-arranged placeholders on each slide allowing for content to be quickly added
- Themes** Pre-designed background graphics, color combinations, and font pairings that enhance the image of your slides

PowerPoint Program Window



Adding a New Slide

1. Click on the **Home** tab
2. Click on the **New Slide** button
3. Enter the appropriate content in the boxes provided (Hint: Use the **Insert** tab to add images, graphs, etc.)



Using the Navigation Pane

Duplicating Slides

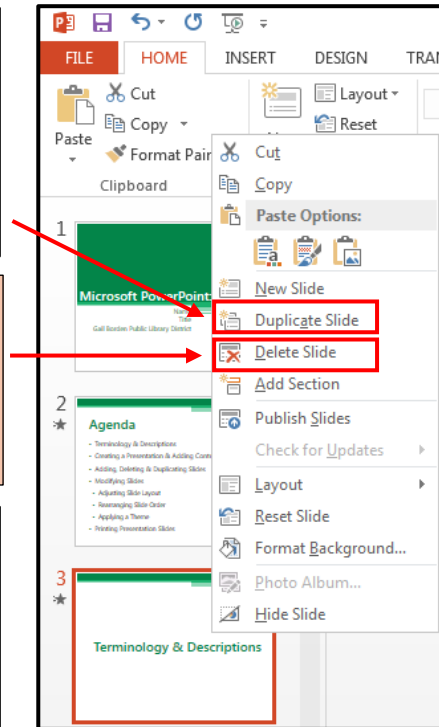
1. Right-click on the appropriate slide
2. Click on **Duplicate**

Deleting Slides

1. Right-click on the appropriate slide
2. Click on **Delete**

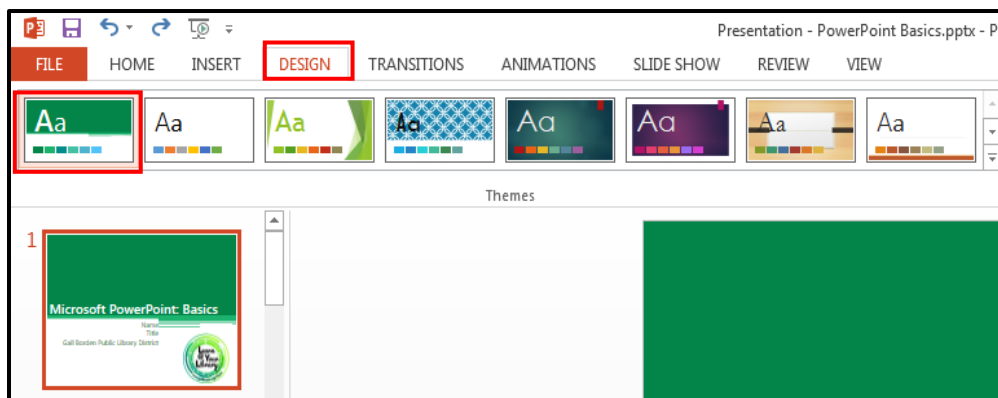
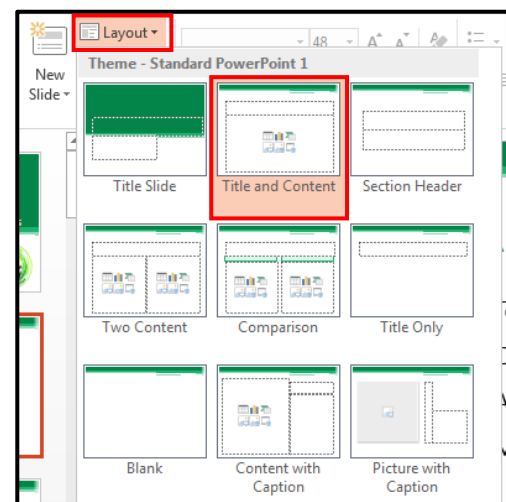
Re-arranging Slides

1. Click on the appropriate slide
2. Drag it to the intended position



Adjusting Slide Layouts

1. Click on the appropriate slide
2. Click on the **Home** tab
3. Click the **Layout** button and use the drop-down menu to select the desired layout

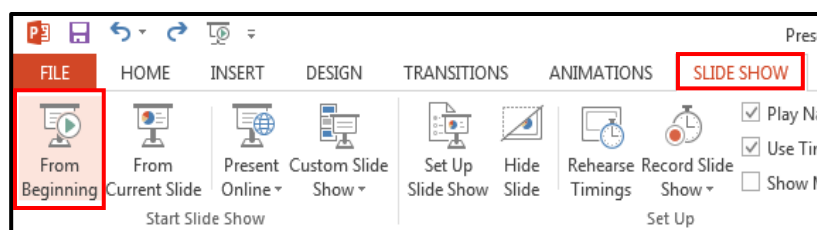


Applying a Theme

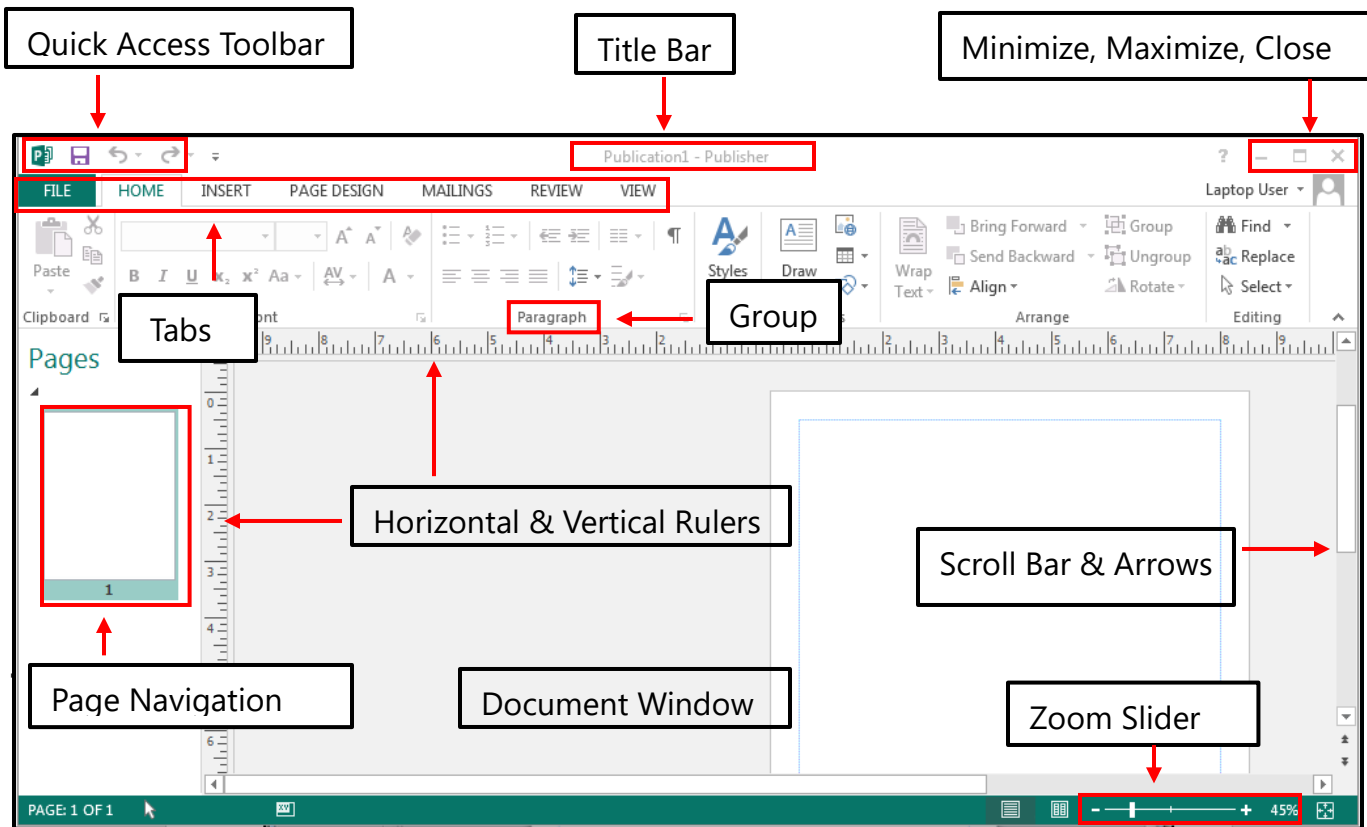
1. Click the **Design** tab
 2. Click on a theme to apply it.
- (Hint: Apply themes to one or all slides. Right-click on a theme for more options.)

Playing a PowerPoint Presentation ("Slide Show")

1. Click the **Slide Show** tab
2. Click the **From Beginning** button
3. Enjoy the show by clicking through the slides
4. Click at the end to return



BASIC ELEMENTS OF THE PROGRAM WINDOW



Tab

Home

Insert

Page Design

Mailings

Review

View

Groups

Clipboard, Font, Paragraph, Styles & Objects

Pages, Tables, Illustrations, Building Blocks, & Text

Page, Layout, Pages, Schemes, & Page Background

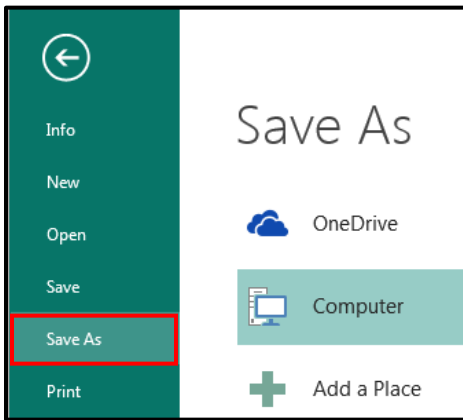
Start, Write & Insert Fields, Preview Results, & Finish

Proofing & Language,

Views, Layout, Show, Zoom, & Window

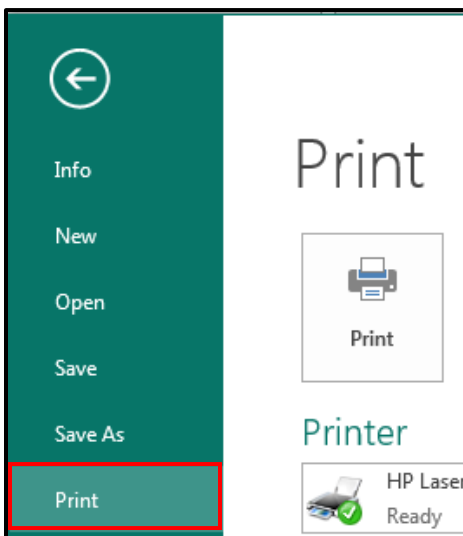
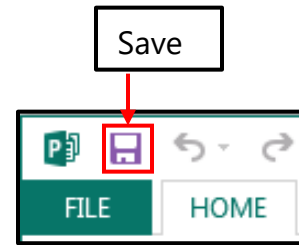
The exception is the **File** tab which includes general commands with file options. On this tab you will find **Save, Save As, Open, Close, Info, Recent, New, Print, Save & Send, Help, Options, Exit.**

SAVE & SAVE AS



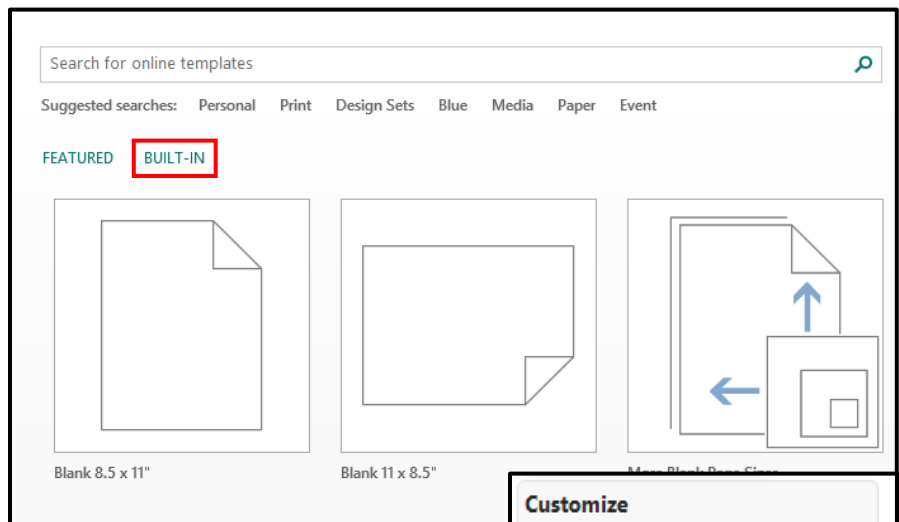
SAVE AS

6. Click **File**
7. Click **Save As**
8. Select the location
9. Name the



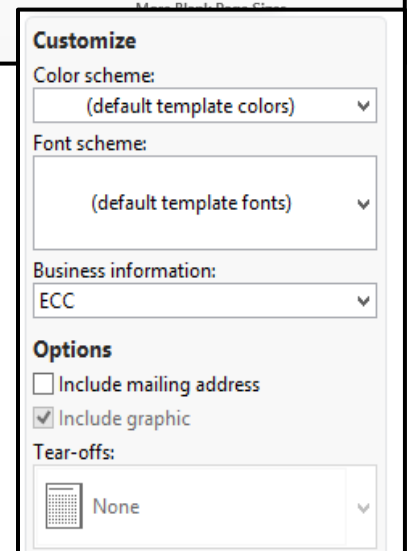
PRINTING

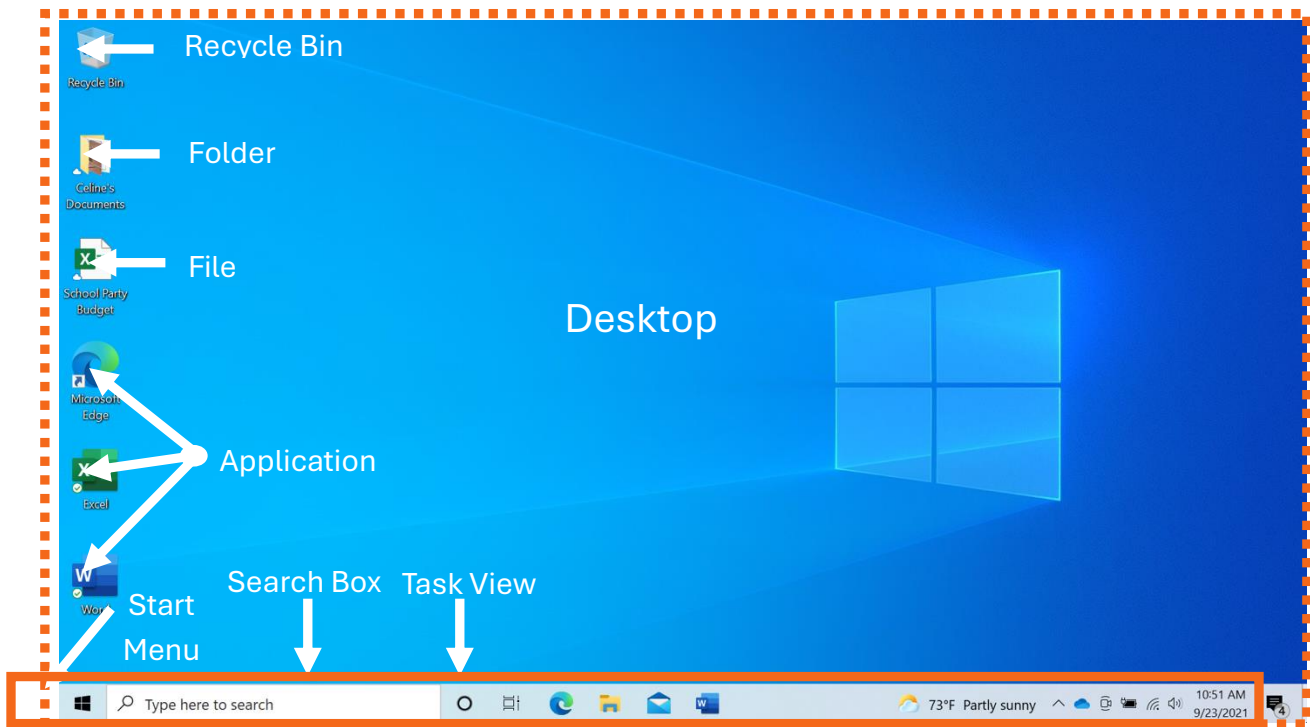
5. Click **File**
6. Click **Print** on the menu
7. Check Printer Settings & adjust if necessary (Copies, Pages, Double-Sided, etc.)
8. Click the **Print** button



SELECTING A TEMPLATE

1. Open Publisher
2. Click **Built -IN** to access templates
3. To see more templates within a group, click **All**
4. Click on the desired design
 - a. On the right-hand side, under **Customize**, change your Color, Font and Font scheme
 - b. Under **Options**:
 - If your flyer is going to be folded and mailed *without* an envelope, put a check mark by **Include mailing address**
 - Select a **Tear-off**, if necessary (Depends on template type)
5. Click **Create** on the lower right





Taskbar

Desktop Terminology

Account: From this menu you can sign out, lock or change settings that are unique to your account on the computer.

Applications: Tools that allow you to do things on a computer, such as write a letter using Microsoft Word, search the internet using the Edge browser, and do math using a calculator.

Desktop: The area that allows you to access the applications, files, and settings.

File: A package of information.

Folder: A method for storing and organizing files.

Power: In the Start Menu, it is where you restart, shut down, or put the computer to sleep.

Recycle Bin: Holds documents here until you empty them.

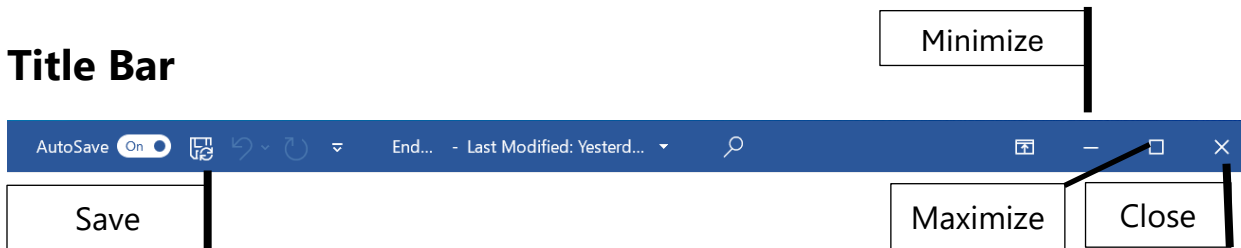
Taskbar: Access the Start Menu, search, find frequently accessed applications and open files. The right-hand side of the taskbar includes notification center, date, time and volume control.

Search Box: You can search the computer for a specific file, computer setting or application.

Start Menu: Access all applications available on the computer; shut down, restart and put the computer to sleep; manage user accounts, access files and computer settings.

Task View: Displays all the windows that are currently open on the computer.

Title Bar



Close Button: Closes the application or file.

Maximize Button: Expand the window to fill the desktop.

Minimize Button: Hides the file in the taskbar.

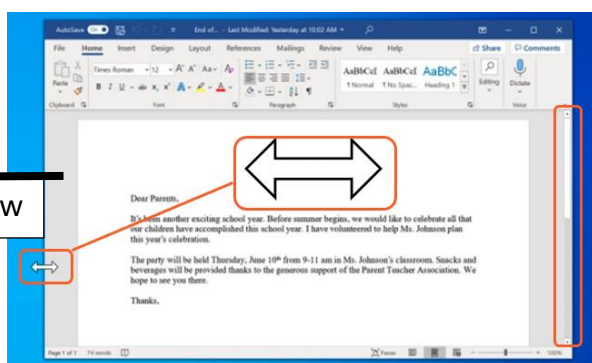
Restore Button: Returns the window to the size it was before it was maximized.

Scroll: Use this tool to see more of the file contents that is not visible on the current screen.

Title Bar: At the top of every window it includes the name of the software, name of the file, and includes the minimize, maximize, restore and close buttons.

Save: Use this feature so you have a copy you can view or edit later.

Window: Working area of an application.



Resize – When a window is too big or too small you can change the size of the window.

9. Place the cursor on the edge of the window.
10. When the cursor becomes a double-headed arrow, click and hold the left mouse button to “grab” the edges of the window.
11. Drag the mouse to the left or right to change the size of the window.
12. Release the mouse button when the window is the desired size.