

UNIVERSITY of **HOUSTON** | C.L.I.C.K.

**Welcome to C.L.I.C.K.  
Training 101**

# What is C.L.I.C.K.?

- C.L.I.C.K. stands for...
  - Computer
  - Literacy
  - In
  - Computer
  - Knowledge

# Class Outline 101 C.L.I.C.K.

- **Computer Components**
- **Computer Navigation**
  - Keyboard
  - Mouse
  - Starting the computer
  - Start menu
- **Computer Accounts**
  - CougarNet
  - Accessing the internet
  - Log out
- **Computer Ethics**

# Computer Components

Central processing unit  
(CPU)



Monitor



Mouse



Printer



Keyboard

# Mouse

## Scroll wheel

- navigates up and down.

## Left button

- Presses button under cursor
- Selects item under cursor
- Gives focus to item under cursor

## Double-click

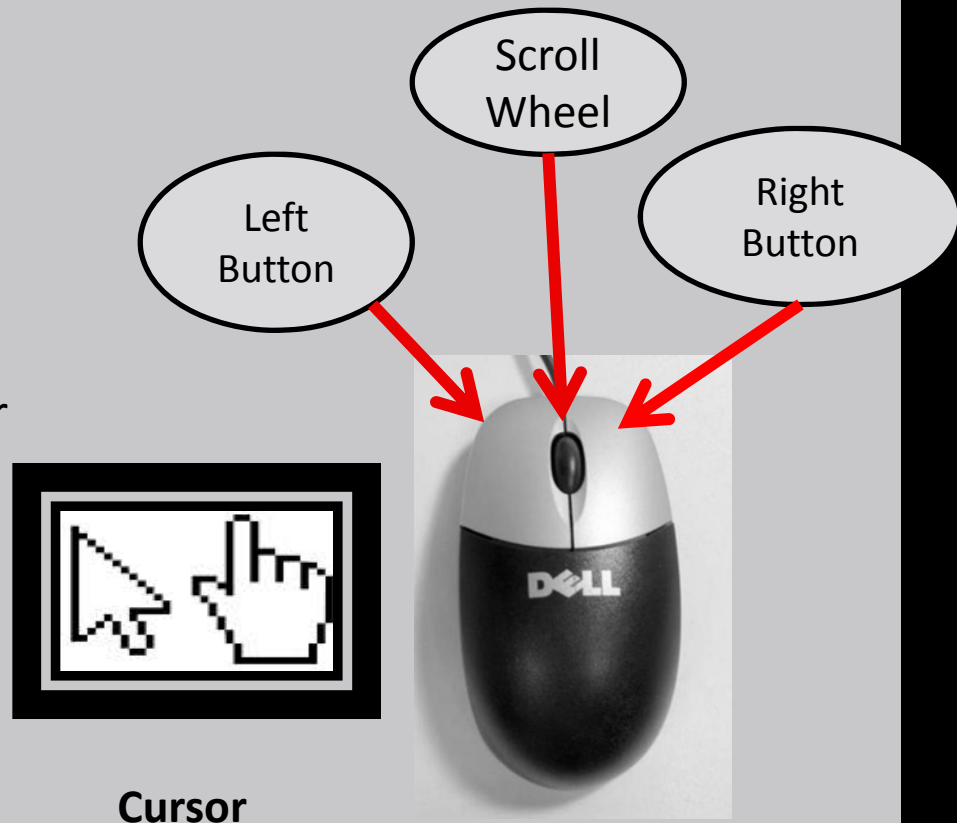
(tap left button twice quickly)

- This opens selection under the cursor

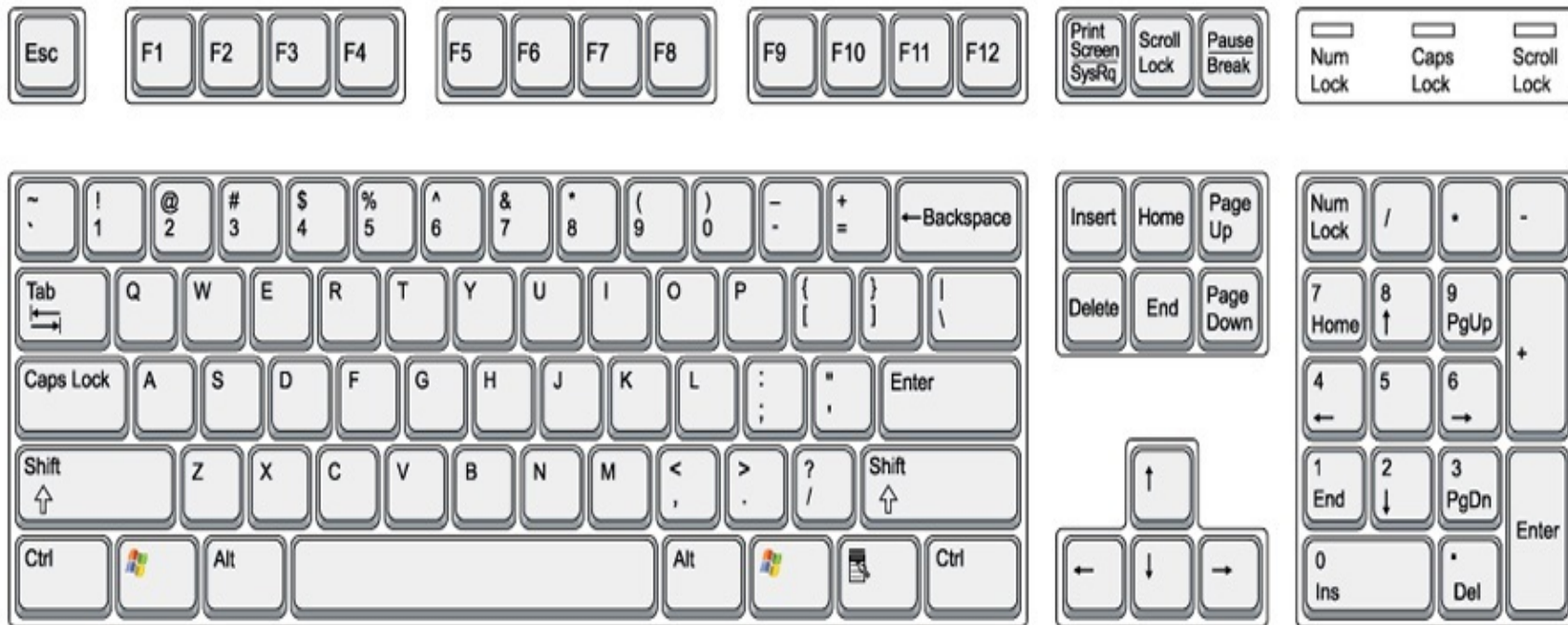
## Click-and-drag

(click and hold left button):

- Moves item under cursor
- Drag selection box



# Computer keyboard Layout



# Keyboard hand placement



# Important keyboard shortcuts

## Ctrl+Alt+Del

- Log in or log out of computer

## Enter Key

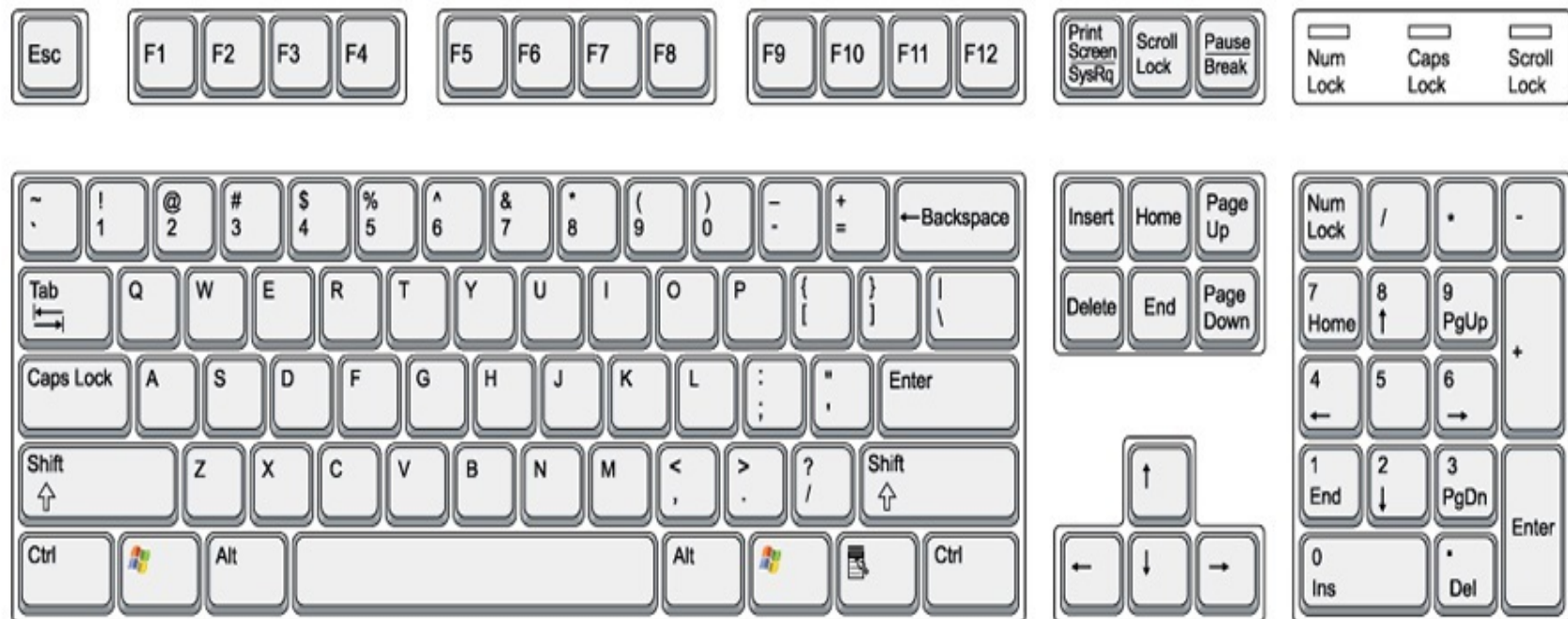
- Execute an operation Window (ok)Word/Email (move to next line)

## Back space key

- Used to delete any character before current position of the cursor.

## Space Bar

- Moves your cursor forward.





# Starting the Computer

- Click on the indicated **button** to start the computer



# Turn on the Monitor



# Log into the computer



# Press Ctrl + Alt + Delete



# Logging into the Computer:


- Log in to the computer with **COUGARNET** account.
- Note: **MUST** have a **COUGARNET** account.



# Start Menu:

The startup screen of Windows7:

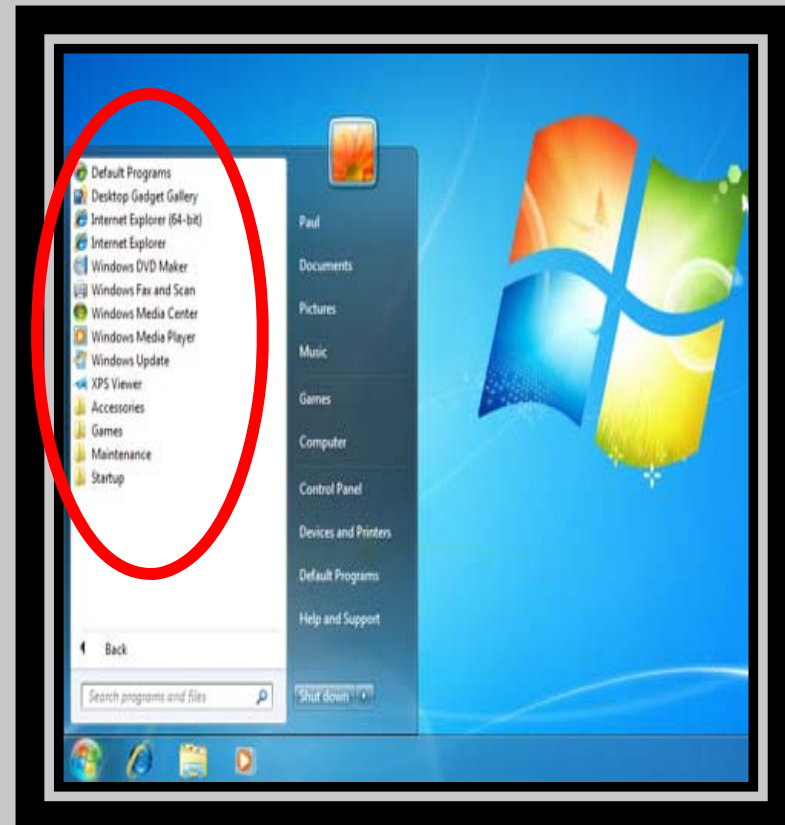
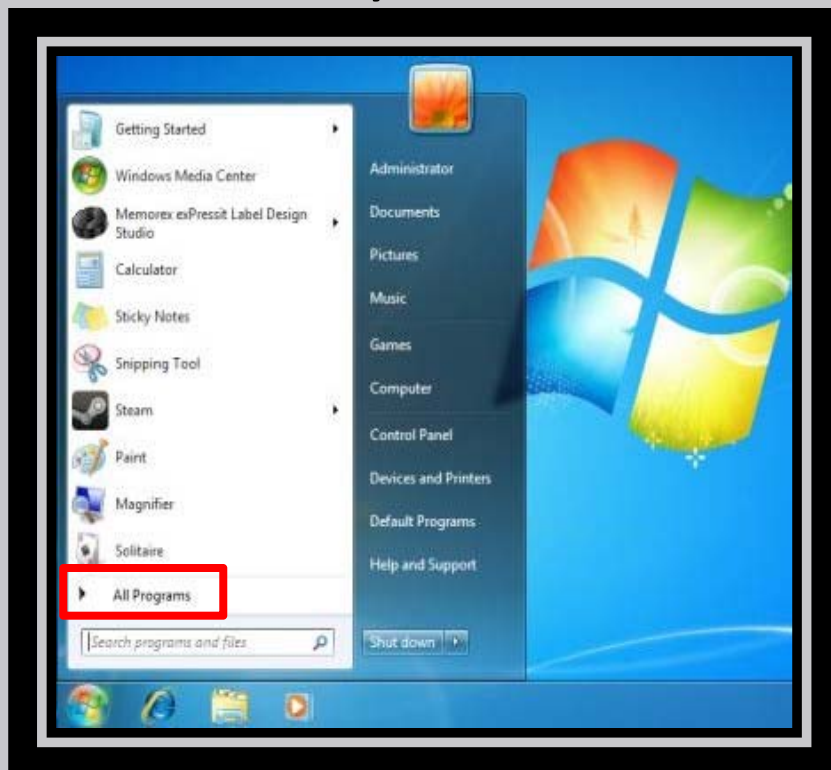


After clicking on the Windows Orbit: 



# All Programs

- “All Programs” populates all the software installed on the system.



# Start menu components

- **Shut down**

Turns off your computer and display.

- **Switch user**

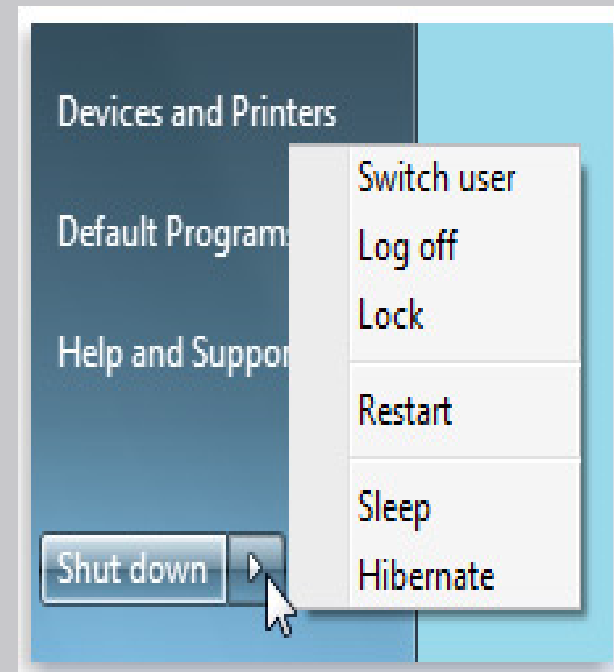
Switches users without logging off or closing your programs or files.

- **Log off**

All of the programs you were using are closed, but the computer does not turn off.

- **Restart**


Closes all open programs, shuts down Windows, and then start Windows again





# How to access Internet Explorer

## Option one

- Click on the Start menu and then click on the internet explorer icon 




## Option two


- Click on the icon for internet explorer that is located on the task bar



# Components of a Window

Minimize 

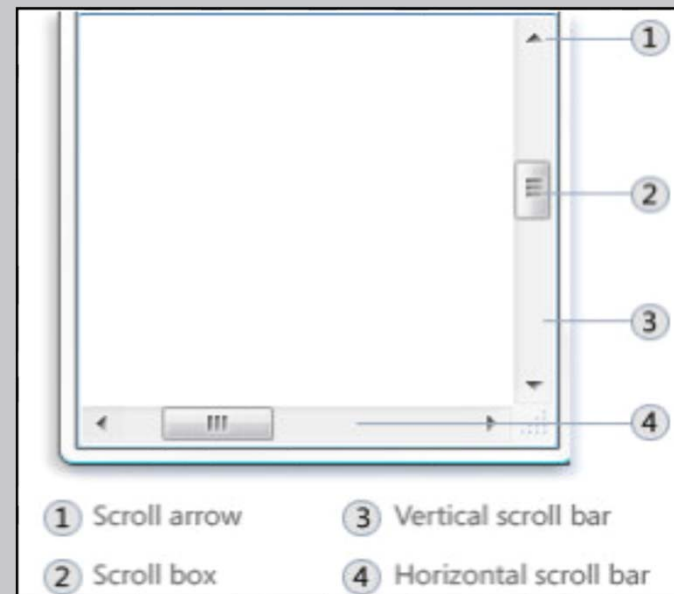
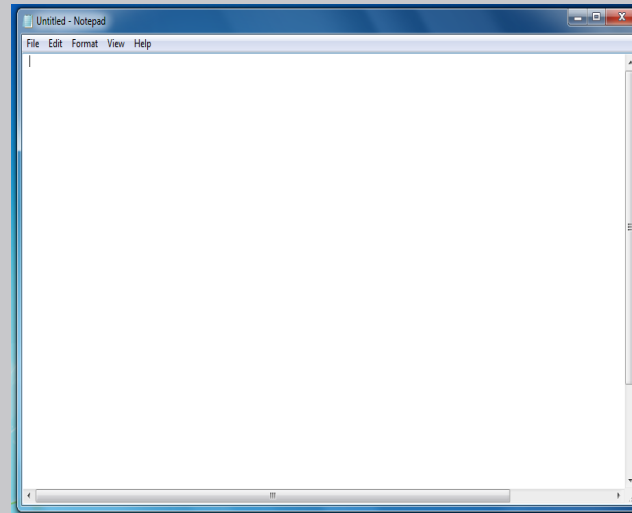
- Hides the window

Maximize 

- Window covers whole desktop

Close 

- This gets rid of the window and exits the program



# Accessing Internet

- To access internet, we can use any of the available browsers such as:

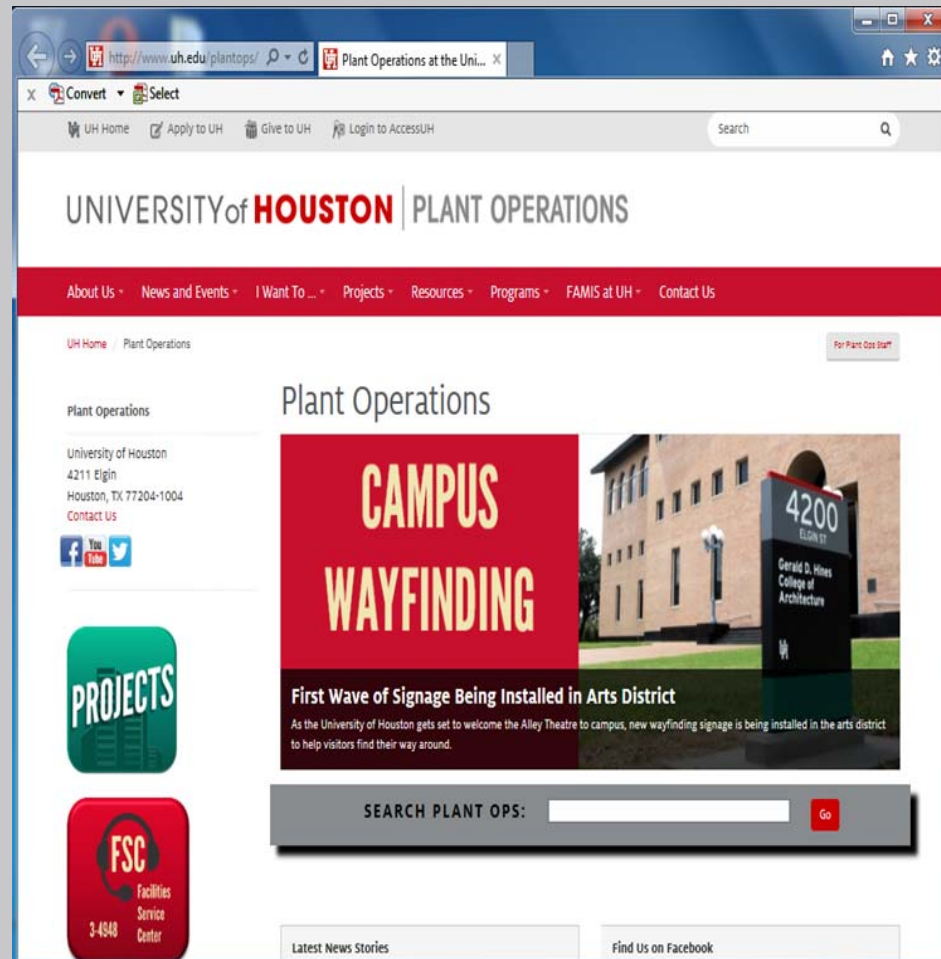
 Internet

 Mozilla

 Chrome

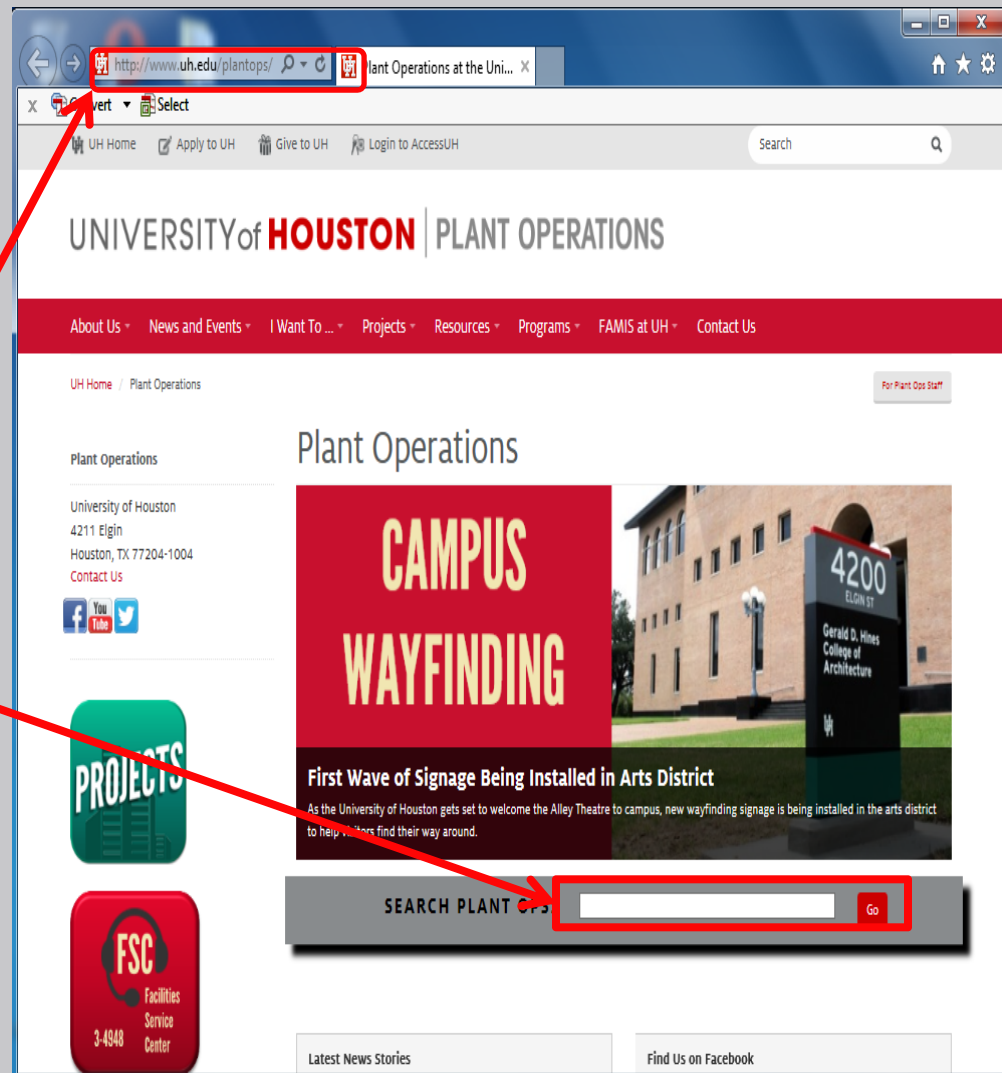
 Opera

- We will use “Internet Explorer”
- Click on the icon and lets begin



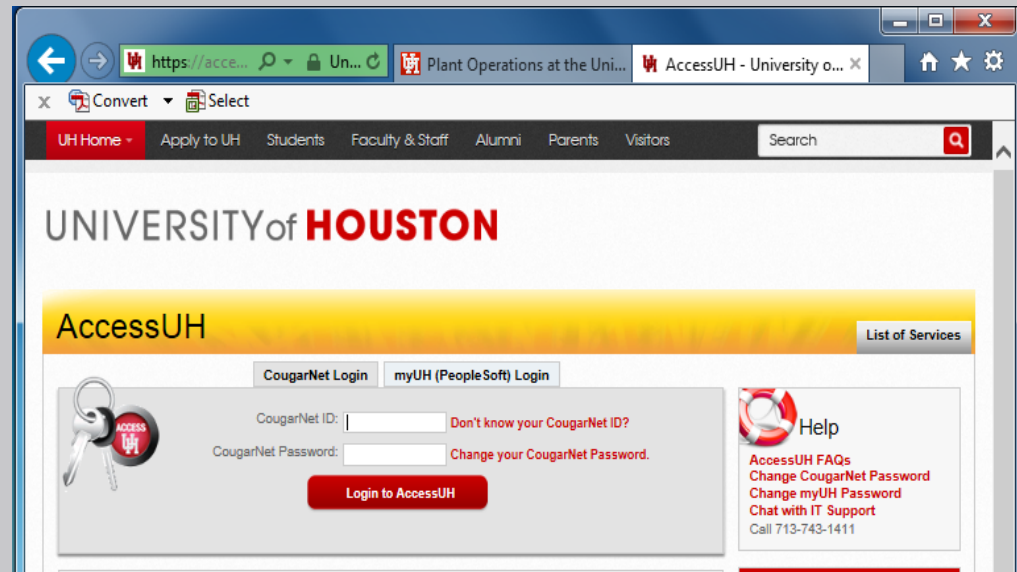
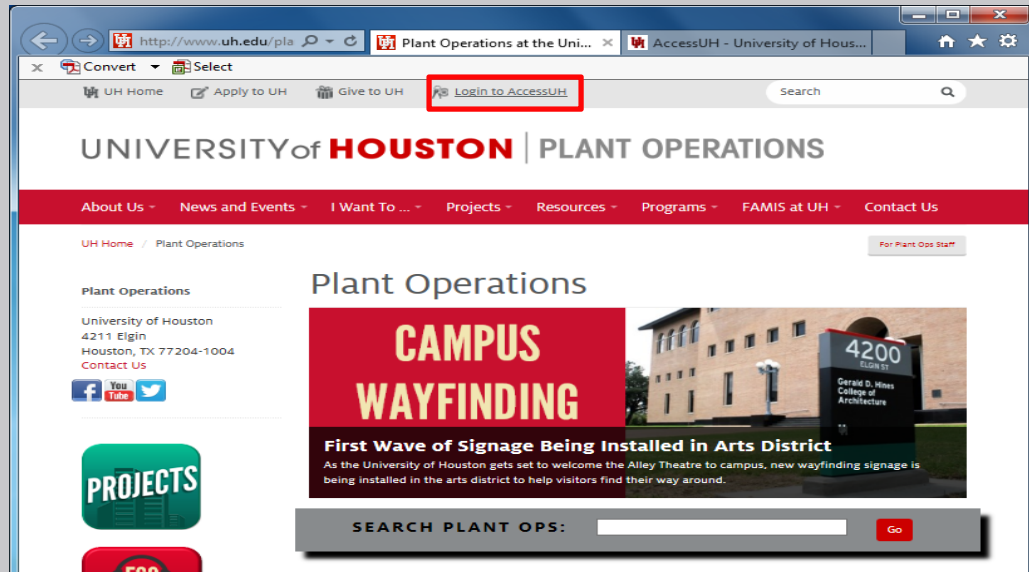
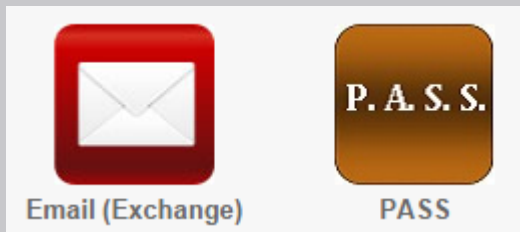
# Browsing the Internet

- Let's browse the UH Plant Ops website
- Type the given link in the address bar:  
[www.uh.edu/plantops](http://www.uh.edu/plantops)
- Type something in the search engine of the plant ops website



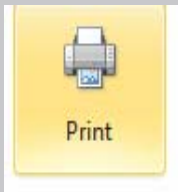
# ACCESSUH.UH.EDU

- Important:  
[www.accessuh.uh.edu/login.php](http://www.accessuh.uh.edu/login.php)
- This gives you access to Email, P.A.S.S., and FAMIS

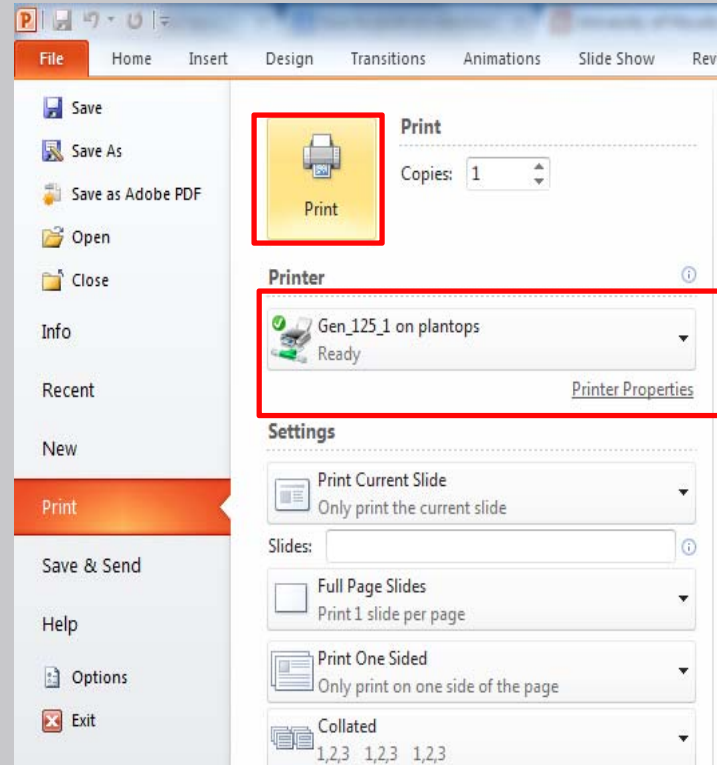


# How to print a document


- Click on File
- Click Print and then click on the print icon



- Make sure that you are using the correct printer



# How to log off

- Click the Start button. 
- Point to the arrow next to the Shut down button.
- Then click Log off.



# Computer Ethics

- Do not give your password to anyone. Passwords are intended to protect your computer and your files.
- Please use a computer in ways that ensures consideration and respect for other people.
- **Note** : Abuse of guidelines will revoke entrance into lab. Below is the link for the UH IT policies and procedures that should be followed:
- <http://www.uh.edu/infotech/policies/index.php>



# This concludes Training 101

**QUESTIONS?**