

Computer Basics

Learning How to Navigate Your Laptop



Being comfortable and familiar with your laptop is important!

Knowing how to navigate your laptop makes attending classes & meetings and completing homework much easier and more efficient.

Being able to identify the parts of your laptop can make appointments with IT or the LRC run more smoothly and efficiently when trying to troubleshoot any laptop issues.

Laptop Vocabulary

- **Keyboard:** used to type characters and perform shortcuts & tasks using special keys (e.g., arrow keys, CTRL, ALT, shift, caps lock, tab, enter)
- **Screen/Monitor:** displays visual content
- **Touchpad:** allows you to control the mouse cursor by moving your finger along the pad
- **Ports:** a place to physically connect (using a cable) your laptop/computer to another device. These ports have different purposes and connect to different devices. Some common examples include USB, audio jacks, and charging ports. Sometimes, you may need an adapter to connect another device to a laptop port.
 - **Audio jack:** a place to plug in headphones or earbuds so you can privately listen to audio from your laptop/computer
 - **Charging port:** a place to connect your laptop to a power source using its charging cable
 - **USB:** most common port, commonly used to connect external devices via a USB cable such as phones, mice, and flash drives. There are different types of USB ports.

Sources:

GCF Global. (n.d.). *Computer basics: What is a laptop computer?* <https://edu.gcfglobal.org/en/computerbasics/laptop-computers/1/>

The Editors of Encyclopaedia Britannica. (2021, November 11). *USB*. Encyclopedia Britannica. <https://www.britannica.com/technology/USB>



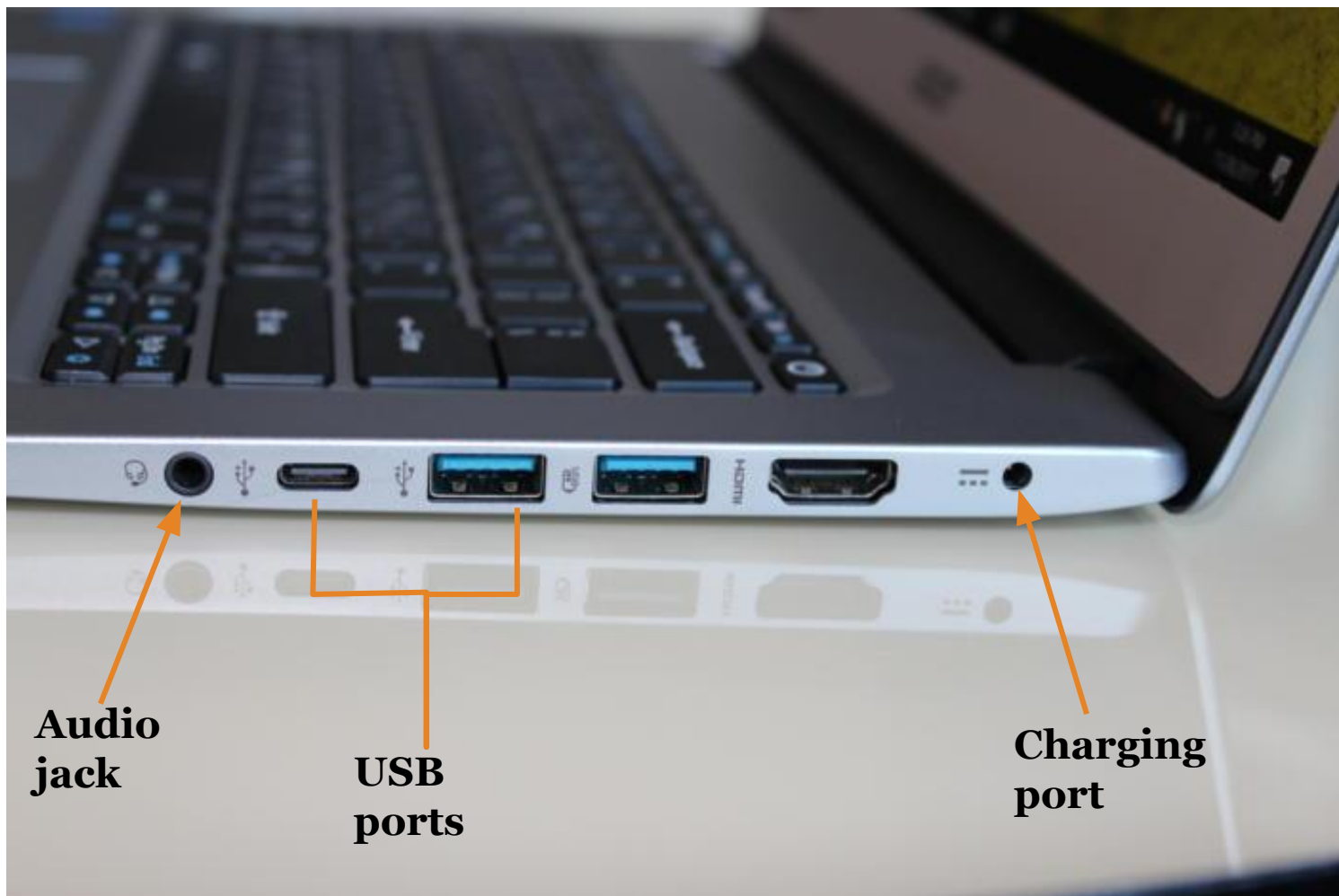
Camera

Screen

Keyboard

Ports

Touchpad



**Audio
jack**

**USB
ports**

**Charging
port**

tab: use this key when you want to move your cursor to the next field (“tab stop”). **Tip:** use “tab” when indenting a paragraph.

shift: modifier key. Use this key to type capital letters or use the alternate “upper” characters seen on some of the keys (i.e., press **shift** + **1** simultaneously to type an exclamation point).

ctrl: modifier key. Used together with other keys to perform a special function, such as keyboard shortcuts ([slide #8](#)).

alt: modifier key. When used together with other keys, “alt” can change the function of the other keys.



Image:
<https://www.youtube.com/watch?v=kekOr2oOGDk>

Often, a touchpad will have left and right mouse buttons, used to left-click or right-click. **Right-clicking** on something (e.g., selected (highlighted) text) will bring up a drop-down menu with additional options (cut, copy, paste, etc). **Left-clicking** on something will simply select the item you've clicked on.



Keyboard Shortcuts

Windows Shortcut	Function	Mac Shortcut	Windows Shortcut	Function	Mac Shortcut
CTRL + C	Copy selected text	⌘ + C	CTRL + Z	Undo previous action	⌘ + Z
CTRL + X	Cut selected text	⌘ + X	CTRL + Y	Redo previous action	⌘ + Y
CTRL + V	Paste selected text	⌘ + V	CTRL + P	Print document/open webpage	⌘ + P
CTRL + B	Bold selected text	⌘ + B	CTRL + S	Save document/file	⌘ + S
CTRL + I	Italicize selected text	⌘ + I	CTRL + F	Search for a word or phrase in an open document or webpage	⌘ + F
CTRL + U	Underline selected text	⌘ + U	CTRL + ALT + DEL	Quit a frozen application	option + ⌘ + esc

If you are interested in learning more keyboard shortcuts, visit:

<https://edu.gcfglobal.org/en/techsavvy/keyboard-shortcuts/1/>

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