

ICT Essentials

APPLICATIONS

An Application is a piece of Software which is designed to perform a particular task on a Computer. Applications enable users to perform tasks such as writing letters, sending emails, searching the Internet, or playing games.

CPU

The CPU or Central Processing Unit is the brain of the computer. It takes instructions from software and performs calculations.

DESKTOP

The Desktop is the screen that is shown when you start-up the computer. It usually contains Icons for Applications and the Recycle Bin, as well as the Start Button and Task bar along the bottom of the Desktop screen.

FILE MANAGEMENT

Files and Folders



The **File Explorer** icon is a yellow folder that, when opened, will let you browse through the content of your computer.

- Byte - 8 bits
- Kilobyte (KB) - 1000 bytes
- Megabyte (MB) - 1000 kilobytes
- Gigabyte (GB) - 1000 megabytes
- Terabyte (TB) - 1000 gigabytes

Use **Ctrl and Left click** to select/deselect individual files

Use **Shift and Left click** to select blocks of files. *Left click any file in a list then hold Ctrl and Left click any other file in the list to select all in between.*

HELP

- Use the Help menu in an application if it has one.
- Press F1 on your keyboard.
- Use the Search box on Taskbar.

HTTP & HTTPS

URL's starting with **https://** are secure sites, **http://** are not so secure and so you should never enter personal information such as bank details in these sites.

MOUSE

Most computer mice have at least two mouse buttons. When you press the left one, it is called a left click. When you press the one on the right, it is called a right click. By default, the left button is the main mouse button, and is used for common tasks such as selecting objects and double-clicking. The right mouse button is often used to open contextual menus, which are pop-up menus that change depending on where you click. For example, if you right click on the desktop, you may see a menu pop up that includes "Change View Options" and "Change Desktop Background." If you right click on a folder, the menu might include options such as "Open" and "Properties." Certain programs may use the right click to perform other functions. Most programs, however, use the right click to open contextual menus.

OPERATING SYSTEMS

An operating system is the most important software that runs on a computer. It manages the computer's memory and processes, as well as all of its hardware and software. It also allows you to communicate with the computer without knowing how to speak the computer's language. Without an operating system, a computer is useless.

PINNED ICONS

Pinned Icons are for quick access to frequently used apps. Just about any type of program can be pinned to the taskbar, or, if you don't use it, be unpinned. Right click the program, and you will see options to pin or unpin from the taskbar. Some pinned programs will provide more detailed launch options after right-clicking them, such as a browser that goes directly to a recent website rather than the default front page. Pinned taskbar items can be reordered; just hold left-click, move your mouse, and release left click to put it elsewhere on the taskbar.

KEYBOARD SHORTCUTS

Ctrl + Alt + Del: The key combination in Windows that enables a user to terminate an unresponsive application. When all three keys are pressed at the same time, the Task Manager utility, which displays all open apps, can be selected from a menu. The Task Manager enables the user to shut down the computer.

Working with Text

Ctrl + c: Copy

Ctrl + x: Cut

Ctrl + v: Paste

Ctrl + p: Print

Ctrl + z: Undo

RAM

Random Access Memory (RAM), measured in GigaBytes (GB), used for temporary storage of data.

SCREEN CAPTURE

To capture an image of the whole screen, hold down **Shift** and press **Print Screen** or use **Snip & Sketch**.

STORAGE

Software and Data is stored permanently until deleted on Harddrives and Solid State Drives and is measured in Gigabytes (GB) and TerraBytes (TB). 1000 GB = 1 TB.

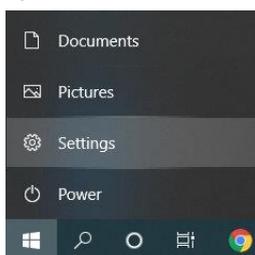
SECURITY AND WELL-BEING

Passwords: Minimum 8 Characters, Upper and lowercase letters, numbers and special characters.

Firewall: A firewall prevents unauthorized access to a network. It inspects incoming and outgoing traffic using a set of rules to identify and block threats. Many devices come with a built-in Firewall, including Internet Routers, as well as Windows and Mac computers.

Backups: Backup important data to Cloud storage or an external drive.

Updates: Almost all software needs regular updates. Check Windows updates in Settings, Update & Security.

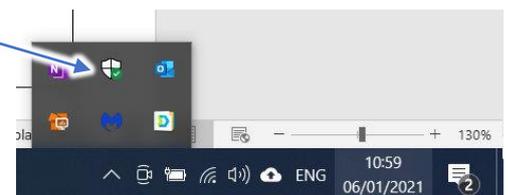


Windows Update

You're up to date
Last checked: Today, 10:31

Check for updates

Windows 10 has built-in Antivirus that can be checked using the icon in the Taskbar. If you are using an alternative Antivirus program, this should also appear here. You can Right Click this icon to run a virus scan.



Malware: Malicious software – Any program designed to damage your computer

Virus: A program designed to enter to your computer and damage/alter your files/data. Viruses can enter to your computer as an attachment of images, or audio / video files. Viruses also enters through downloads on the Internet. They can be hidden in a free/trial software or other files that you download.

Worm: Worms are malicious programs that make copies of themselves again and again on the local drive, network shares, etc. The only purpose of the worm is to reproduce itself again and again. This takes a lot of space in the hard drive and consumes more CPU time which can makes the computer and the network the computer is on very slow.

Trojan: A Trojan horse or Trojan is a type of malware that is often disguised as legitimate software. Trojans can be

employed by cyber-thieves and hackers trying to gain access to users' systems.

Spyware: Spyware is malicious software designed to enter your computer, gather data about you, and forward it to a third-party without your consent. Spyware can also refer to legitimate software that monitors your data for commercial purposes like advertising. However, malicious spyware is explicitly used to profit from stolen data.

START MENU

The Start menu can be accessed by clicking the Start button in the bottom left of the Desktop. The Start menu displays a full list of Apps, the Power button for shutting down the computer, the Settings button, and short cuts to the Documents and Pictures Folders. The Live Tiles on the right of the start menu can be moved around and put beneath custom subheadings for easy access. Many keyboards will have a Start key built into them, so you don't even have to click the icon to open it up. For more advanced users, right-clicking the Start button will provide quick access to advanced system utilities.

SYSTEM INFORMATION

To view basic system information – Right click on the **Start button** and select System.

URL

Uniform Resource Locator – A website address. e.g., www.amazon.co.uk

WWW

World Wide Web