Computer Basics 101

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Introduction:
We will be learning the basics of the computer so you can use with ease.

1. The computer in itself.
    a. Cords & Connections.
        a. USB
        b. VGA
        c. Firewire
        d. SD cards
        e. HDMI
        f. Ethernet

    b. Screen
        a. Screen Saver
        b. Theme
        c. Battery Lifc
        d. Enlarge/Shrink Screen
        e. Magnifier

    c. Hard drive
        a. Operating System
        b. How Big
        c. How Fast

    d. Setting Up Your Computer
        1. Gadgets
        2. Tool Bar

    e. Folders
        a. Making New Folders
        b. Change Folder Icons
        c. Change Size
        d. Move
        e. Drag & Drop
        f. Copy
        g. Minimize/Maximize

f. Short Cuts & Controls
   a. Right & Left Click
   b. Scroll Wheel
   c. Control Keys
   d. F Keys
   e. Window Keys
   f. Others (Alt. & Tab)
   g. Program & Folder Short Cuts
g. Internet
   a. Different Types of Browsers
   b. Change Themes In Firefox
   c. When Downloading, Go to….
   d. Wireless internet

h. Cameras & Phones & Other Devices
   a. Connect
   b. Moving Pictures & Docs
   c. Upload and print

i. Cleaning & Maintaining
   a. Disk Cleanup
   b. Defragment
   c. Virus Protection
   d. Backup

2. Programs
   a. Finding programs
   b. Microsoft Office
      a. Word
      b. Excel
      c. Powerpoint
      d. Outlook

   c. PDF Reader & Writer

3. Emails
   a. Web based VS Desktop

CONCLUSION:

Utilizing the tools you learn today, practiced until perfect, will save you time, efforts, money and energy. You do not need to be "techie" to understand these system, just willing to keep an open mind of how you can utilize your computer properly in your real estate career!

Cords & Connections

There are many different cords for the numerous peripheral devices that can be connected to your computer. The main slots in your computer will be:
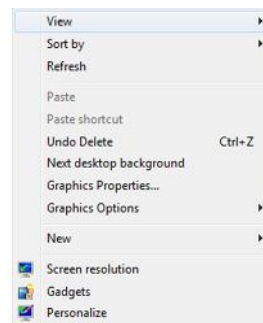
    a. USB- for connecting devices such as cameras, external back up drive, phone, etc.
    b. VGA- for connecting a monitor or projector
    c. Firewire- for connecting to video cameras, etc.
    d. SD card reader- for inserting media devices to transfer from cameras, phones, etc
    e. HDMI- for connecting to flat screens TVs
    f. Ethernet- for connecting directly to the modem

Screen

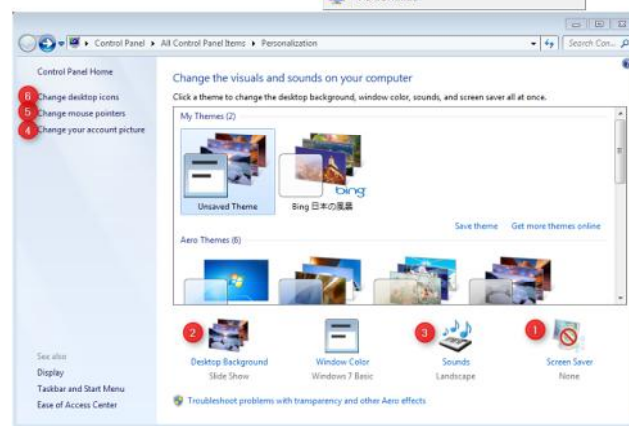Right click on the desktop, choose *Peronalize*, and have fun!

1. Screen Saver
2. Theme
3. Sounds
4. Account Picture
5. Mouse Pointer
6. Desktop Icons
7. Battery Life
8. Windows Key & + - is magnifier
9. Ctrl Key & + - will enlarge/shrink screen
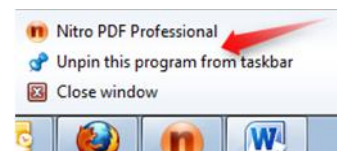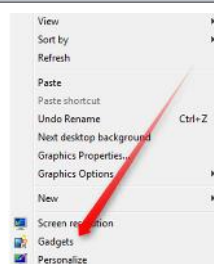
Hard drive

Get to know your system
Operating System
    a. How Big
        Click on *Windows* button, then *Computer*, then look at hard drive space.
    b. How Fast & other Specs
        Click on *Windows* button, then Right click on *Computer,* then *Properties*.
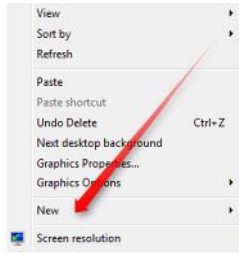
Setting Up Your Computer

1. Gadgets- Add features to your screen.
    Do this by Right clicking on any blank area of the screen, go to *Gadets,* then choose what you want.
2. Tool Bar
    Choose what you want to be seen in the toolbar at the bottom of the screen by "pinning" and "un-   pinning." Pin by dragging on to the tool bar. Un-Pin by right clicking and choosing "unpin.

3

Folders
Make, change size, move, drop and manipulate folders.
To make a folder: Right click anywhere on the screen, choose *New*, then *Folder*. Rename folder.
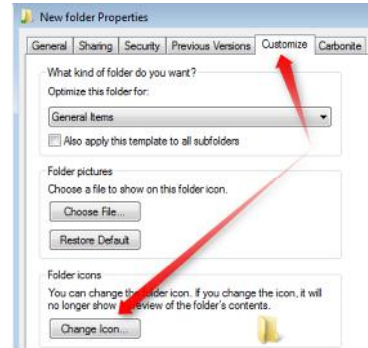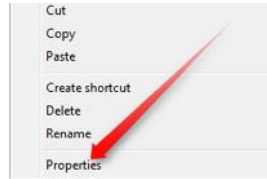
Once folder is opened, Left click & hold down on the top bar of the folder to drag.

Hover over the border of the folder to resize.

Change the folder icon look by Right clicking on the icon, go to *Properties*, then *Customize*, then *Change Icon…*
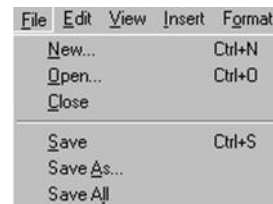
You can drag and drop any folder in and out of any folder. Suggstions would be to create a Real Estate filing cabinet system.

Short Cuts & Controls
Start to use your keyboard instead of your mouse. Even though most programs no longer list the shortcuts, these universal shortcuts works on about every program.
Here are some ones you will use all the time:

Ctrl+N-New   Ctrl+I- *Italicize*
Ctrl+O-Open   Ctrl+B- **Bold**
Ctrl+S-Save   Ctrl+Z- Undo
Ctrl+X- Cut   Ctrl+Y- Redo
Ctrl+C- Copy   Ctrl+Home – Goes to beginning of document
Ctrl+V- Paste   Ctrl+End- Goes to end of document
Ctrl+U- Underline   Alt + Tab-Toggle back and forth through windows
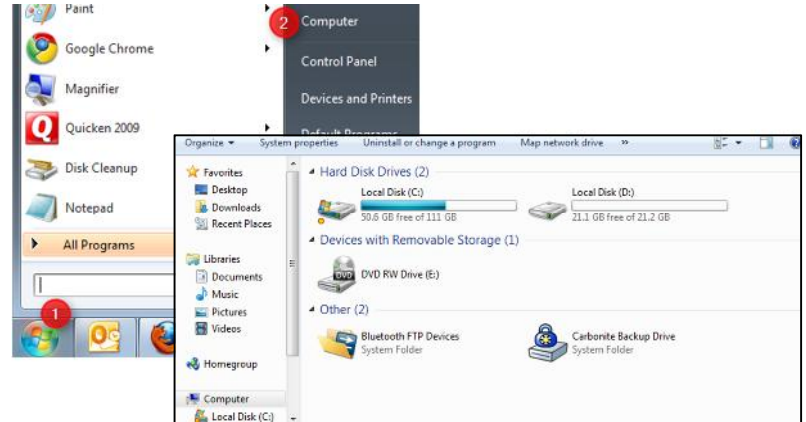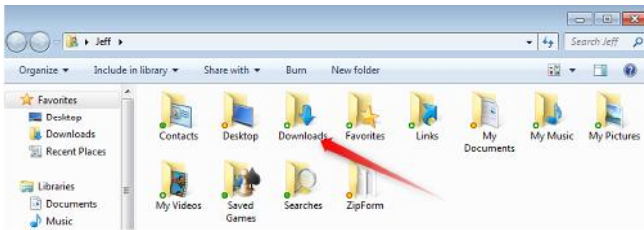
Internet
Firefox vs. Internet Explorer vs. Google Chrome vs. Safari

-Changing the background
-Adding your favorites to the front

Cameras & Phones & Other Devices

Connect your phone using the cord that came with it, then find the device and get the picture or other document. (usually in your computer folder, in downloads) OR go to *Start*, *Computer* and find the device.

Your devices can be hooked up with the cord or the memory stick (SD-Secure Digital cards)

Cleaning & Maintaining

Clean you computer by:
1. Physcially cleaning your computer with compressed air.
2. Disk Cleanup & Defragment
3. Virus protection is key. AVG, Norton, McAfee
4. Backup with a backup external hard drive as well as online. Carbonite or Mozy.

Programs

What programs do you REALLY need?
-Microsoft Office
-PDF Writer Program

Emails

Web based vs. Desktop based
Pros & Cons

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Thought of the Day: "Technology will not replace REALTORS®, but REALTORS® with technology will replace REALTORS® without technology." by John Tuccillo, former Chief Economist for the NATIONAL ASSOCIATION OF REALTORS®

Ah-HA Notes