

# 6.

## GETTING STARTED.

### 6.1 WHAT IS A PROGRAMME?

When you switch the computer on the first screen you will see is the Desktop.

On the Desktop you will see small pictures, usually on the left hand side known as **ICONS**. Each icon is a picture/symbol that represents a different programme.

### 6.2 WHAT PROGRAMMES WILL I BE USING?

The 3 most important programmes to know about are:

#### WORD PROCESSING:

You use this programme for typing in text.

#### THERE ARE SEVERAL DIFFERENT WORD PROGRAMMES: WHICH ONE DOES YOUR COMPUTER USE?

- Microsoft Word 2010
- Microsoft Word 2007
- Open Office



Microsoft Word 2010



Microsoft Word 2007



Text document



Open Office

Open Office is an alternative to Microsoft Word and is free to use.

#### INTERNET:

There are a few different browsers:



Internet Explorer



Mozilla Firefox



Safari



Google Chrome

#### EMAIL:

There are a few different programmes you can use for email. Here are a few examples:

- Microsoft Outlook
- Windows Mail
- Gmail



Microsoft Outlook



Windows Mail



Gmail

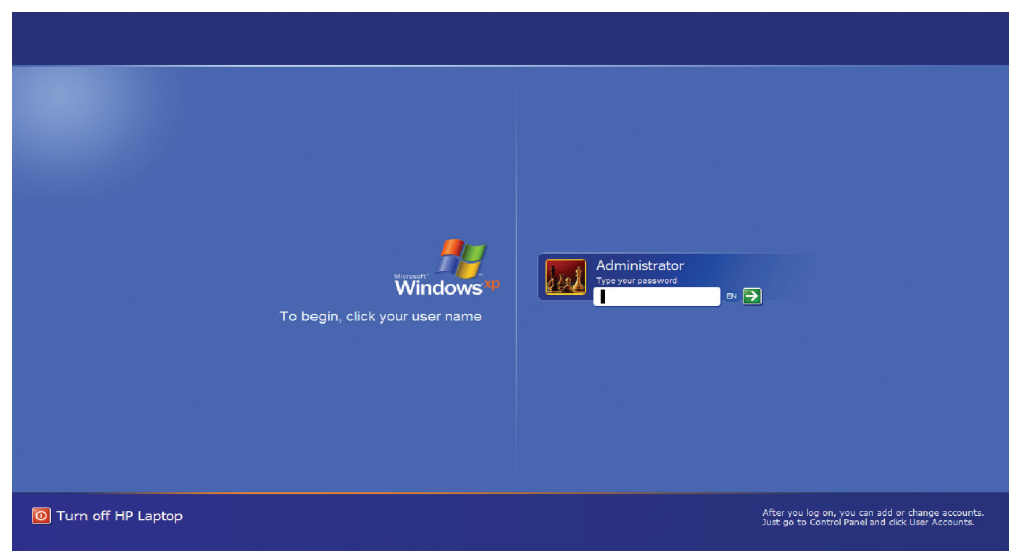
## 6.3 USERS AND LOG ONS

More than one person can use a single computer. For example, at home all the family may share a computer. Each person is called a user. In a library or community centre the computers are used by many people.

Computers can have different desktops, and some may ask you to 'Log on', for example in libraries.

Sometimes the person in charge of a computer room will be called the administrator.

The screen may look like this:



## 6.4 WHAT IS A DESKTOP?

A computer desktop is what appears when you turn on the computer. Your desktop will look different depending on which operating system your computer uses.

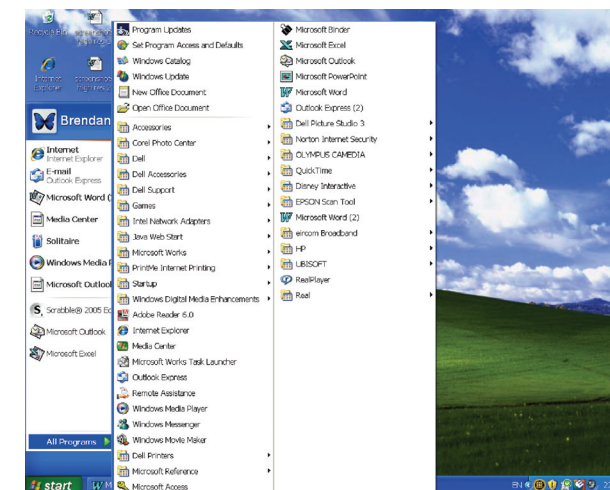
If your computer is running Windows XP, the start button looks like this:

The start button looks like this: 

You will find it on the bottom left corner of the screen.



The list of programmes appears when you click the Start button. Yours may look slightly different than the desktop below.



This desktop has a picture in the background, which is called wallpaper. The one you are using is probably green or blank.

Alternatively, if you have a newer computer or laptop it may be running Vista or Windows 7.

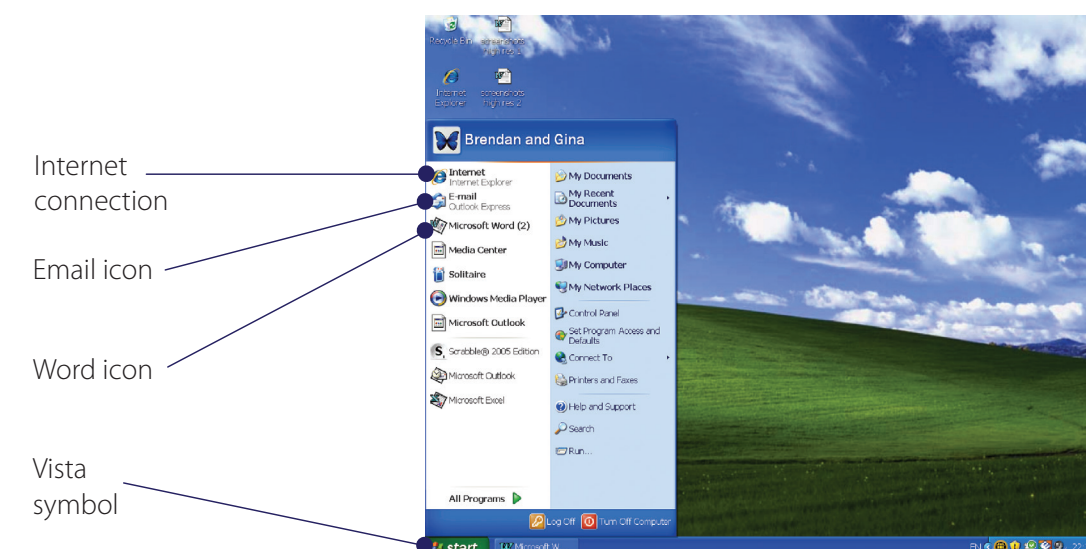


The start button looks like this:



You will find it on the bottom left corner of the screen.

The list of programmes looks like this when you click the Start button:



# 7.

## USING THE INTERNET.

### 7.1 HERE ARE SOME USEFUL AND POPULAR INTERNET TERMS

#### THE INTERNET

The internet is a network of millions of computers that share information around the world. Because we can't see the internet we often call it 'virtual' rather than physical.

#### EMAIL

Email is **Electronic Mail** – an electronic version of a letter or note. When you type a message and send it, it can reach its destination in seconds.

#### A WEBSITE

A website is made up of pages of information. For example, the RTE website is a collection of pages on TV listings, radio schedules, news, sport – in words, photos, sound and video.

#### A WEB ADDRESS

A web address is a unique address for each organisation, like an electronic version of a postal address. Because there is such a huge amount of information on the internet, if we know the address of websites, it helps us to find things more easily. It nearly always starts with www.

#### WWW.

www stands for **World Wide Web**. It is usually the first part of an internet (also called web) address. For example the internet/web address for RTE is www.rte.ie

#### .IE

.ie (pronounced **dot ie**) shows that it is an Irish web address. A typical English web address is .co.uk. A web address for a business can also be .com

#### A SEARCH ENGINE

A search engine helps us find what we are looking for. When you type in what you are looking for into a search engine's search box, it looks up its directories of information and displays a list of web pages and information that most closely matches your search request.

## A LINK OR HYPERLINK

A link or hyperlink is part of a webpage that when clicked, opens a different web page. Links are usually underlined in blue.

## A TOOLBAR

Toolbars are usually at the top of the screen – the top lines of a webpage or programme. They contain shortcuts and instructions to help us do a number of things (See section 7.11).

## WEB BROWSER

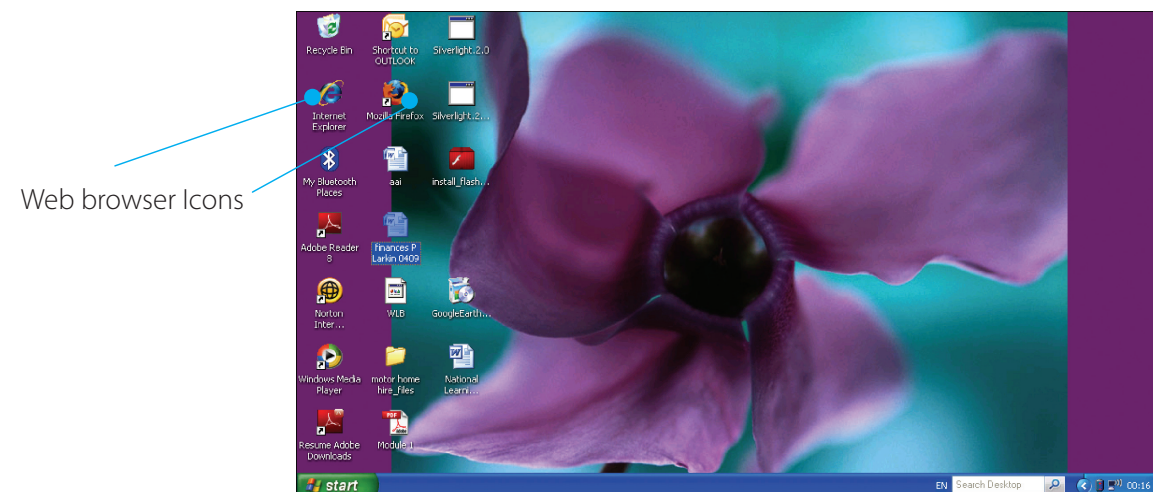
You use a web browser to access the internet.

## 7.2 USING THE INTERNET

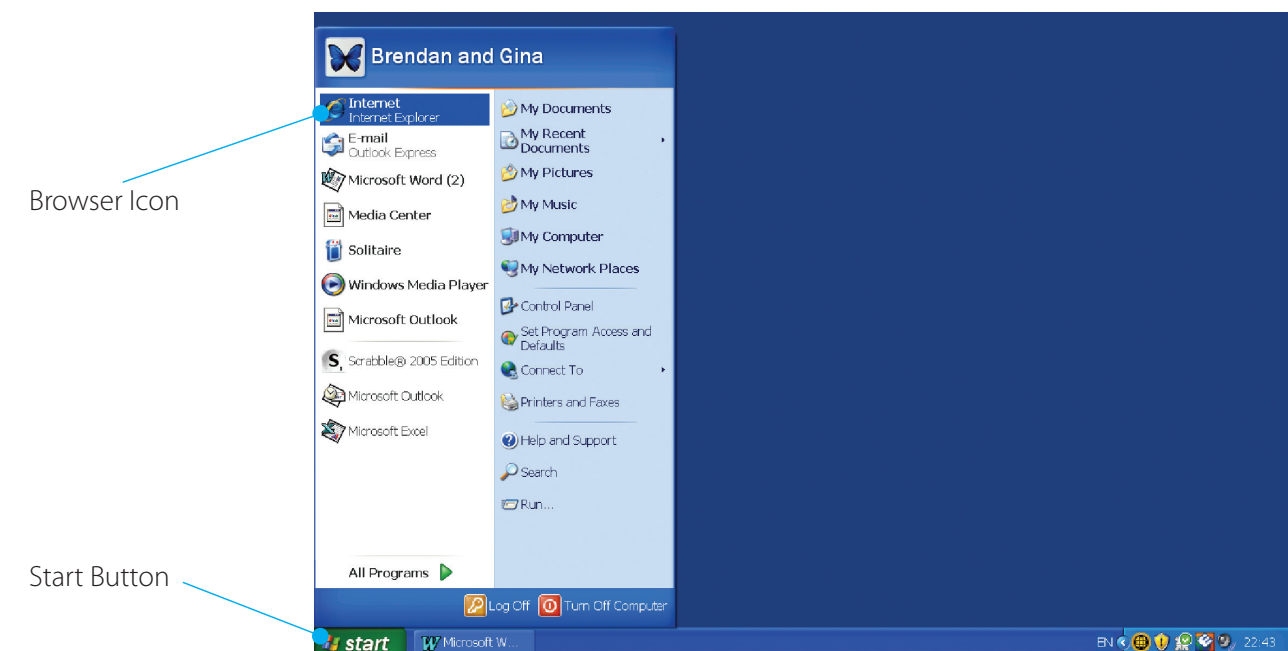
There are 3 main ways to start your web browser to access the internet.

1. Use the mouse to point to the **Internet ICON** on the desktop screen and double click.
2. Click on the **Internet ICON** at the bottom left of the screen (the fat e).
3. Click on the **START** button in the left hand bottom corner and then click on the Internet **ICON** on the list that appears.

A webpage will open – whatever website is set as the homepage for your computer.  
Some computers have the web browser icons on the desktop.



You can also access the Web Browser by clicking the Start Button and selecting the Internet Explorer, Mozilla Firefox, Safari or Google Chrome in the Programmes menu.



## 7.3 INTERNET ADDRESSES

Every website has an address. The website address is always shown in the Address Box at the top of the screen.

If you know the web address of the page you are looking for then you can type it in directly into the Address Box.

Have a look at one of these websites. Type in the address into the address box:

[www.maevebinchy.com](http://www.maevebinchy.com)

[www.olderandbolder.ie](http://www.olderandbolder.ie)

[www.gaa.ie](http://www.gaa.ie)

You can go to a different website by typing a new address in the Address Box.

## 7.4 WEBPAGE FEATURES

Type [www.ageaction.ie](http://www.ageaction.ie) into the Address Bar (box) and press the Enter Key on the keyboard.

Lets see if you can find your way around this website. The page may look slightly different than the one below

