

Basic Technology Skills



STUDENT TECHNOLOGY CENTER

Saginaw Valley State University
Zahnow Library • Second Floor

Your Tech-Know-How Place!

Hours:

Fall and Winter hours

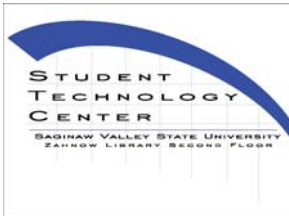
Mon 10 - 8
Tues 10 - 8
Wed 10 - 8
Thurs 10 - 6
Fri By Appointment
Sun 4 - 8

Spring and Summer hours

Mon 10 - 8
Tues 10 - 8
Wed 10 - 6
Thurs 10 - 6
Fri By Appointment
Sun 1 - 5

Contact:

2nd Floor * Zahnow Library
964-2299
techtutor@svsu.edu



Basic Technology Skills

Introduction

This handout will provide an overview for:

- ★ Basic Terminology
- ★ Using Windows
- ★ Working with Documents
- ★ M: Drive Usage NetDrive vs. Netstorage
- ★ My.SVSU.edu

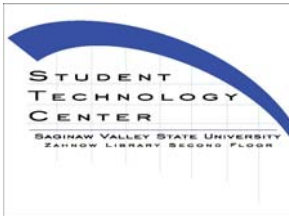
Other things to consider:

When you are using Microsoft Word or other applications you may be instructed to select items from the menus at the top of the screen. For instance, if you wanted to create a new document, the instructions might say something like this:

Go to **File>New**

That means, you would move your mouse to the File menu and select New.

Let's get started!

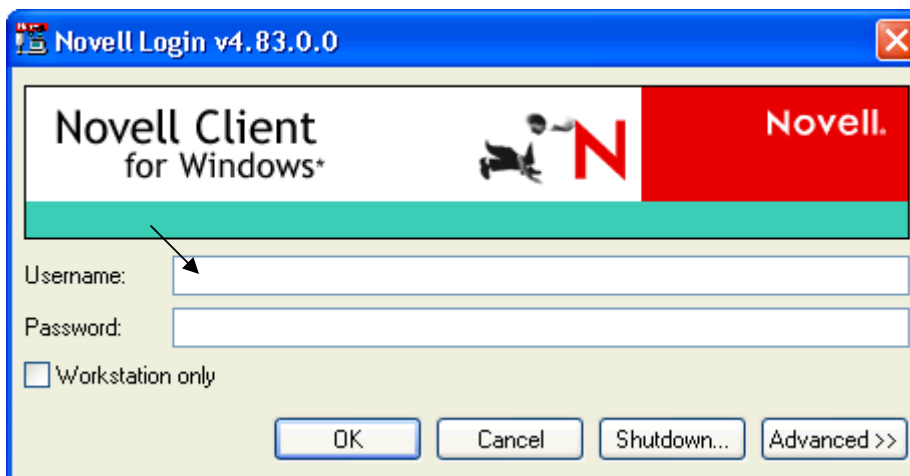


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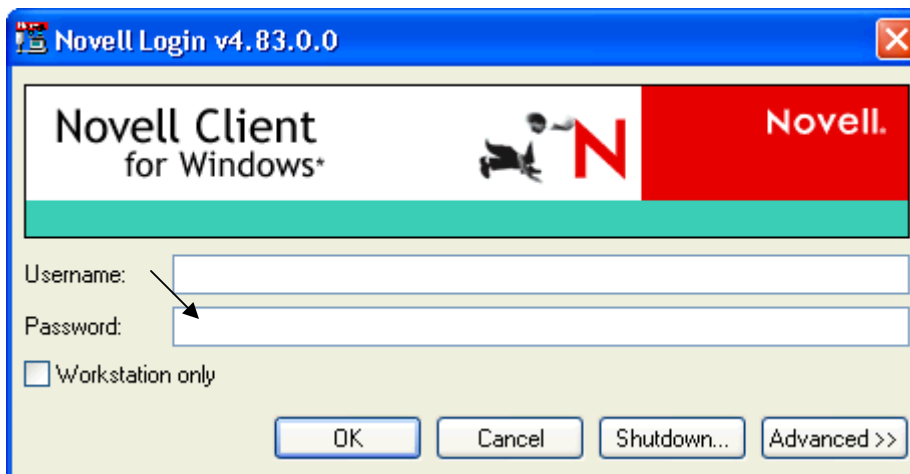
Basic Computer Terminology

General Terms:

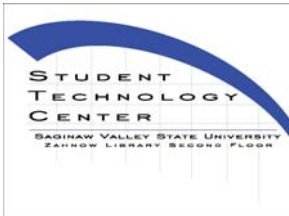
- **User Name/User-ID** - Assigned by ITS (Information Technology Services) during registration process at SVSU, usually first initial and last name.



- **Password** – Assigned by ITS (Information Technology Services) during registration process at SVSU

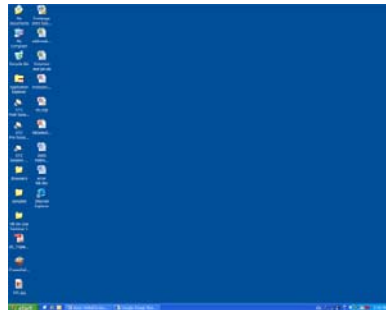


- **Screen** – Computer monitor display instructions, programs or windows following powering up computer.



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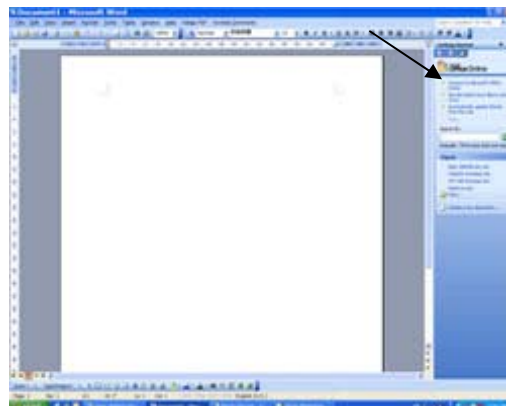
- **Log on** – after powering up your computer a screen will appear waiting student *User-ID* and *Password*
- **Log off** – after powering up your computer a screen will appear waiting student *User-ID* and *Password*
- **Desktop** – The workspace or computer display area within windows that represents the kinds of objects that might be found on a real desktop: documents, phonebook, telephone, reference sources, writing (and possibly drawing).

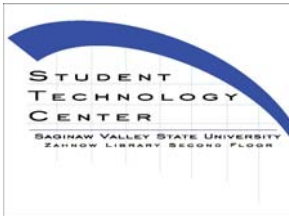


- **Program** – A computer application used to perform a variety of tasks such as; word processing, create spreadsheets, access and/or create databases, perform digital editing, surf the Internet, etc.
- **Icon** – An object or image that represents and application or process that is clickable (usually found on toolbars or on the desktop).



- **Side Panel/Side Bar** – An information area on either side of the screen that allows the user to choose options or view instructions.



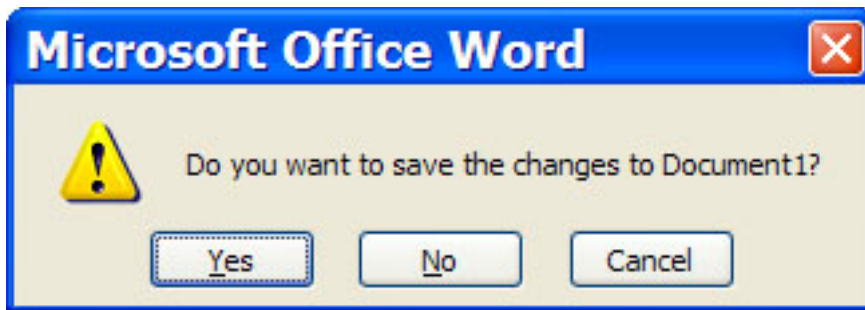


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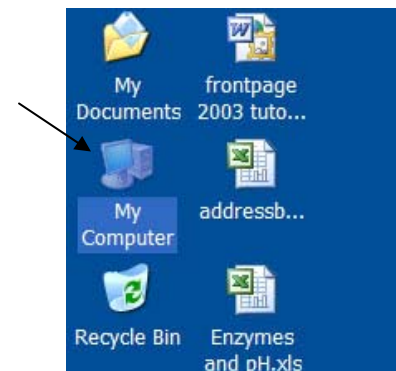
- **Drop Down Menu** – A menu item that gives additional choices/options for action. The additional items are displayed by placing mouse over the arrow pointing downward and the menu is expanded.

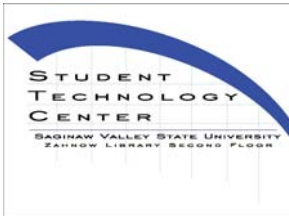


- **Pop-Up Box** – Displays definitions, instructions or explanations.



- **Select** – When performing a specified task a user is instructed to click on or select a specific icon, menu item, etc.





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- **Right Click** – The right mouse button is clicked to display options or to view additional functions available.
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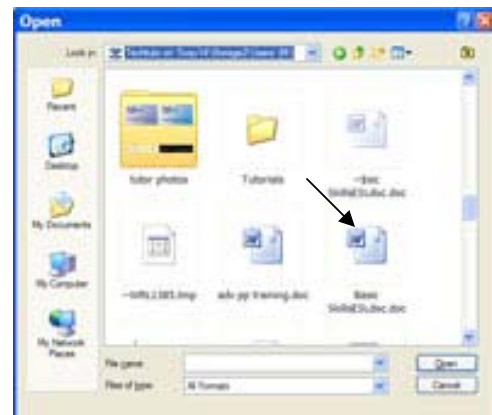
- **Left Click** – The left mouse button is clicked one time to highlight icons or menu choices, and double clicked to start a program or activate a menu option.

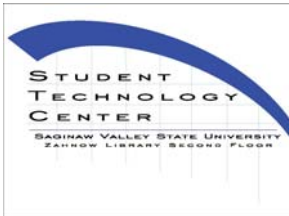


- **Double Click** – The left mouse button is pressed twice in a rapid motion.

Document Creation Terminology

- **File** – A digitized copy of the document created using an application, stored in a user specified location (hard drive, disk, external drive, CD—Rom, etc.) and assigned a meaningful name.



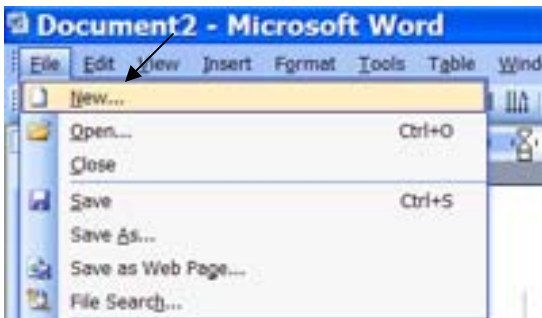



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- **Folder** – A storage location broken up and defined by meaningful names to store like documents (i.e. a folder named for each class with documents for the class stored within the folder).



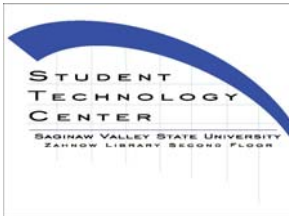
- **New** – By selecting **File>New** from the *Main Menu* or selecting the *Paper Icon* the application will open a blank or new file/document.



- **Open** – By selecting **File>Open** from the *Main Menu* or selecting the *Open Folder* icon the user will be prompted to navigate to an existing/previously saved file.
- **Close** - By selecting **File>Close** from the *Main Menu* the user is prompted to save any open files if needed and the application is closed or shut down.
- **Save** - By selecting **File>Save** from the *Main Menu* or selecting the *Disk Icon* the user will be prompted to navigate to a storage area and save the current document.
- **Save As** - By selecting **File>Save As** from the *Main Menu* the user will be prompted to navigate to a storage area and save a *copy/new version* of the current document.
- **Minimize** – By clicking on  in the upper right corner of the application window is placed on the *Taskbar*

in the upper right corner of the reduced and the application name allowing the user to view the





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desktop or other open applications.

- **Maximize** – By clicking the application name on the *Taskbar* the application window is opened to full screen allowing the user to continue working.



- **M: Drive** – A 100 MB of disk storage allocated to all SVSU students. The space can be accessed on campus by navigating to the drive space with your user name.
 - The spaced can be accessed off campus using the utility Netstorage.svsu.edu through any internet browser or by installing NetDrive that can be downloaded from the ITS Support Center webpage at www.svsu.edu/support





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Stop by the Student Technology Center and let us assist you with any questions or problems you may encounter!



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Copyright

Things to keep in mind:

- ★ ALL materials are protected by copyright even if not explicitly defined
- ★ Royalty free media (graphics, music, sounds, photos, etc.) can be purchased as a CD collection or via the internet for a fee
- ★ Free media is available on the Internet, it must include a disclaimer for free use

Visit the following links for additional copyright resources:

<http://www.svsu.edu/~dboehm/pixels.htm>

<http://www.templetons.com/brad/copymyths.html>

<http://www.utsystem.edu/ogc/intellectualproperty/cprtindx.htm#top>

Getting more help

To get help with Word go to Help>Microsoft Word Help or press the F1 key. Or select Microsoft Office on-line to access the Microsoft website.

On Campus:

Call or drop by the Student Technology Center and get help from a tutor. The STC is located on the second floor of the library. The phone number is 964-2299.