



# Tutorials For OpenOffice

## NO COMPUTER EXPERIENCE

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This tutorial introduces the parts of a computer (screen, keyboard, and mouse). Information on using the keyboard and mouse is included. The Main Menu is used.

Teachers can download instructions for setting up the students computers and using this tutorial at [http://www.tutorialsforopenoffice.org/category\\_index/wordprocessing.html](http://www.tutorialsforopenoffice.org/category_index/wordprocessing.html)

### Screen



The screen is where you see things happen. The screen is like a TV screen.

### Keyboard



1. The keyboard has keys that can be pressed to make characters (letters, numbers, and symbols) appear on the screen.
2. **Press** means to touch a key on the keyboard hard enough to cause the character to appear on the screen and then immediately release it.
3. Press the **H** key now. (An **h** appears on the screen) Next to the "h" is a flashing vertical line. That flashing line is the cursor which indicates the place on the page

where something will be placed when you press a key. Press the **H** key again. (An **hh** appears on the screen)

## Space bar



The Space bar key is the long key in the middle at the bottom of the keyboard. Press the **Space bar** key. (The cursor moves one space to the right)

## Shift key



The Shift key causes letters to be capitalized.

1. Type the word **Help** by doing the following:
2. Press and hold down the **Shift** key as you press the **H** key. Release the Shift key. (The capitalized letter **H** appears on the screen)
3. Press the **E** key, then press **L**, then press **P**. (the word **Help** appears on the screen)

## Mouse



The device next to the keyboard is called a mouse. Rolling the mouse causes the pointer, **I** to move on your screen.

1. Roll the mouse up and down on the mouse pad. Notice that the pointer, **I**, moves up or down on your screen as you rolled the mouse up or down.
2. If you roll the mouse off of the mouse pad, pickup the mouse and place it back on to the mouse pad
3. Roll the mouse to the left and to the right on your desk. Notice that the pointer, **I**, moves to the left or to the right on your screen as you rolled the mouse left or right.
4. Roll the mouse so the pointer, **I**, is somewhere on the word **Help**. Notice that there is the cursor (flashing vertical line) after the word **Help**.
5. Without moving the mouse off of the word Help, **click** with the mouse. To click with the mouse, put your right hand on the mouse. The mouse is divided into two or three parts. The parts are called buttons. Put your index finger (the finger that you use to point) on the left button and press the left button with your index finger then release the

button.

6. Notice that the cursor (flashing vertical line) moved to where you clicked the mouse. Press the letter X (an X will appear where the cursor (flashing vertical line) had appeared)

## Horizontal Scroll Bar And The Vertical Scroll Bar

The **Horizontal Scroll bar** (by clicking and holding the pointer, you can navigate a document left and right) is located at the bottom of the page above the **Status Bar** which is the line at the bottom of the screen that starts with **Page 1/1**.

The **Vertical Scroll Bar** (by clicking and holding the pointer, you can navigate up and down) is located on the right side of your screen.

## Main Menu

Notice that the **Main Menu** is at the top of the screen. It has the words **F**ile, **E**dit, **V**iew etc.

In this tutorial a > is used to indicate the order in which to click on words.

1. Click **F**ile > **N**ew > **T**ext Document. (first click on the word **F**ile, then click on the word **N**ew, then click on the words **T**ext Document.)
2. A new text document is opened and you see the first page on your screen.

## Note

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