

Basic Computer and Internet



A presentation by Ratsupport.com in the basic workings of Computers and the Internet, created by Richard C. Anderson.

Preface

- I am creating this presentation to help beginners with their computer and the internet.
- I am using my Windows 10 machine but, the concepts will work with other operating systems.
- I will use some of the presentations currently found on the Ratsupport.com website for information on specific subjects.
- Cost of operation of you computer matters to me as well as you. I will be showing you applications that don't require you to spend your hard earned dollars.

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Discussion

- One of the things I have noticed over time is how beginners use their computers.
- The default configuration of your computer is designed by the manufacturer and the operating system people to be on their side and “to make it easy for you” , I don’t see it that way.
- An example is the browser that is default. I can say that the default browsers are not the best and you are being watched by people that have proven to not be totally honest.

Discussion (cont)

- I use [Firefox](#) for my browser and a second browser that I use is [Opera](#). I bet most of you have not heard of either of these. All browsers do capture information (cookies) on your browsing habits but I don't trust Google ,Microsoft or Apple.
- I don't use a browser based email application, so I use [Thunderbird](#) because I have much more control of my email and I find it very useful. I will be showing you examples of this in the presentation.

Discussion (cont)

- Computer security is something I am very concerned with and will give you some tips to use.
- Networking is another area that most beginners don't understand or take advantage of. I will be telling you why and how to do some basic networking.
- I will be telling you how I set up my computer the day I purchase it and the applications I install to make life a bit less complicated.
- The largest obstacle for beginners is the Computer/Internet Vocabulary. I have some help on this also.

The First Day

- Ok here we go.
- I add some Icons to the desktop to help in finding things and allowing me better access to tools.
- The programs (applications) I download and install when I get a new computer is listed here.
- Firefox, Thunderbird, Adobe Reader, Malwarebytes, Windows Defender, Superantispyware, Unchecky, Printer Drivers and Programs, DropBox, Libre Office. I also install applications for the programming I do but will not include them in this presentation.

Icons I add to Desktop

- This PC, User's Files, Network, Control Panel and Command Prompt.
- To add the icons to your desktop you need to left click on the White Window Icon (start), then click on the Settings Icon (gear), Select Personalization and then Themes. You should see a link to Desktop Icon Settings. Click on that link. I always choose all of the icons by checking their boxes. This PC, User's Files, Network, Recycle Bin and Control Panel.

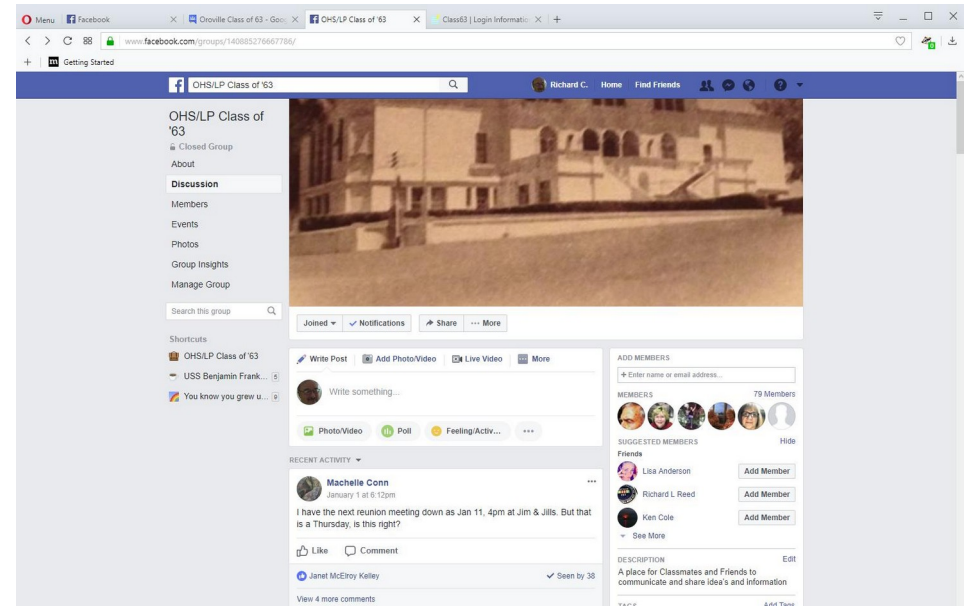
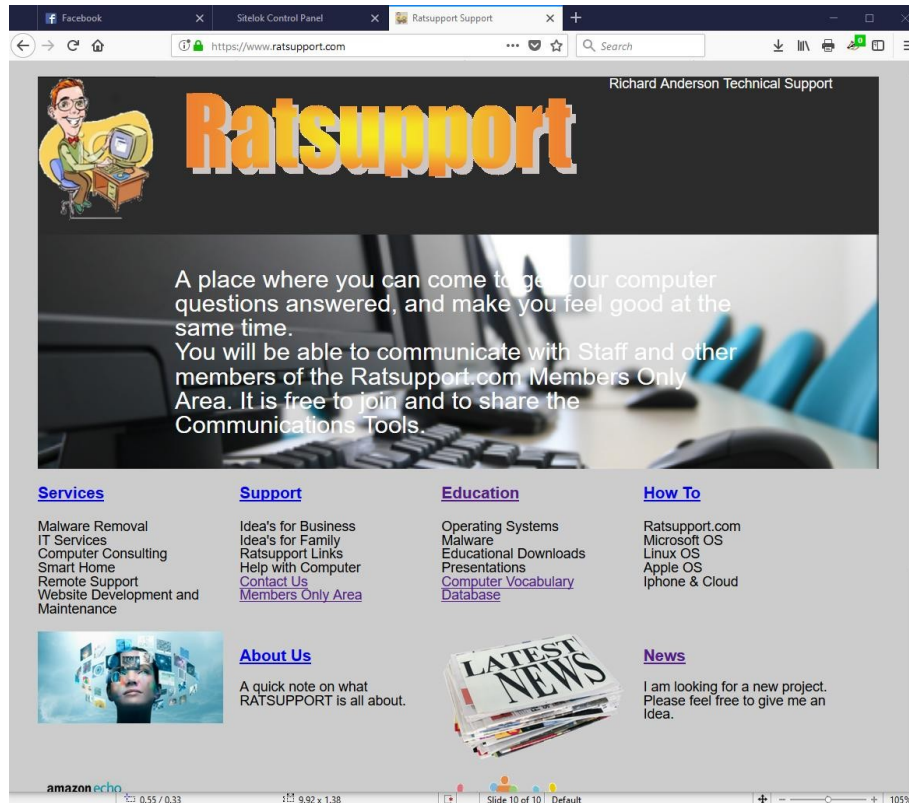
My Desktop

Look it over and I bet you can find all the icons I told you about. Now I have configured my desktop to help with my folders, and applications that I use for programming and internet use.

Notice that I have moved my task bar to the right of the screen and not at the bottom. It works better for me and how I use my machine's.



Firefox & Opera



These are the Browsers I use in my daily use of the computer. I have my important websites in Firefox and I have my Database and Communication pages in Opera. I have two facebook accounts, one for Ratsupport.com and the other is for my use. In the next slide I will just show Firefox and how I use it.

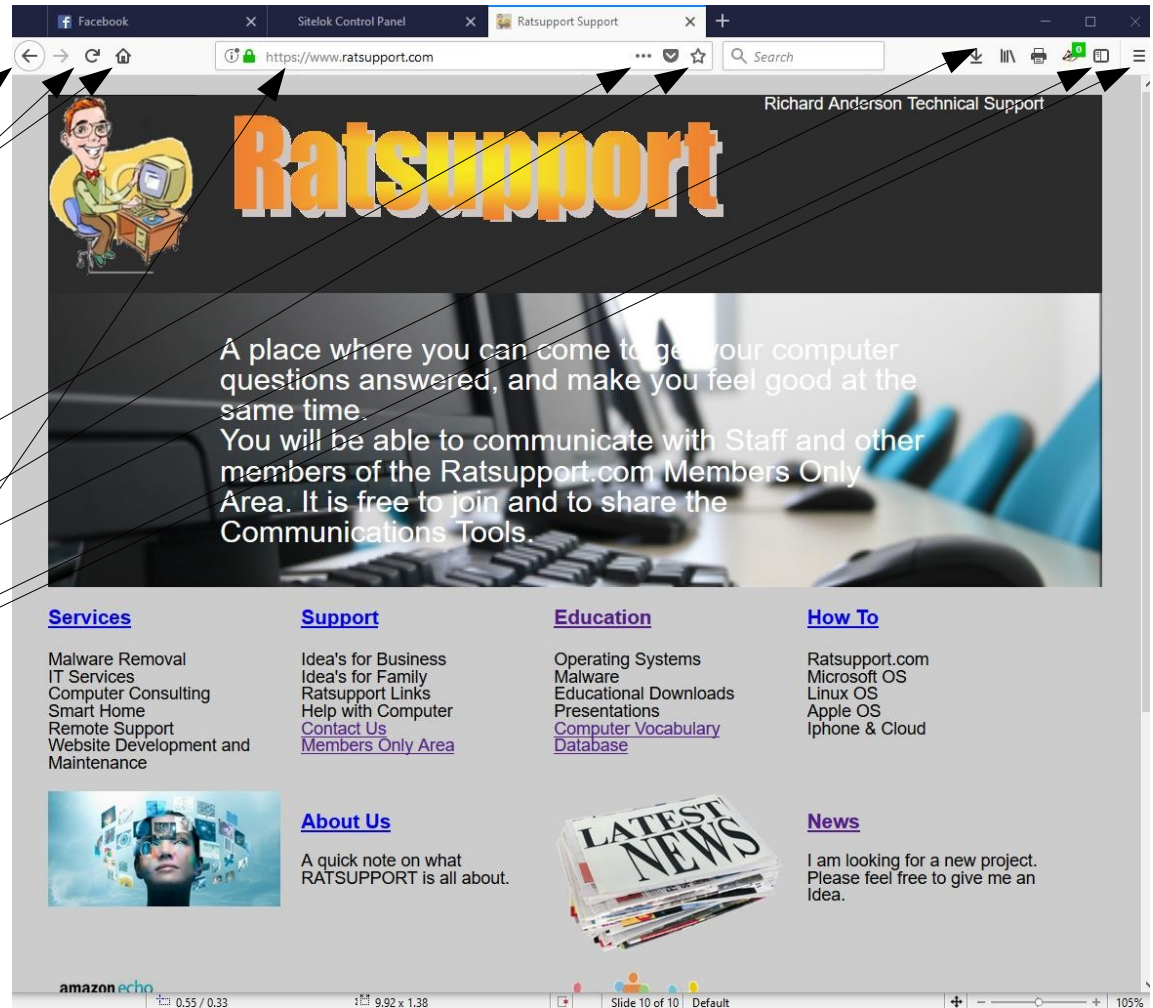
My Browser (Firefox)

You might notice that I use Tabs in my every day use of my Browser. I usually have Facebook (ratsupport account), My security software for my websites Members Only area and my Ratsupport.com Website.

I am not going to cover all that I have going on here but will cover a couple of things. I suggest you start learning some of the normal icons and what they mean.

1. Go back one page
2. Reload Current Page
3. Home Page
4. URL (Uniform Resource Locator) Where you can put the website you want or are currently on.
5. Page Actions
6. Bookmark a Page
7. Downloads
8. Show Sidebars
9. Open menu

Please note the green Lock next to the URL, that shows a secure site and Ratsupport.com is secure.



More on Firefox

- By clicking on the Show Sidebar you will be able to see the Bookmarks (Favorites) you have created.
- I will do a more complete presentation on Firefox in the future, but I am only covering the Basics here.
- If you create a Firefox identity then you can share your information across all your devices.
- I use Firefox on my iPhone, Android Tablet, Linux computer, Windows computer.
- Firefox can also monitor your email addresses for hacking and keep track of your passwords across your devices.

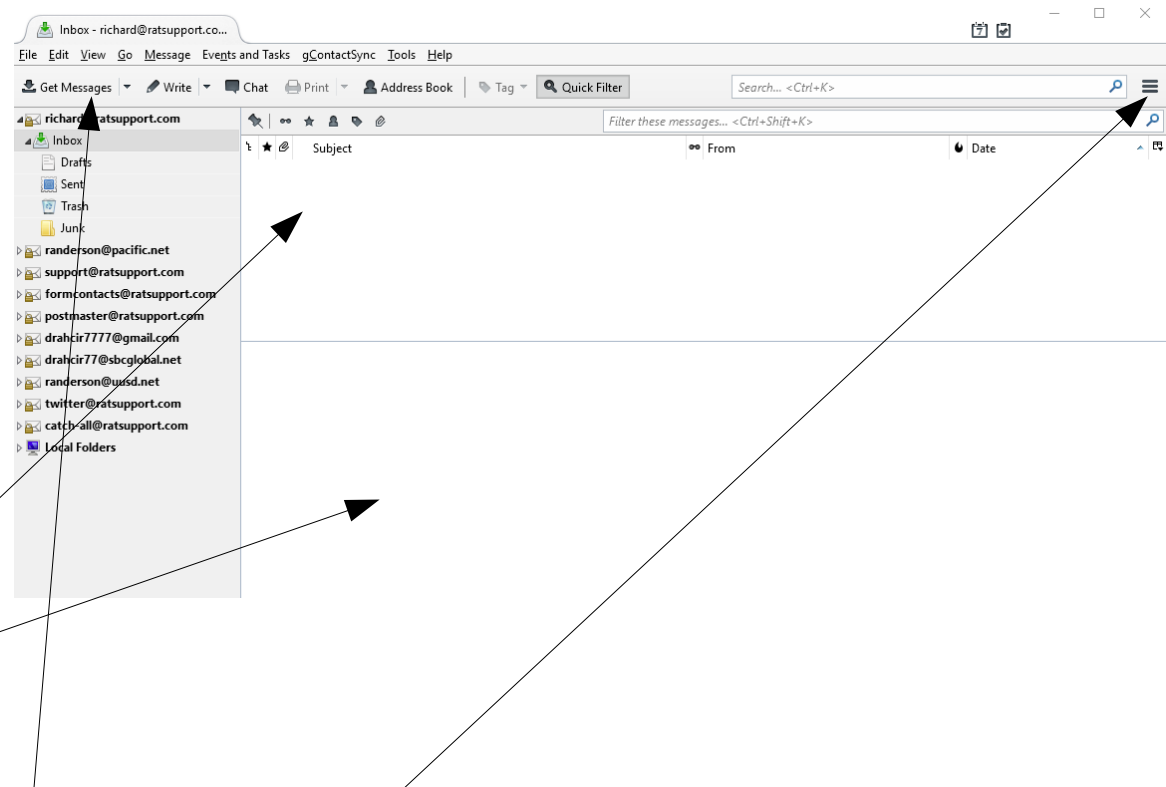
Email with Thunderbird

- Thunderbird is an Email Client by Mozilla, the same people that bring us Firefox.
- I like using this instead of the Web Based Email clients and the Microsoft Clients, For me it is easy to use and much better at removing Spam and Junk, while having add-on's that help with Keeping track of my friends etc.
- It is Free and Safe so I choose to use this.

Thunderbird

Thunderbird gives me the ability to have and show multiple email accounts. I have my personal and business email accounts controlled in one application.

On the left it will show if I have any emails and I can then expand that account to show my inbox and then the header for the email. If I click on the email header then I will see the email in the lower box.



Please notice there is a Get Messages, Write, Chat, Address Book and a quick filter to find the email you might be looking for. The Menu icon is also on this page. Thunderbird offers Tabs so you can have info from different situations up at the same time.

More on Thunderbird

- One of the things that I noticed when helping beginners, is that their inbox is large (full of emails). I can tell you that my inbox's are empty unless I just got an email. I do not keep any emails in my inbox.
- You can create folders to hold emails you want to keep and that way you keep your inbox empty.
- Please see my [presentation on Email](#) for more information on this subject and more.

Vocabulary

- The Vocabulary for Computers and the Internet can be confusing. I have created a Database that holds many of the terms you will run across in your travels in the Internet.
- You can find this [Vocabulary Database](#) on the Main (Home) page of Ratsupport.com under the Education Page Tab.
- If you come upon a term you don't know and it is not in our Database, then please [contact us](#) and tell us about it.

More on Vocabulary

- Most people don't understand how important it is to get a handle on the computer/internet vocabulary.
- I can tell you that your experience will be enhanced if you spend some time learning and understanding the Vocabulary.
- I contend that learning and not writing stuff down is the best and quickest way to get a handle on all that goes on with your Computer and the Internet.

The Mouse

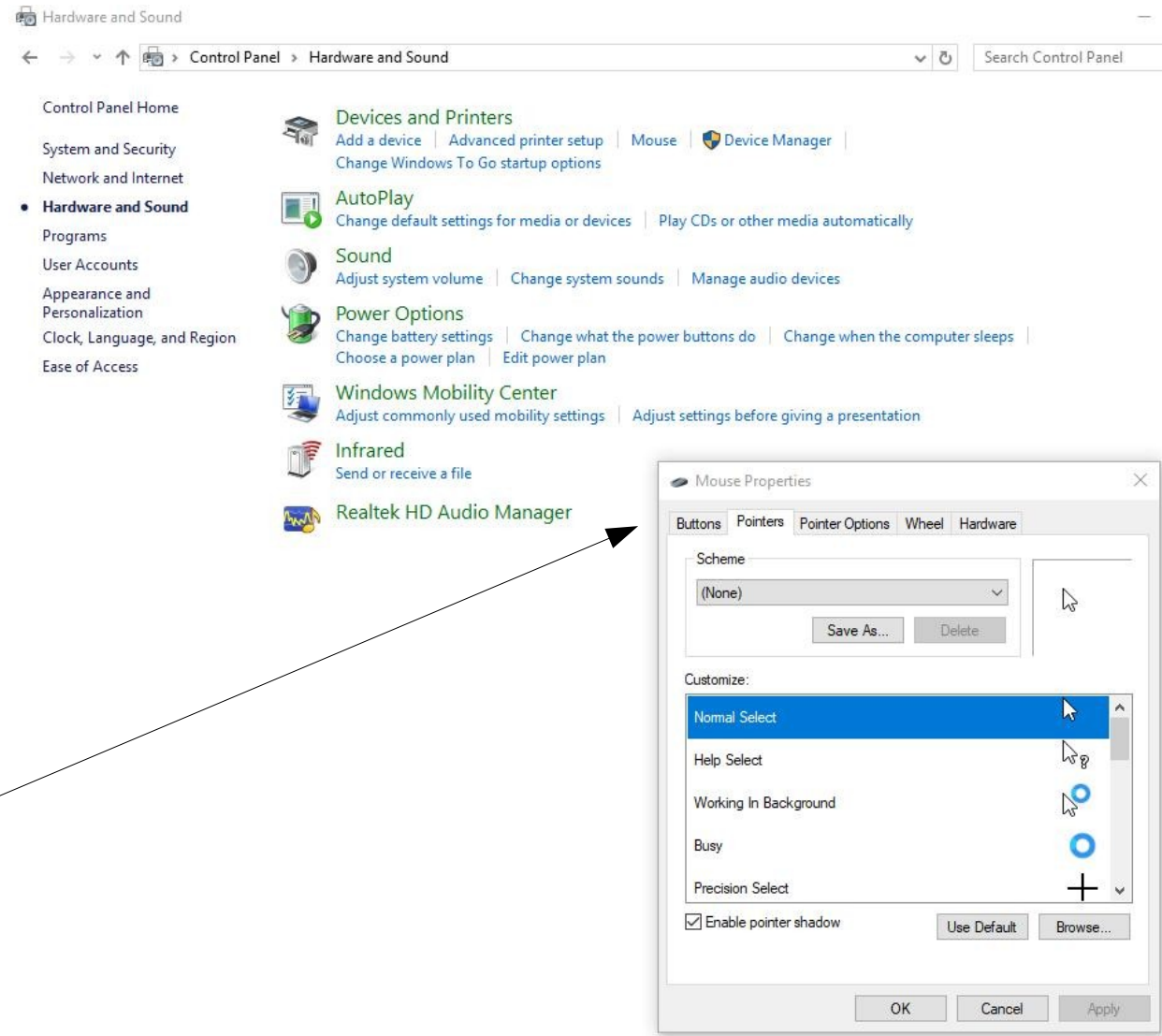
- There is more to the Mouse Device than you may think.
- Yes it is a pointing device, but you need to pay attention to how the mouse pointer looks during your travels around your screen. Look for Mouse Over and Grab etc. This will be covered in next slide.
- The mouse pointers can be changes and Trails can be added to make seeing the mouse for those that do not see well.
- If you use the mouse with your right hand, then I will give you a clue to something. Left Click is Action and Right Click is Properties or Choices. Keep this in mind and you will find this stuff gets you where and what you want.
- Also I suggest you try to move your mouse with your fingers and not your arm. I keep the heel of my hand on the mouse pad and only use my fingers to move the mouse. Much better control.

More on the Mouse

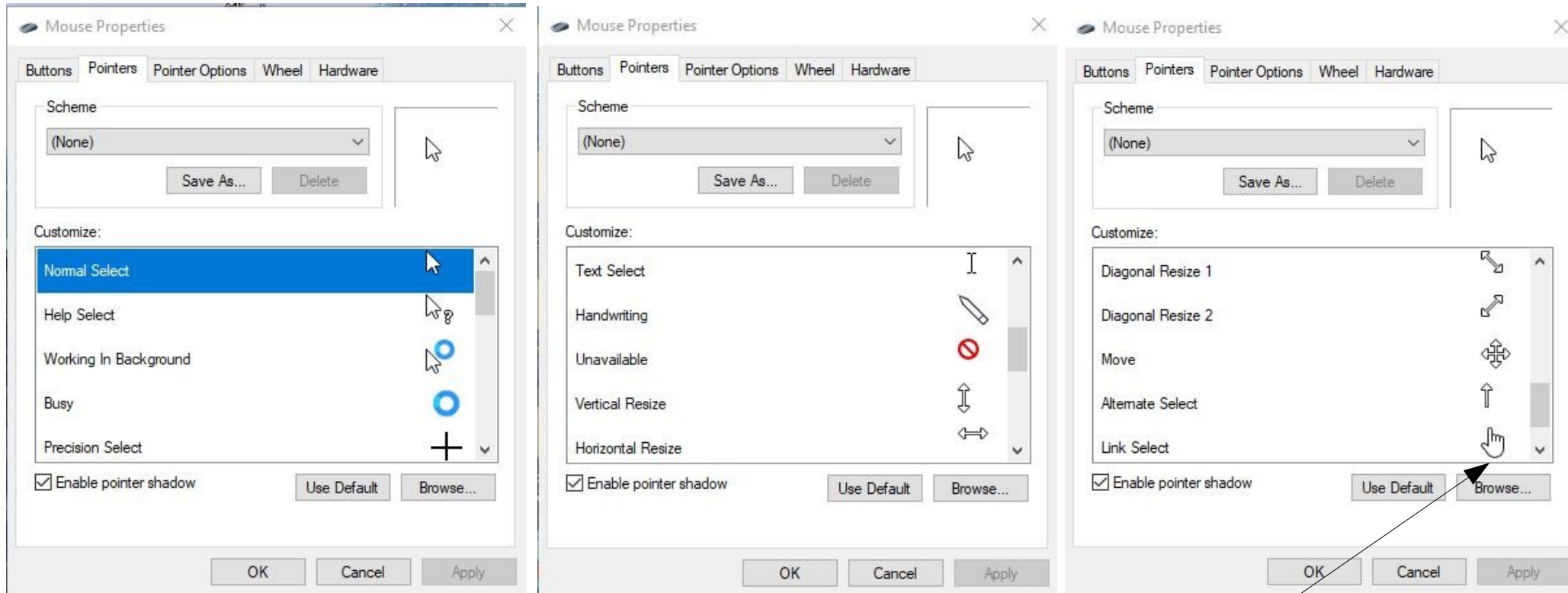
To configure or change your mouse you will need to go to the Control Panel and then select the Hardware and Sound Link and then click on Mouse.

You will get a window like is shown here and it allows you to make changes to how your mouse works. You can change how the mouse works if you use the mouse with your left hand, you can change the color and many other things.

The Tabs are Buttons, Pointers, Pointer Options, Wheel, Hardware.



Even More on the Mouse



These images will show you the standard Mouse Pointers and what they mean. The Link Select is the one you might see regularly. If there is something on a Web Page that you can click on, this pointer will show as you move the mouse over the link.

Control Panel

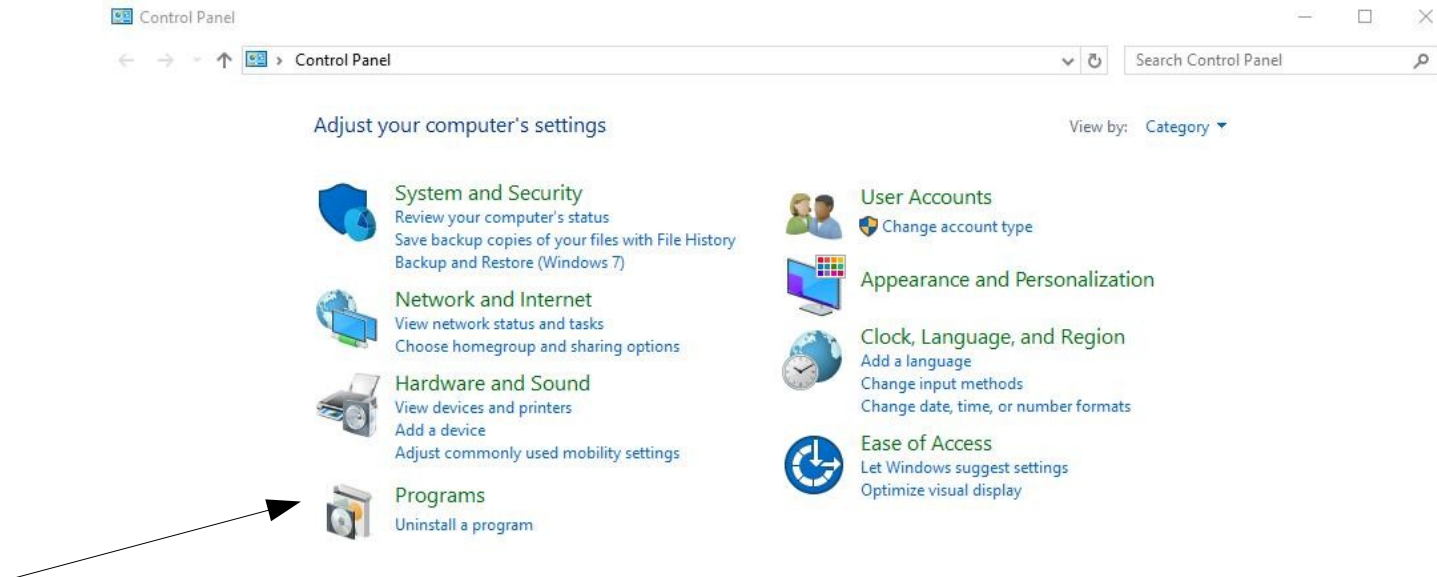
- Control Panel is where most of the operating system and applications can be configured or uninstalled.
- Control Panel in Win 10 is not as important as in earlier Windows Operating Systems, but is still a very good place to learn about.
- If you have an application (program) that you want to remove, you must Uninstall it and not Delete it.
- I will have a complete Presentation on Control Panel in the future.

Control Panel (cont)

As it states, this is where you Adjust your computer's settings.

This is fairly clear as to what you choose to do as you wish.

Please remember to uninstall programs and not delete them. This is where you do this.



Updates

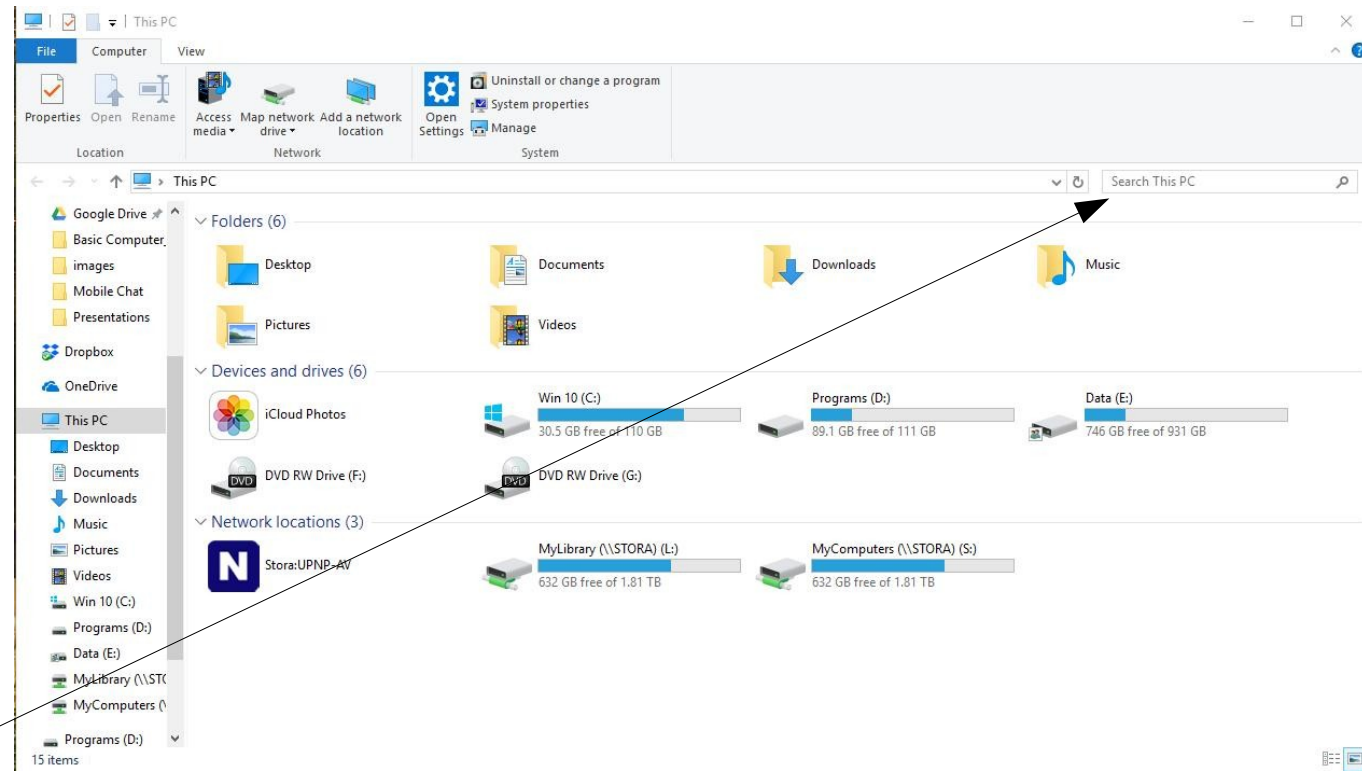
- Operating System and Application updates are very important.
- I have had many ask me what is OK to update and what is not.
- Be sure when doing updates that you uncheck any additional (add-on) options. These are generally something that helps pay for “FREE” updates to application.
- I have a table on the [Education Page](#) of Ratsupport.com that shows the applications that are safe to update.

This PC

This PC was called My Computer in older Windows Systems.

This is where you can find your files and configuration for your Hard Drives and other Drives on your computer.

If there is something you need to find, then you can search the whole computer for that file or application.



You might notice that I have two hard drives in my computer and the second drive is partitioned into two Drives (D and E). I also have Network Attached Storage on my system (L and S). If I had my portable computer or my Linux computer online I could also see it here as a networked machine.

Networking

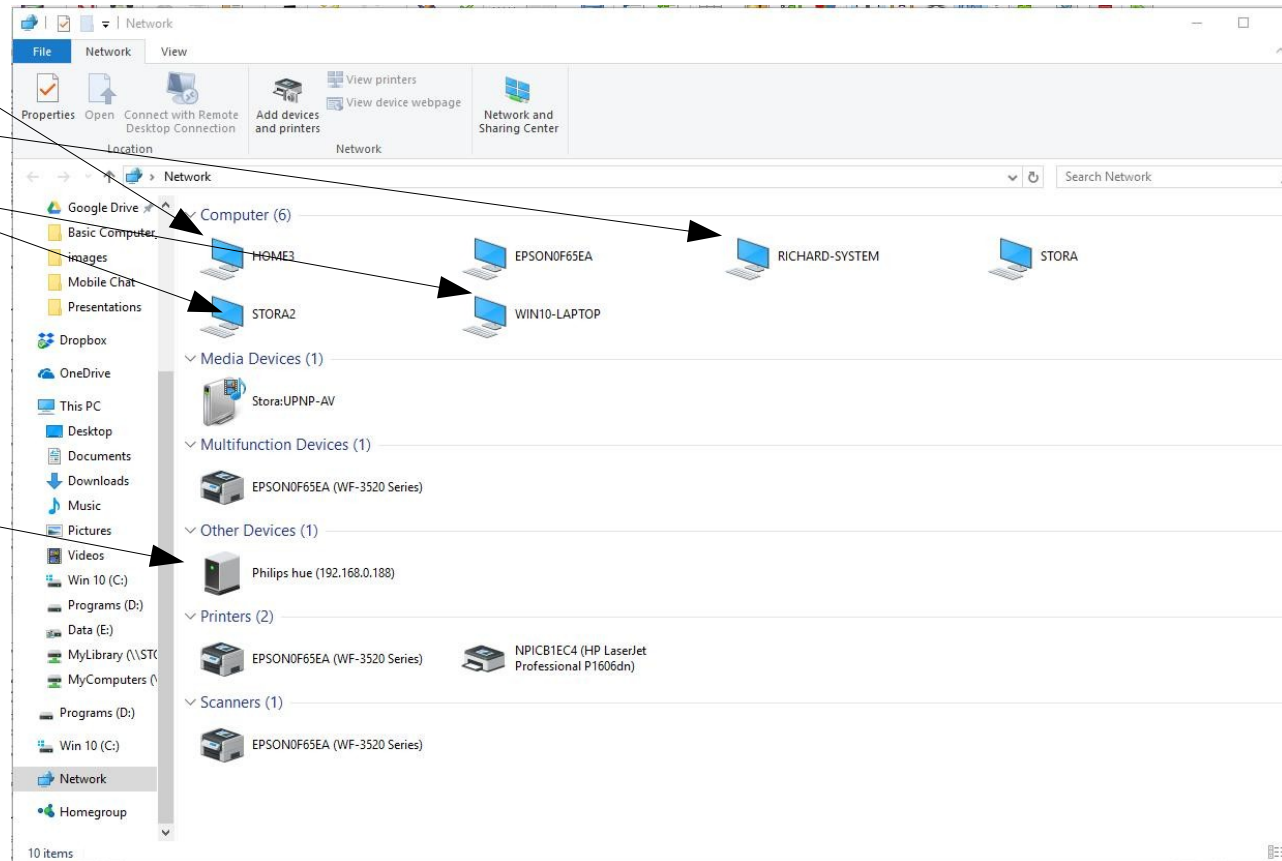
- Most new computer users have no idea of what networking is, Please don't feel bad about that.
- With networking you can share resources like printers, Networked Attached Storage, Files and Folders and other things.
- With networking you can send files from computer to computer or as in my case, I do all my backups to my Network Attached Storage.
- I also share my Printer Resources, My Hp is wired and my Epson Printer is wireless. I can print to either from any of my three (3) computers. Win 10 desktop, Linux desktop and my Win 10 portable laptop.

Networking (cont)

My Main Win 10 Computer
My Linux Computer
My Portable Laptop
My Network Attached Storage

These are shareable resources and you can also see hardware here. Note my Philips Hue Hub used in Smart Home Automation.

You can click on any of these icons and see what you can configure or share and see the other shared resources.



Helpful Devices

- There are a number of helpful devices that I suggest you look into.
- 1. External Hard Drive. Normally a USB device that allows you to do backup's and store Movies, Music and Important Files.
- 2. USB Memory Stick. A device that plugs into a USB port on your computer and gives you memory storage that is portable.
- 3. Web Cam. A device that allows you to take pictures and see yourself. There are a number of applications that can make good use of your Web Cam. Be sure to turn off your Web Cam when you are not using it.

Helpful Applications

- There are a number of applications you might find very helpful in addition to those already mentioned in this presentation.
- 1. Drop Box. Allows you to share pictures and files from your phone or tablet and your computer.
- 2. Libre Office. This is a no cost suite of applications that allow you to have a word processor, spread sheet, publication program. (This presentation was created with Libre Office Impress.
- 3. Adobe Reader. This app allows you to view .pdf files. You can use this or Libre Office will also display .pdf files.

Security

- All Operating Systems are subject to Virus's and Malware.
- I strongly suggest you have this protection.
- I use no cost alternatives that I pay for but you don't have to spend money for these.
- 1. Windows Defender
- 2. [Superantispyware](#)
- 3. [Malwarebytes](#)
- This combination seems to work well and will give you the tools to remove most malware that you are going to get.

Happy Endings



I hope you enjoyed this presentation. Feel free to [contact us](#) if you have any questions or comments.