



TAOS PUEBLO EDUCATION & TRAINING DIVISION
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TAOS PUEBLO
EDUCATION DIVISION AND TRAINING
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BASIC COMPUTER SKILLS

MANUAL

TAOS PUEBLO EDUCATION AND TRAINING DIVISION
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COMPUTER BASIC SKILLS CLASS OUTLINE

Week 1: Introduction

- a. Computer parts (Key board and mouse importance)
- b. Operative systems (Windows, Linux, and Apple)
- c. History of memory disks
- d. How to recognize a “good” computer
- e. Keyboard and typewriting
- f. Memorizing important “Control” formulas
- g. Free Computer Software (Office, Photoshop, Virus)
- h. Obtaining an e-mail account

Week 2: Current Technology; The Computer and the Internet

- a. How to recognize the operative system in your computer
- b. How to translate a Newspaper (Sample: Spanish Newspaper to English)
- c. How to translate a document a Document or a Website
- d. Recognizing “Start” and its programs
- e. Microsoft Word (Version 2010 and 2013) Open a New Document (Control “N”)
- f. The File Tab (Importance of knowing “where we are at”)

Week 3: Using Microsoft Word: The Home Tab

- a. Font Type, Font Size
- b. Bold, Italic, and Underline
- c. Font Color
- d. Paragraph Position
- e. Numbers and ...
- f. Copy and Paste (Control “C” and Control “V”)
- g. El Zorro Tool (Control “Z”)

Week 4: Using Microsoft Word: The Inset Tab

- a. Table
- b. Picture
- c. Clip Art
- d. Shapes
- e. Text Box
- f. Word Art
- g. Symbol
- h. Using Pictures: The Format Tools (Tools, Borders and Colors, Position and movements, Crop and...)

Week 5: Using Microsoft Word: The Page Lay Out; The Mailing Tab; and the Review Tab

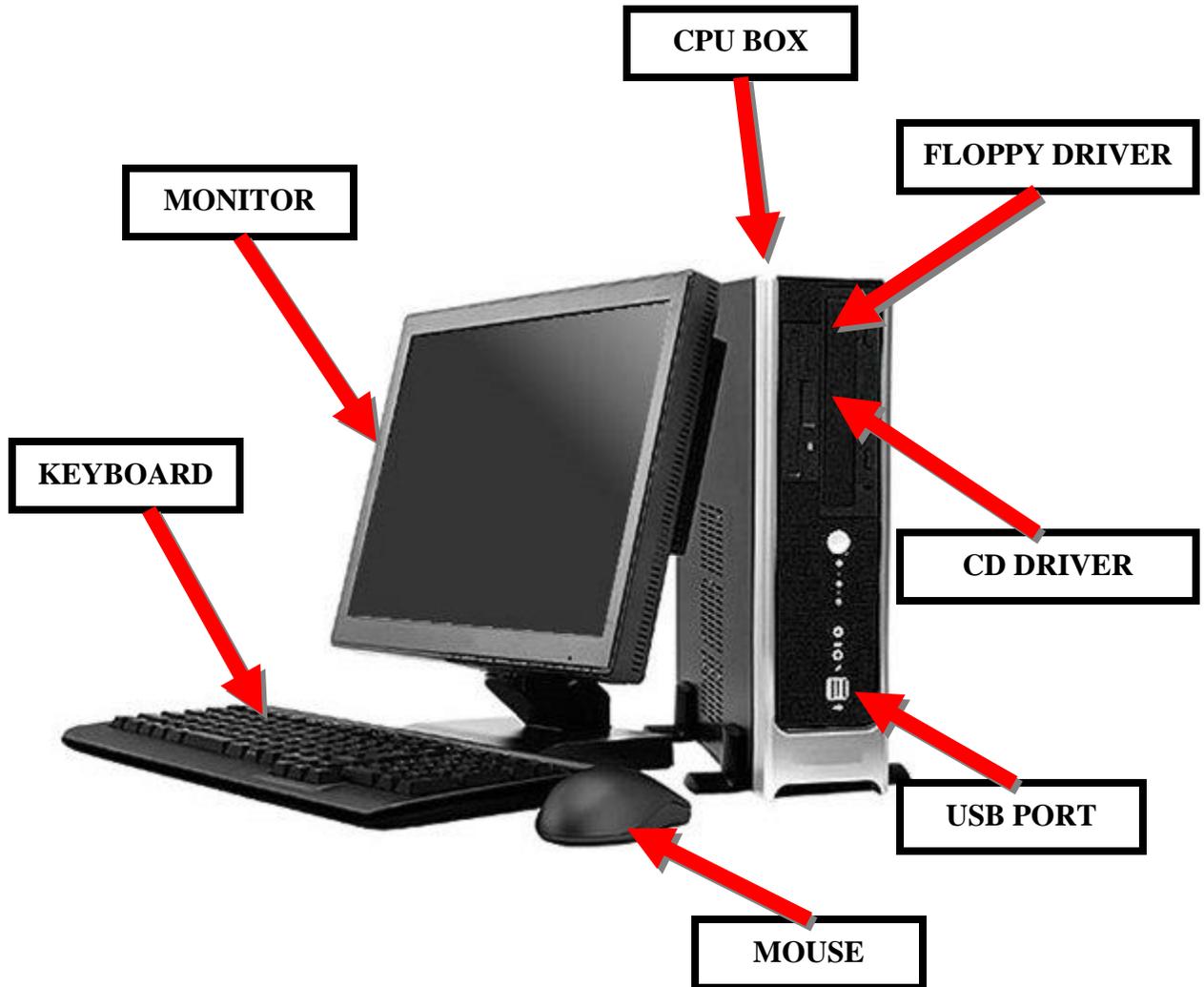
- a. Page Orientation, Columns, Watermark, and Page Color
- b. Envelopes and Labels
- c. Spelling and Grammar; Thesaurus; and Word Count

Week 6: Using Microsoft Word: The View and Print Tools and Other Microsoft Office Programs

- a. The View Tools: Page width and Whole Page
- b. The Save Tool (Control “S”) and The Print Tool (Control “P”)
- c. Publishing and Creating
- d. Using Microsoft Publisher. Recognizing Tools Learned in Microsoft Word
- e. Using Microsoft Power Point: Recognizing Tools Learned in Microsoft Word



COMPUTER PARTS:



How to turn on a computer

Step 1: Find the 'on' button.

Step 2: Push the button.

Step 3: Now you need to log in.

How to turn off a computer

Step 1: Click the 'Windows' button at the bottom left-hand corner of your screen.

Step 2: Click **Shut down** or

Click **Cancel** and then close everything that had been listed in the message, saving when necessary. Then try closing again.

OR

Click **Force shut down**. The computer will automatically close all your documents, programs and so on without saving anything.



OPERATIVE SYSTEM:



Windows 1.0 (1985)



Windows NT (1993)



Windows 95/98 (1995)



Windows 2000 (1999)



Windows XP (2004)



Windows Vista (2005)



Windows 7 (2009)



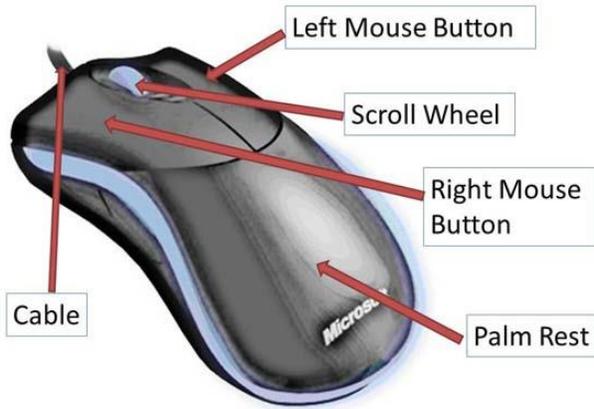
Windows 8 (2012)

HISTOY OF MEMORY DISK:

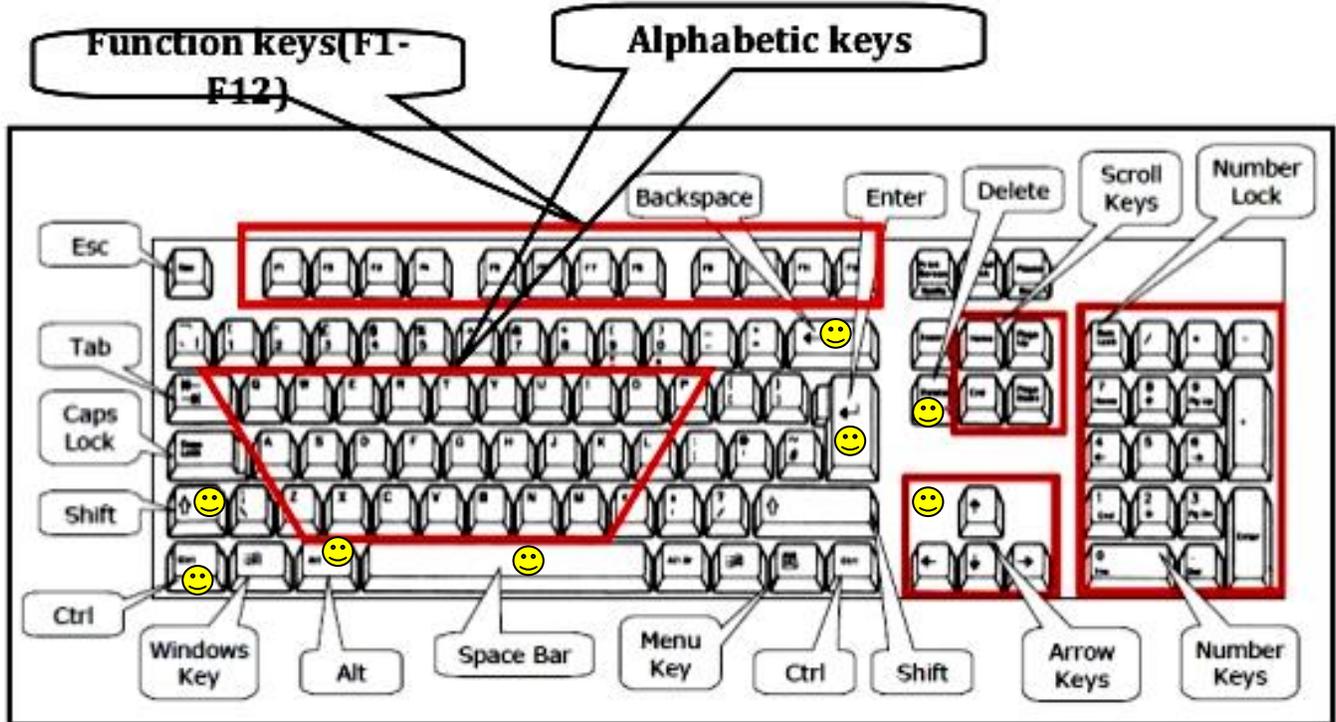




MOUSE PARTS:



KEY BOARD PARTS:





KEY BOARD & TYPEWRITING:



FREE ONLINE TYPING PROGRAMS:

- Typing Trainer: www.typingtrainer.com/
- Ense-Lang.org: www.sense-lang.org/typing/tutor/keyboarding.php
- Good typing: www.goodtyping.com/default.htm
- Interactive Sites for Education: www.interactivesites.weebly.com/typing.html

TYPING TIPS:

- Hit keys only with the fingers for which they have been reserved.
- Always return to the starting position of the fingers "ASDF – JKL;".
- When typing, imagine the location of the symbol on the keyboard.
- Establish and maintain a rhythm while typing. Your keystrokes should come at equal intervals.
- The SHIFT key is always pressed by the pinky finger opposite to the one hitting the other key.
- Use the thumb of whichever hand is more convenient for you to press the Space bar.



IMPORTANT COMPUTER PROGRAMS:

Security and system optimization (FREE)

- **CCleaner:** Optimization management: <https://www.piriform.com/ccleaner>
- **Avast!:** Antivirus software: <https://www.avast.com/en-us/index>
- **Malwarebytes:** Anti-malware software: <https://www.malwarebytes.org/>

Productivity (FREE)

- **LibreOffice:** A full-featured office suite: <http://www.libreoffice.org/>
- **Open Office:** A full-featured office suite: <http://www.openoffice.org/>
- **Thunderbird:** Email management software: <https://www.mozilla.org/en-US/thunderbird/>
- **Metapad:** An advanced text editor: <http://liquidninja.com/metapad/>
- **Foxit Reader:** A PDF viewer: <https://www.foxitsoftware.com/products/pdf-reader/>
- **CutePDF:** A PDF writer that works like a virtual printer: <http://www.cutepdf.com/Products/CutePDF/writer.aspx>

Media (FREE)

- **Paint.NET:** A simple image editor: <http://www.getpaint.net/index.html>
- **GIMP:** A complex and powerful image editor: <http://www.gimp.org/>
- **VLC media player:** A cross-platform multimedia player: <http://www.videolan.org/>
- **K-Lite Codec Pack Standard:** A multimedia player package: http://www.codecguide.com/download_k-lite_codec_pack_standard.htm
- **Dropbox:** Cloud storage, file synchronization, and file hosting: <https://www.dropbox.com/>

FREE ONLINE HANDHOUTS: www.amauta.info

The screenshot shows the website layout with various links and a central disclaimer. A red arrow points from a box below to the 'COMP. CLASSES' link in the left sidebar.

Navigation links at the top: [Alcoholism](#), [Am.Ind. Health](#), [Learn4Good](#), [History for Kids](#), [Discovery Education](#), [About School](#), [TUPAC AMARU](#), [America's Job Bank](#), [Monster.Com](#), [USA Government Jobs](#), [Ute Indian Tribe Jobs](#), [Wolflanguage](#), [Dictionary.Com](#), [Merriam-Webster](#), [UofT Maps](#)

Navigation links at the bottom: [HOME](#), [NEWSPAPERS](#), [US AMERICAN INDIANS](#), [LATIN AMERICAN INDIANS](#), [BOOKS](#), [VIDEOS](#), [CONTACT US](#)

Left sidebar links: [Indian Country](#), [SCHOLARSHIPS](#), [HOW TO USE...](#), [COMP. CLASSES](#)

Right sidebar links: [Indian Country](#), [SCHOLARSHIPS](#), [HOW TO USE...](#), [COMP. CLASSES](#)

Central text: Compiled from several different sources by amauta.info. Through this website you are able to link to other websites which are not under the control of amauta.info. We have no control over the nature, content and availability of those sites. The inclusion of the links does not necessarily imply a recommendation or endorse the views expressed within them. Please, [let us](#) know if you find inappropriate information. amauta.info © 1993-2011 - Antonio Arce
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Computer Classes schedule and Computer Manual



VERY IMPORTANT INSTRUCTIONS:

In every class we will follow this format to facilitate the learning process:

1. The Instructor will teach the subject and students will follow the instructor **focusing** in what the instructor is teaching on the whiteboard or the image projected on the screen. **Students will not use the computer at this point.**
2. The Instructor and the Students **together will use the computers** applying the instruction given.
3. The Student will **work alone with the computer** and ask for help if needed.

VERY IMPORTANT INSTRUCTIONS ABOUT TOOLS:

We will be focusing on learning Microsoft 2010-2013. The following tools after the first week, will be used all the times. Please, be familiar with these tools.

The image shows a screenshot of the Microsoft Word ribbon with several callout boxes pointing to specific tabs and groups. The callout boxes list the following tools:

- FILE Tab:**
 - Control "O"
 - Control "N"
 - Control "S"
 - Control "P"
- HOME Tab:**
 - Copy
 - Paste
 - Font Type
 - Font Size
 - Bold, Italic...
 - Font Color
 - Paragraph
 - Numbers and...
- DESIGN Tab:**
 - Watermark
 - Page Color
 - Page Borders
 - Tables
 - Picture
 - Online Pictures
 - Shapes
 - Text Box
 - Word Art
- REVIEW Tab:**
 - Spelling & Grammar
 - Thesaurus
 - Word Count
 - Page Orientation
 - Columns
 - Bring Forward
 - Send Backward
 - Review "Design"
- VIEW Tab:**
 - Zoom
 - One Page
 - Whole Page



HOW TO OPEN AN E-MAIL ACCOUNT IN YAHOO:

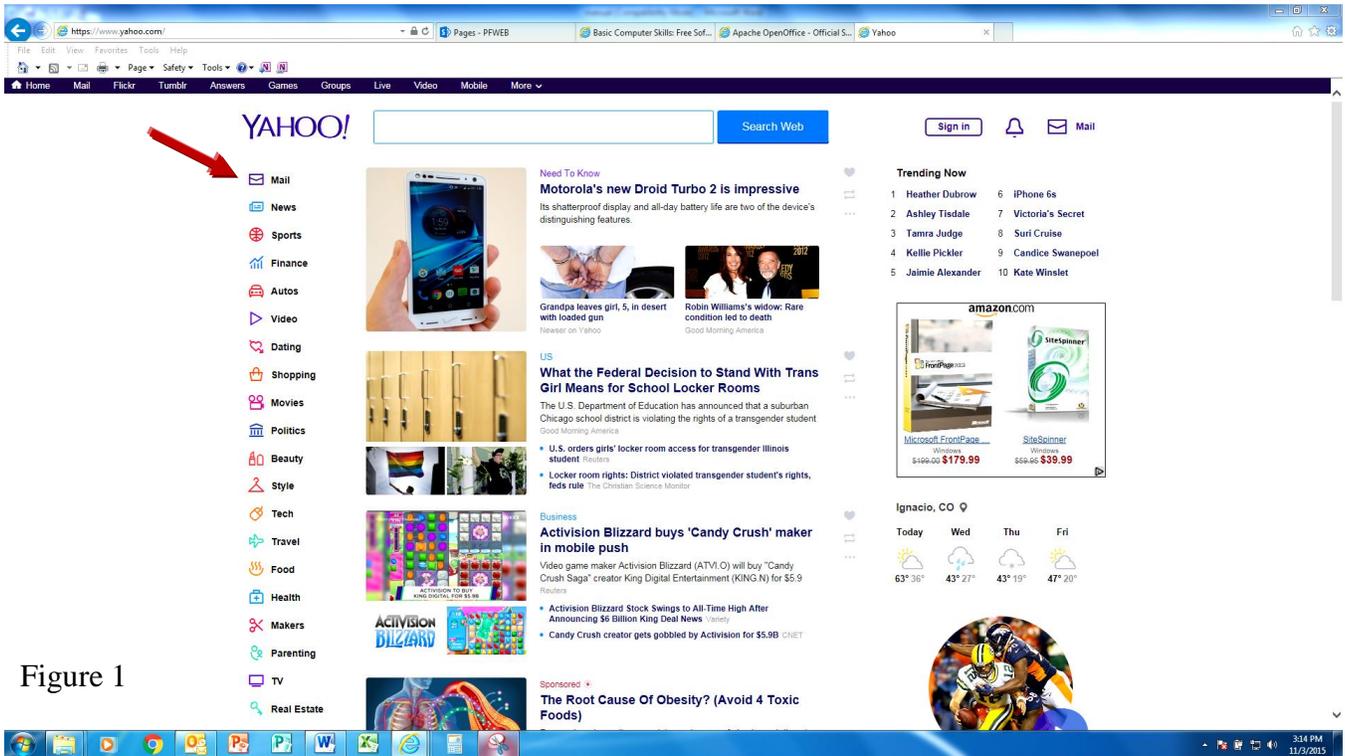


Figure 1

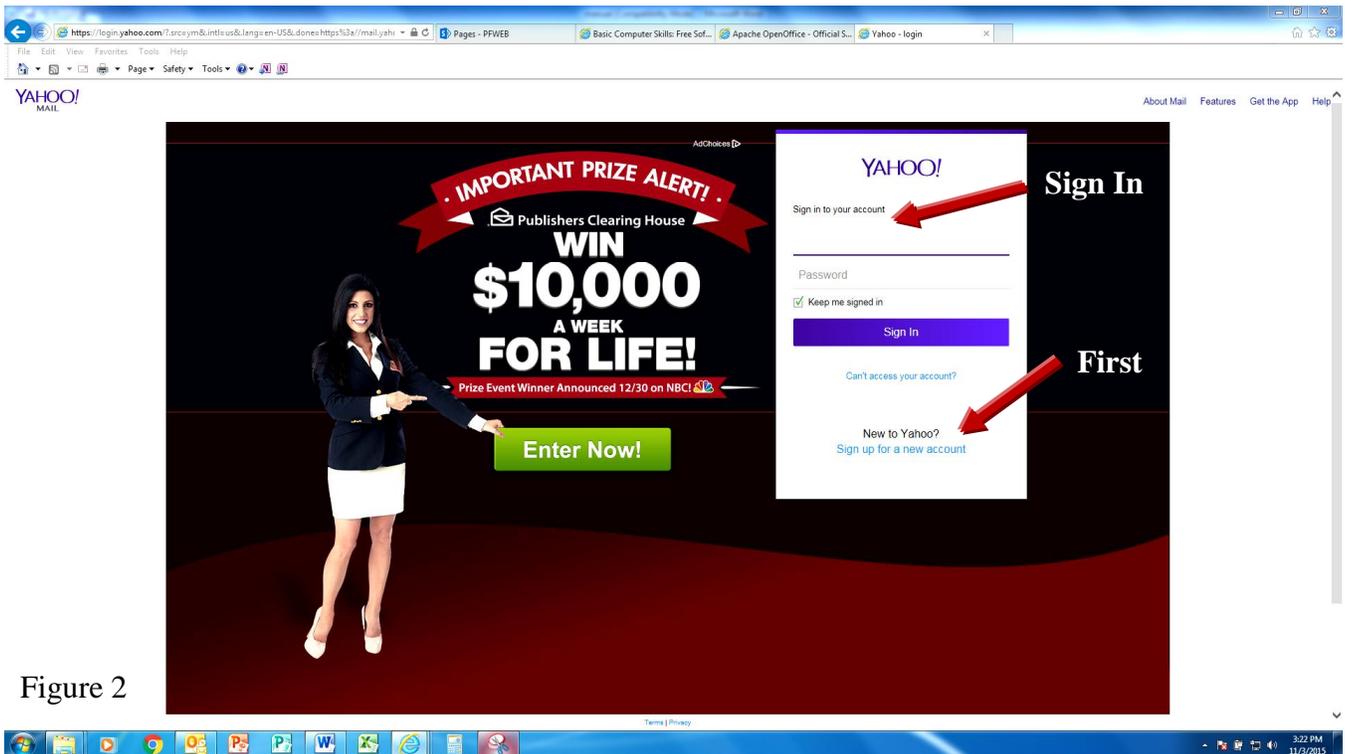


Figure 2

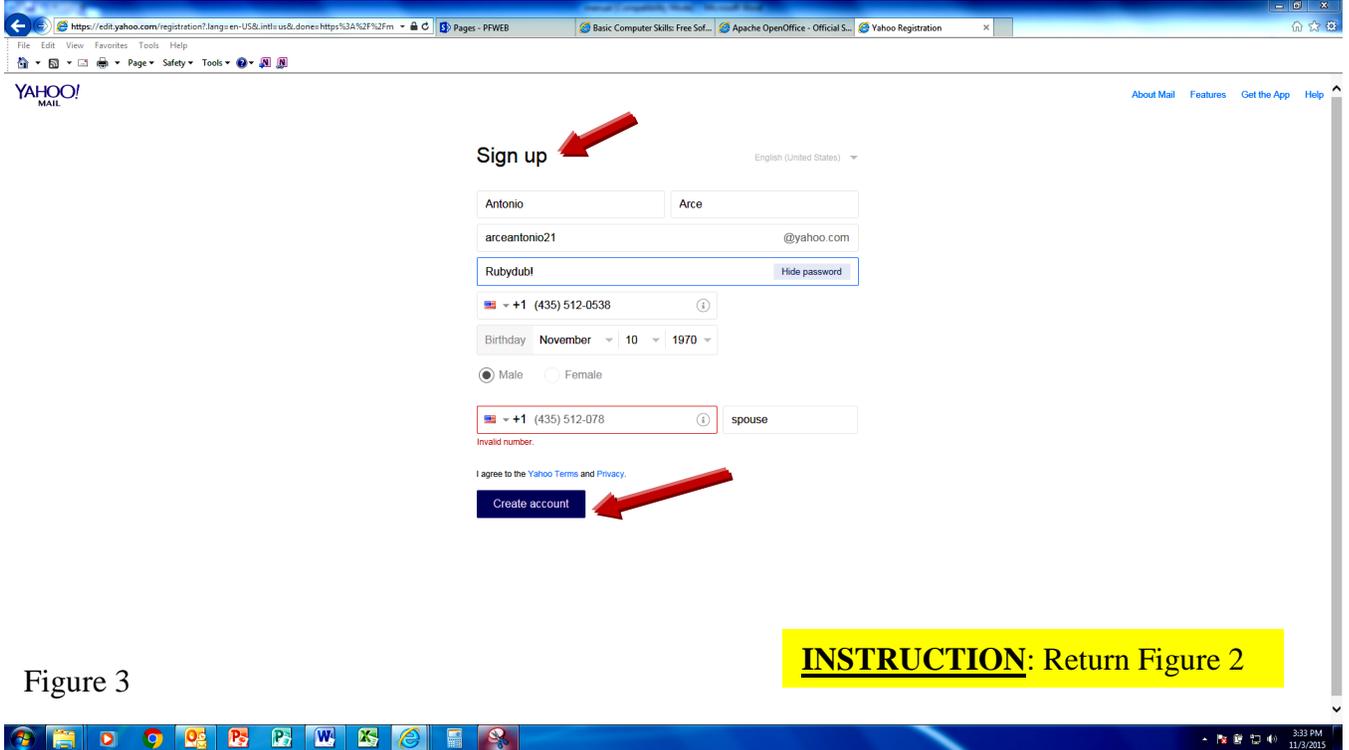


Figure 3

INSTRUCTION: Return Figure 2

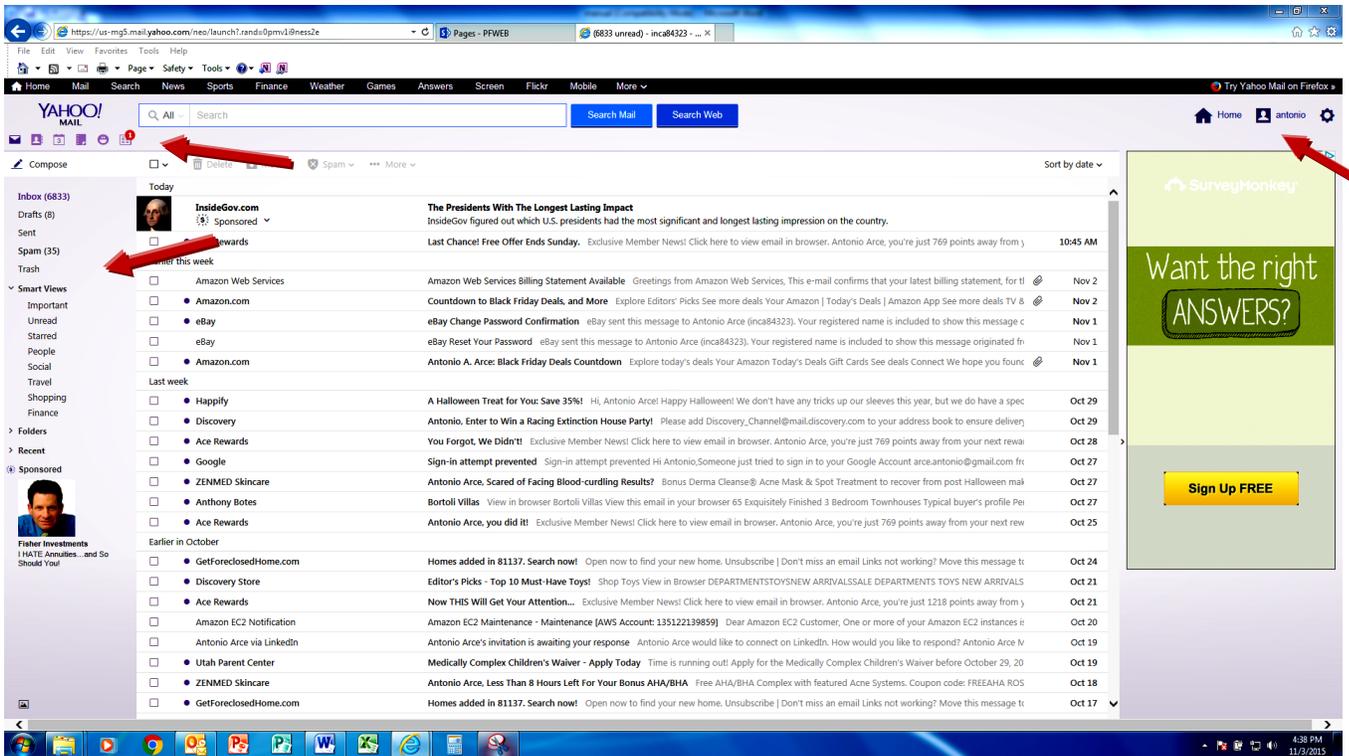


Figure 4

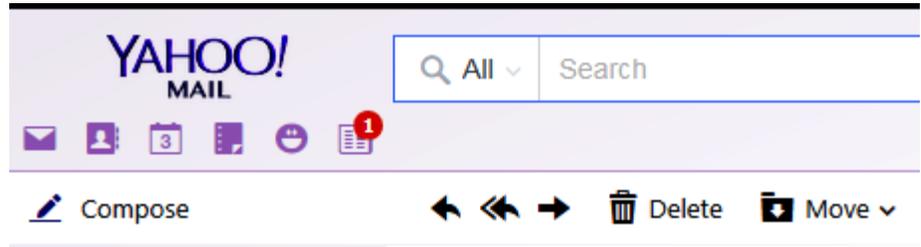
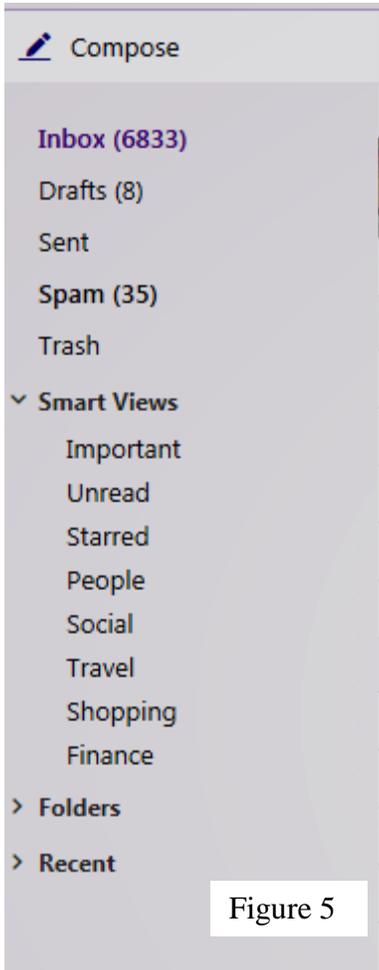
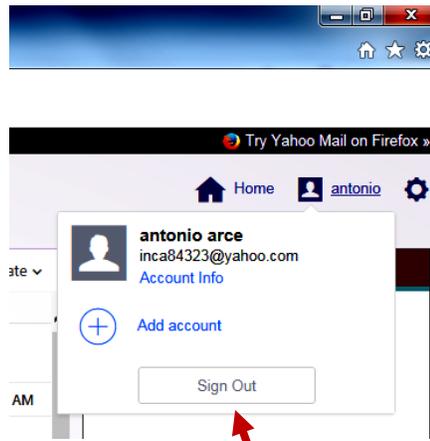


Figure 6



IMPORTANT Figure 7

SUMMARY

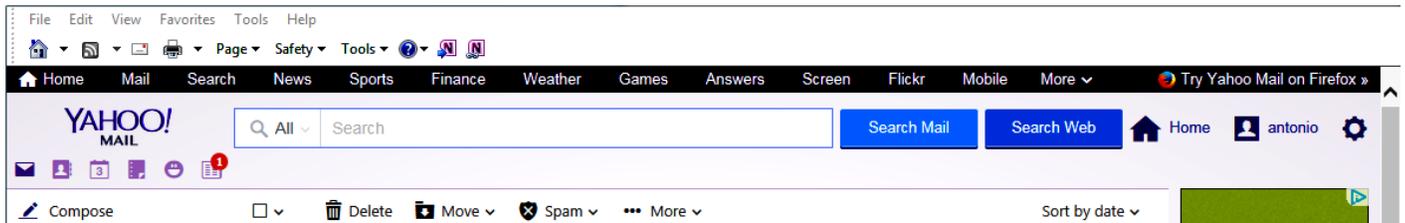


Figure 8





Discover and Learn...
www.amauta.info

Antonio's Resource on
Native People

Home [Newspapers & Magazines](#) [U.S. American Indians](#) [Latin American Indians](#) [Contact Us](#)

- [US AMERICAN INDIANS](#)
- [LAWS AND TREATIES](#)
- [TRIBAL GOVERNMENT](#)
- [HISTORY TIMELINE](#)
- [LATIN AMERICAN INDIANS](#)
- [CLASS TECHNOLOGY](#)
- [BOOKS](#)
- [VIDEOS](#)



"Let us put our minds together and see what kind of future we can build for our children."
 Sitting Bull, 1876

[E-MAIL ME](#)
[FACEBOOK](#)

Antonio Arce
 Edward Curtis - Blackfeet Indians

DIGITAL LIBRARIES:

- > Smithsonian American Indian Museum
- > Smithsonian NMAI
- > WWW Virtual American Indian
- > The National Archives AI
- > Laws and Treaties OSU
- > AI Documents
- > Mountain West Digital Library
- > Center of Southwest Studies
- > Indian Land Cessions Doc.
- > U.S. American Indians
- > U.S. National Archives on AI
- > PBS We Shall Remain
- > OPI Indian Education
- > Native Web
- > World Indigenous Studies
- > Utah American Indians Unfl
- > USOE Indian Education
- > Utah & Ute Dual Timeline
- > The Ute Online Resources
- > Utah Online Library
- > The Utah History Encyclopedia

NEWSPAPERS & MAGAZINES:

- > Indian Country Today
- > Indianz.Com
- > Native American Time
- > News Full Collection
- > U.S. and World Newspapers
- > Southern Ute Drum News
- > Indian Country

RESEARCH INFO

- > NATIVE GARDEN
- > TUTORING
- > CONSULTING
- > U.S. AI Census
- > Indians.Org
- > Blind Library
- > Academic Link
- > Tribal Colleges
- > Military.Com
- > EDU Atlas
- > ACT Tests
- > SAT Test
- > U.S. School Data
- > Gang Info
- > Weather Channel
- > U.S. Senate
- > U.S. House
- > Tribal Directory

HEALTH LINKS

[Suicide Web Line](#)
 1-800-273-8255

- > Diabetes
- > Child Health
- > Elder Care In.
- > Alcoholism
- > Am.Ind. Health

CHILDREN RESOURCES:

- > [Preschool Pioneer](#)
- > [K-12 Pioneer](#)
- > [Webbing Into Literacy](#)
- > [Children's Stories Book](#)
- > [Family Education](#)
- > [Learn4Good](#)
- > [History for Kids](#)
- > [Discovery Education](#)
- > [About School](#)

JOB RESOURCES:

- > [Job Interview Video](#)
- > [Resume Video Support](#)
- > [Job Corps](#)
- > [Americorps](#)
- > [Utah Workforce](#)
- > [America's Job Bank](#)
- > [Monster.Com](#)
- > [USA Government Jobs](#)
- > [Ute Indian Tribe Jobs](#)

ENCYCLOPEDIAS:

- > [Wikipedia](#)
- > [Britannica Encyl.](#)
- > [About.Com](#)
- > [RefDesk.Com](#)
- > [Smithsonian](#)
- > [DoItYourself](#)
- > [Dictionary.Com](#)
- > [Merriam-Webster](#)
- > [Unfl Maps](#)

[HOME](#) [TRANSLATOR](#) [US AMERICAN INDIANS](#) [LATIN AMERICAN INDIANS](#) [BOOKS](#) [VIDEOS](#) [CONTACT US](#)

Indian Country

- [SCHOLARSHIPS](#)
- [HOW TO USE...](#)
- [COMP. CLASSES](#)

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Indian Country

- [SCHOLARSHIPS](#)
- [HOW TO USE...](#)
- [COMP. CLASSES](#)

My Traffic Estimate



HOW TO TRANSLATE - SAMPLE:

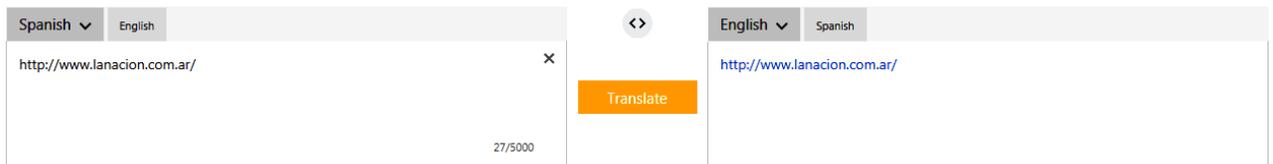
- 1) Go to: www.amauta.info
- 2) Select “U.S. and World Newspapers”
- 3) In “World Newspapers” Go to “South America” and Select “Argentina”
- 4) Select “La Nacion” (This is a Hispanic Newspaper)



- 5) Copy the Web address: <http://www.lanacion.com.ar/> (1st highlight and 2) Do Control “C”)
- 6) Go back to: www.amauta.info
- 7) Select “”Translator” at the bottom of the website



- 8) Paste (Control “V”) the website address: <http://www.lanacion.com.ar/> in the new screen



- 9) In “Auto-Detect” select “Spanish”
- 10) Click “Translate”

It is possible to translate any website following the same process.



HOW TO REGOGNIZE YOUR OPERATIVE SYSTEM

1. Click the Start button, usually found in the lower left corner of the main Desktop screen.
2. Click the Run or Search field, type winver, and press Enter.



IMPORTANT INFORMATION: Formulas Easy to Memorize

<ol style="list-style-type: none"> 1. Control "N"= New 2. Control "O"= Open 3. Control "S"= Save 3. Control "P"= Print 	<ol style="list-style-type: none"> 4. Control "C"= Copy 5. Control "Z"= El Zorro 6. Control "A"= The Dark Knight Rises 	<p>SPANISH KEYS</p> <ol style="list-style-type: none"> 1. Alt + 160 = á 2. Alt + 161 = í 3. Alt + 162 = ó 4. Alt + 163 = ú 	<ol style="list-style-type: none"> 5. Alt + 164 = ñ 6. Alt + 165 = Ñ 7. Alt + 168 = ç 8. Alt + 130 = é <p>Check next page</p>
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ALT-Key Combinations for Typing Selected Foreign Characters on Windows Computers

Hold down the ALT key and press the number combinations on the number pad at the right of the keyboard:

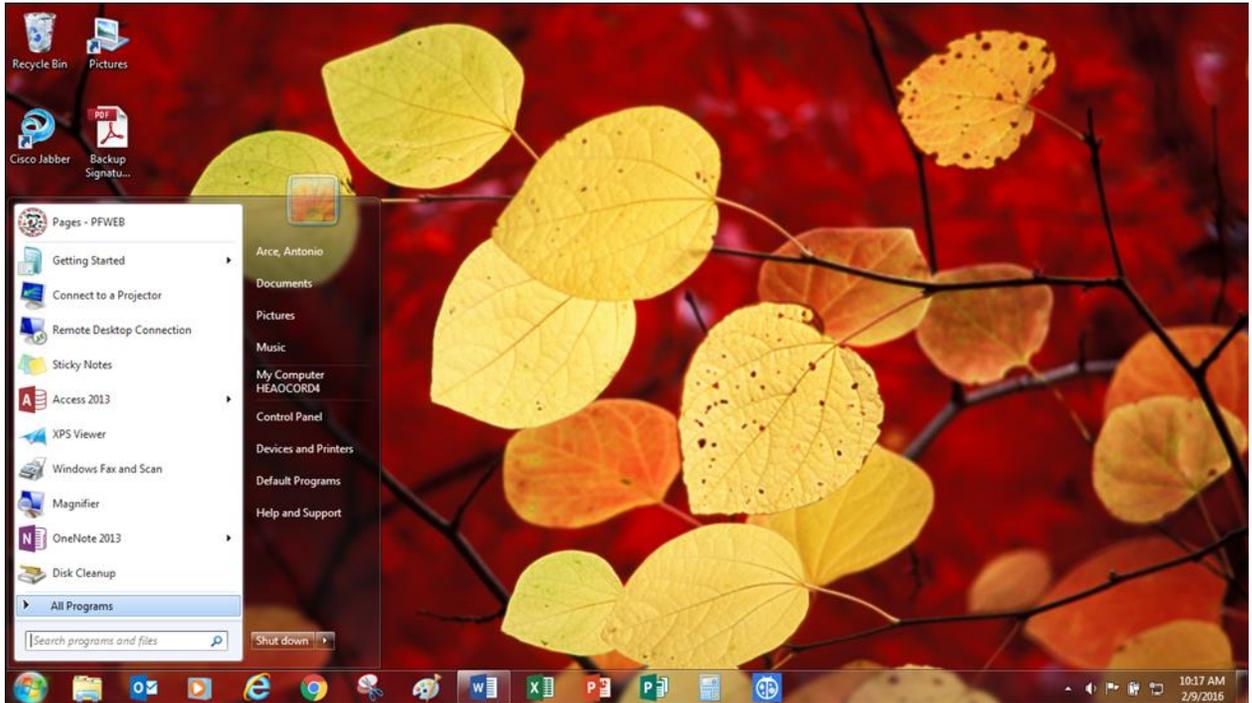
French:		
á = ALT + 160	â = ALT + 131	à = ALT + 133
é = ALT + 130	ê = ALT + 136	è = ALT + 138
ç = ALT + 135	î = ALT + 140	ù = ALT + 151
Ç = ALT + 128	ô = ALT + 147	ï = ALT + 139
German:		
ä = ALT + 132	Ä = ALT + 142	
ö = ALT + 148	Ö = ALT + 153	
ü = ALT + 129	Ü = ALT + 154	
ß = ALT + 225	é = ALT + 130	
Portuguese:		
á = ALT + 160	â = ALT + 131	ñ = ALT + 164
é = ALT + 130	ê = ALT + 136	Ñ = ALT + 165
í = ALT + 161	ô = ALT + 147	ã cannot be typed with this method
ó = ALT + 162	ç = ALT + 135	õ cannot be typed with this method
ú = ALT + 163	Ç = ALT + 128	
Spanish:		
á = ALT + 160	ñ = ALT + 164	¿ = ALT + 168
é = ALT + 130	Ñ = ALT + 165	¡ = ALT + 173
í = ALT + 161	ü = ALT + 129	
ó = ALT + 162		
ú = ALT + 163		
Other:		
É = ALT + 144		
ë = ALT + 137		
ì = ALT + 141		
û = ALT + 150		



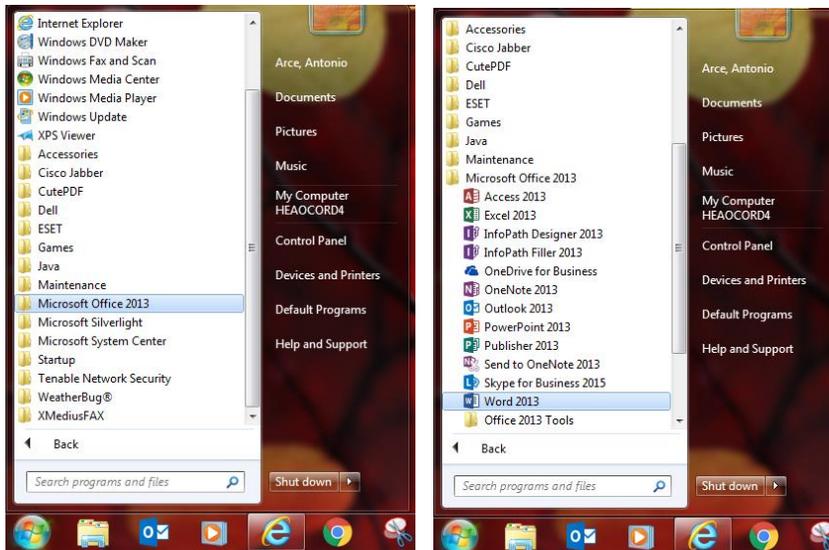
How to Open a Document

In our Computer Basic Skill Class, we will be using Word 2013.

- 1) Go to start and select “All Programs”



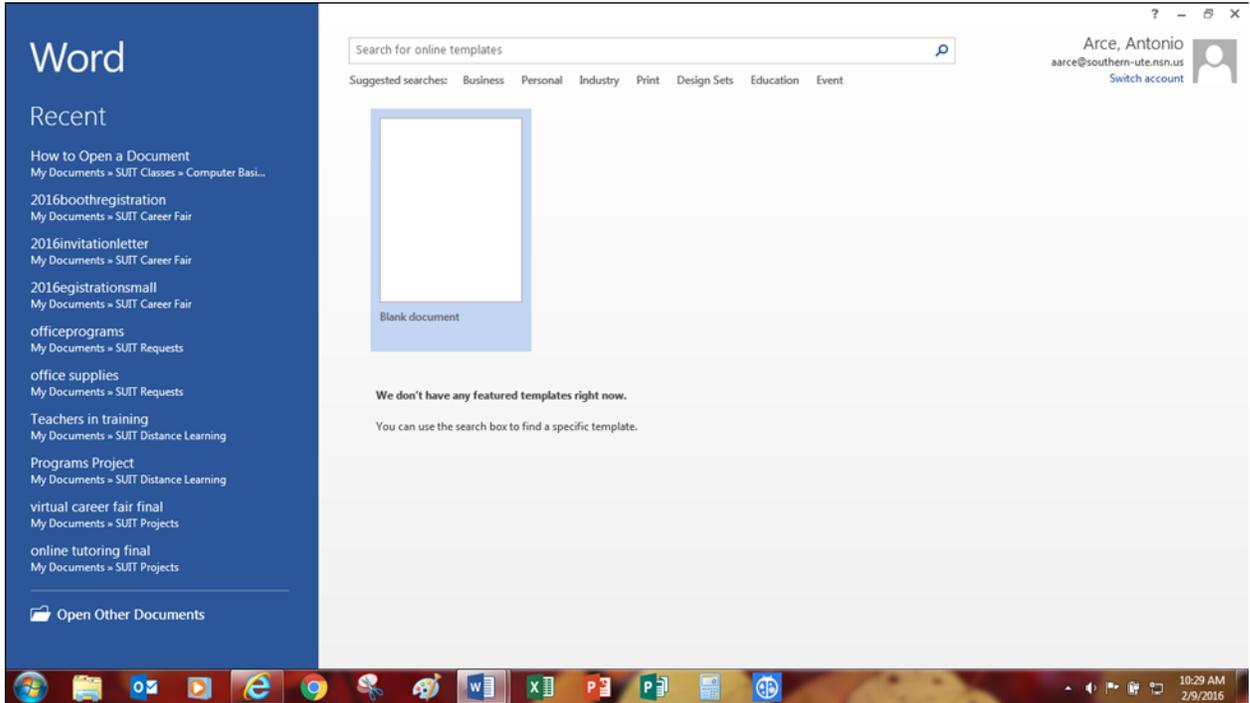
- 2) Select “Microsoft Office 2013” and then “Word 2013”



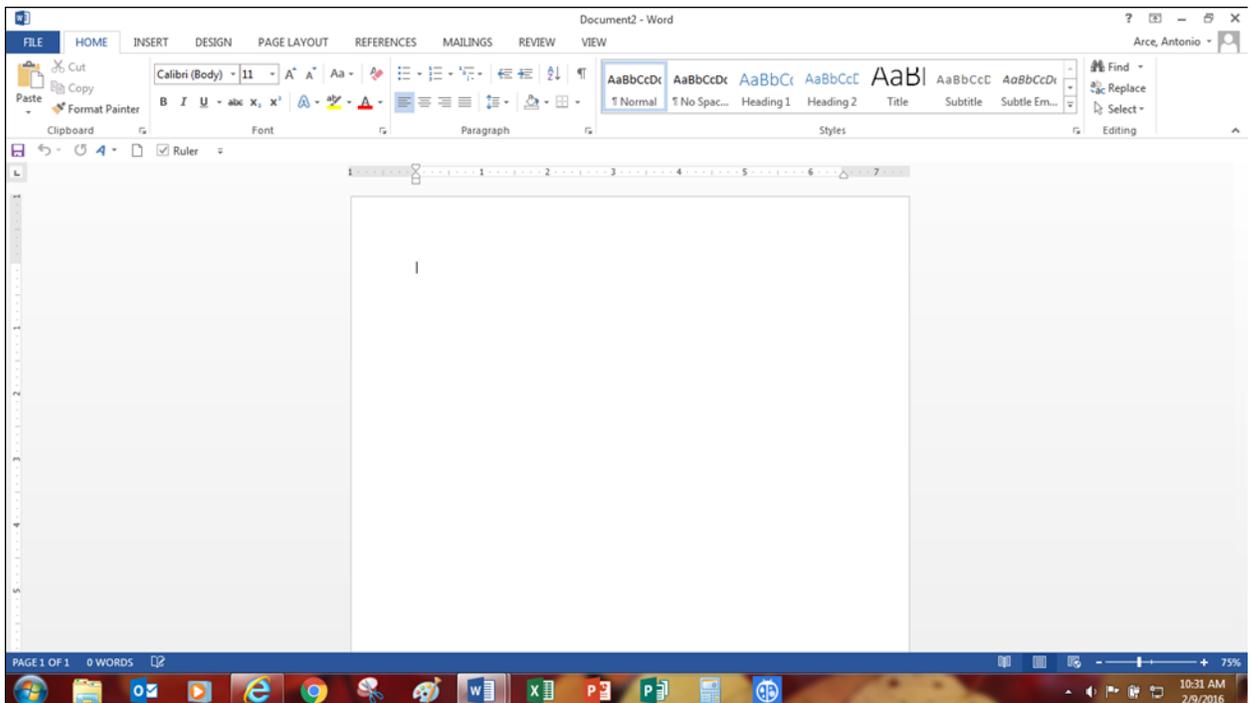
Be sure that you are on Word 2013.



3) Open a “Blank Document”



4) Check your new document by looking at the top of your screen.



5) REVIEW PAGE # 8 or 18 – “TOOLS”



BASIC COMPUTERS SKILLS MAIN TOOLS

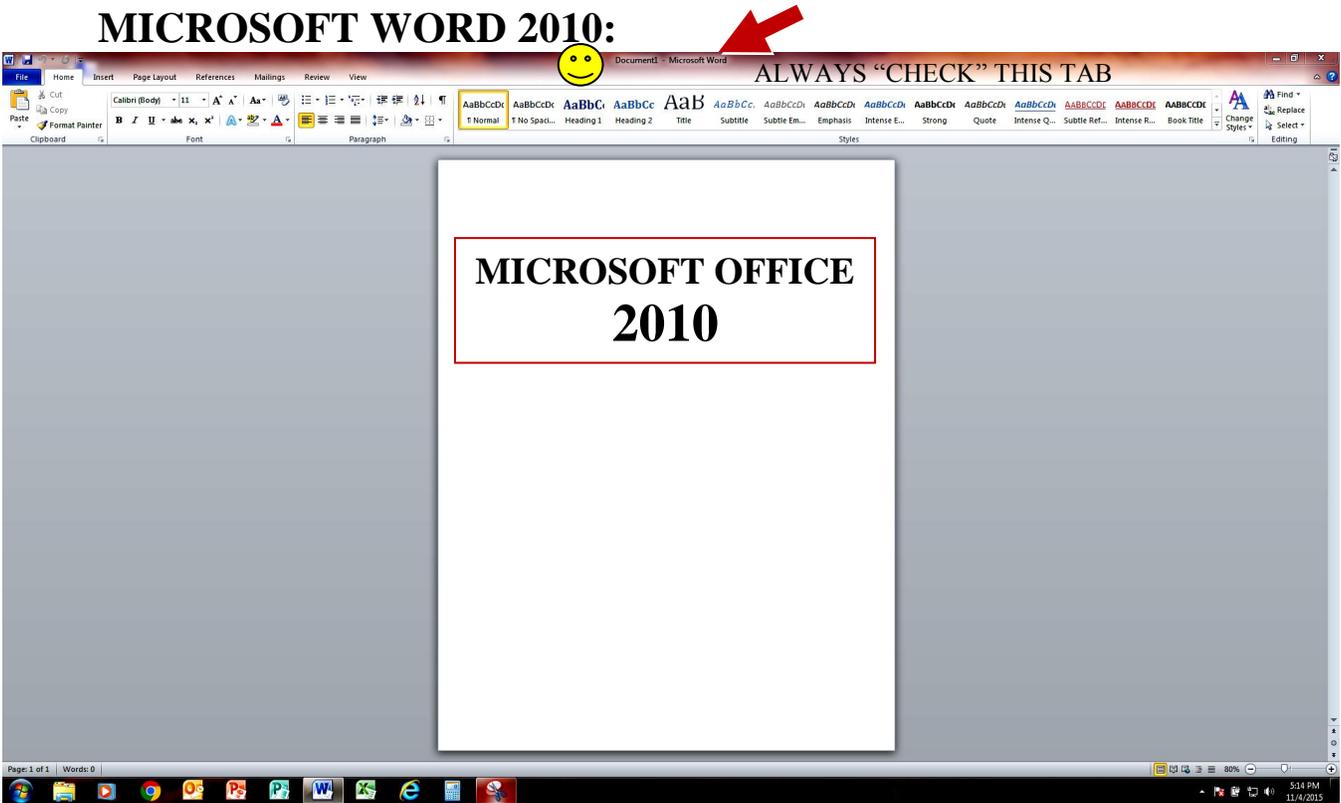
The image shows a screenshot of the Microsoft Word ribbon with callout boxes pointing to specific tabs and groups. The callout boxes contain the following lists of tools:

- HOME**
 - Control "O"
 - Control "N"
 - Control "S"
 - Control "P"
 - Copy
 - Paste
 - Font Type
 - Font Size
 - Bold, Italic...
 - Font Color
 - Paragraph
 - Numbers and...
- INSERT**
 - Tables
 - Picture
 - Online Pictures
 - Shapes
 - Text Box
 - Word Art
- DESIGN**
 - Watermark
 - Page Color
 - Page Borders
- PAGE LAYOUT**
 - Page Orientation
 - Columns
 - Bring Forward
 - Send Backward
 - Review "Design"
- REFERENCES**
 - Zoom
 - One Page
 - Whole Page
- MAILINGS**
 - Spelling & Grammar
 - Thesaurus
 - Word Count
- REVIEW**
 - Spelling & Grammar
 - Thesaurus
 - Word Count
- VIEW**
 - Zoom
 - One Page
 - Whole Page

Website/Free Handout Available

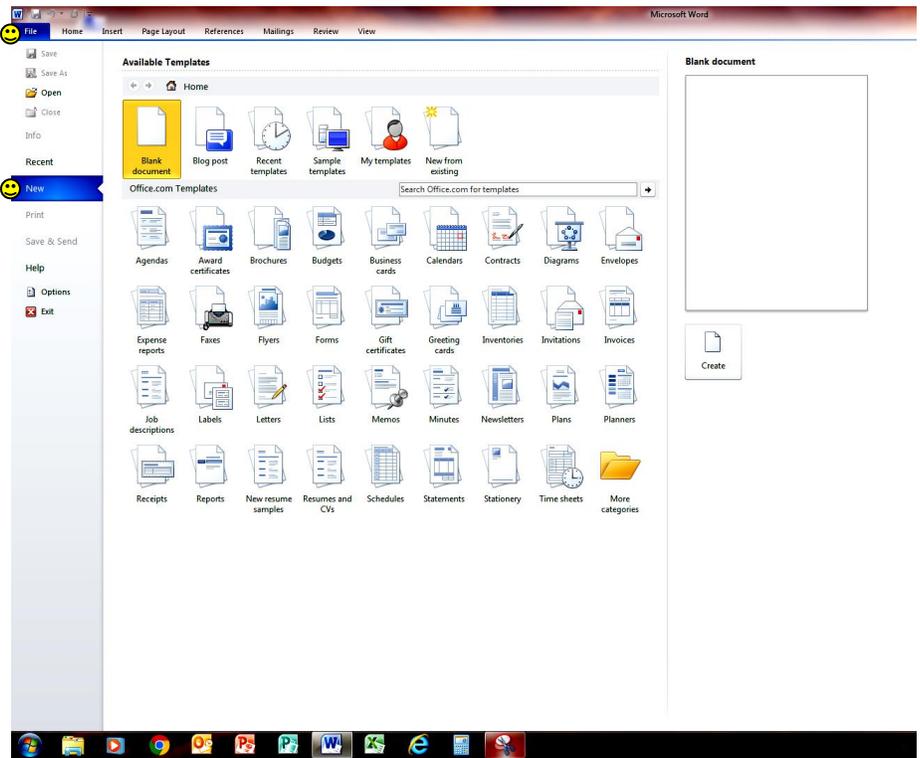
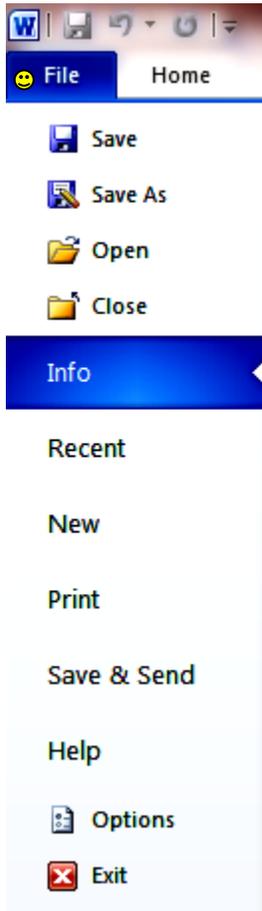
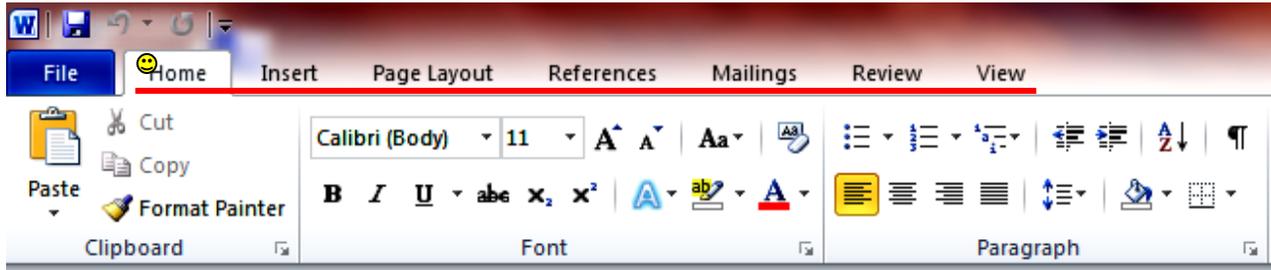


MICROSOFT WORD 2010:

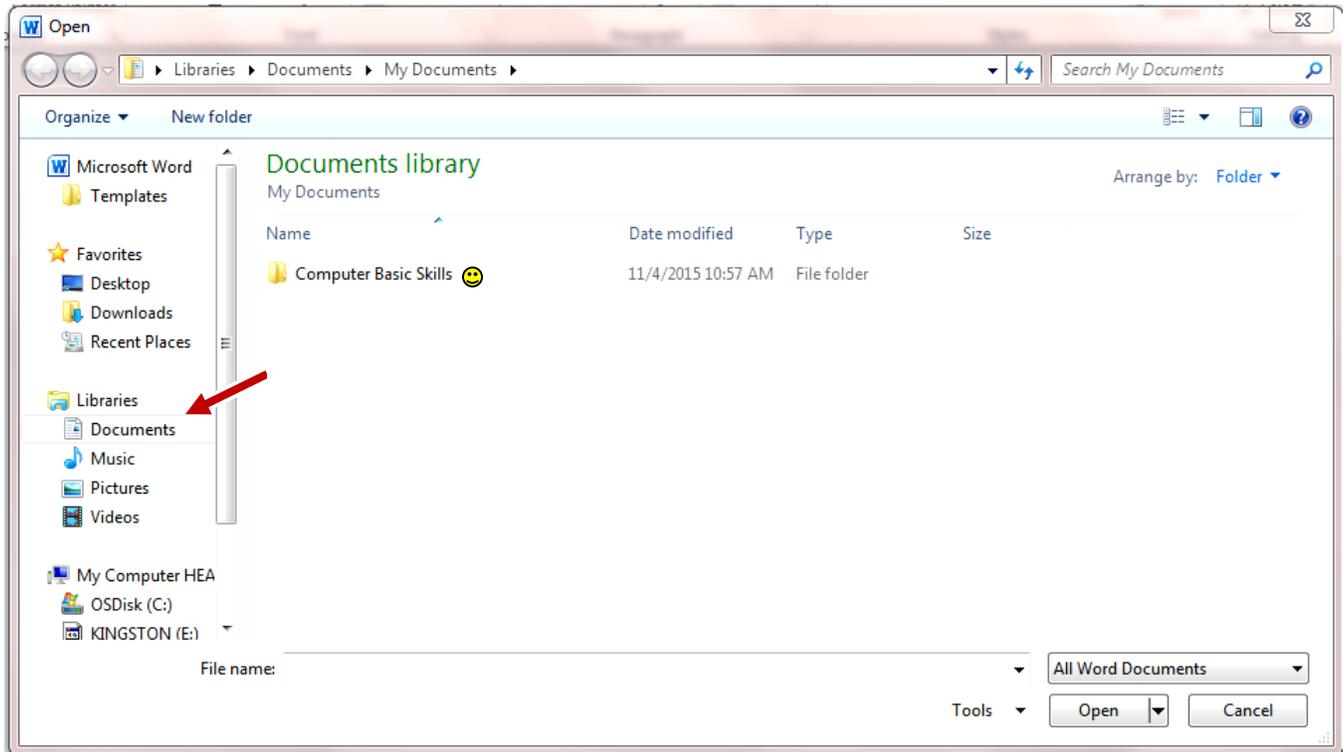




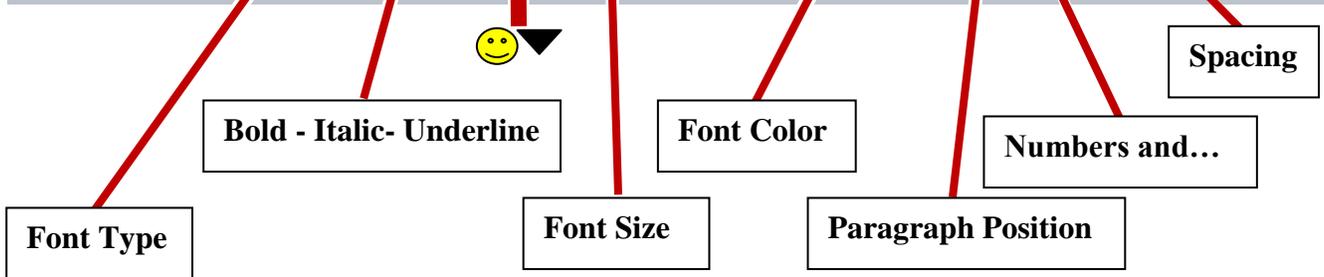
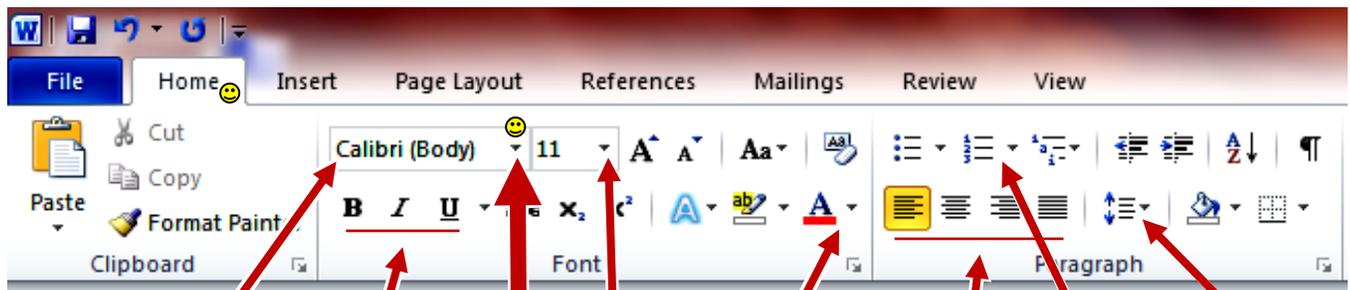
FILE TAB



<ol style="list-style-type: none"> 1. Control "N"= New 2. Control "O"= Open 3. Control "S"= Save 3. Control "P"= Print 	<ol style="list-style-type: none"> 4. Control "C"= Copy 5. Control "P"= Paste 6. Control "Z"= El Zorro 7. <u>Control "A"</u>= Highlight 	<p>SPANISH KEYS</p> <ol style="list-style-type: none"> 1. Alt + 160 = á 2. Alt + 161 = í 3. Alt + 162 = ó 4. Alt + 163 = ú 	<ol style="list-style-type: none"> 5. Alt + 164 = ñ 6. Alt + 165 = Ñ 7. Alt + 168 = ¿ 8. Alt + 130 = é
--	---	---	--



HOME TAB

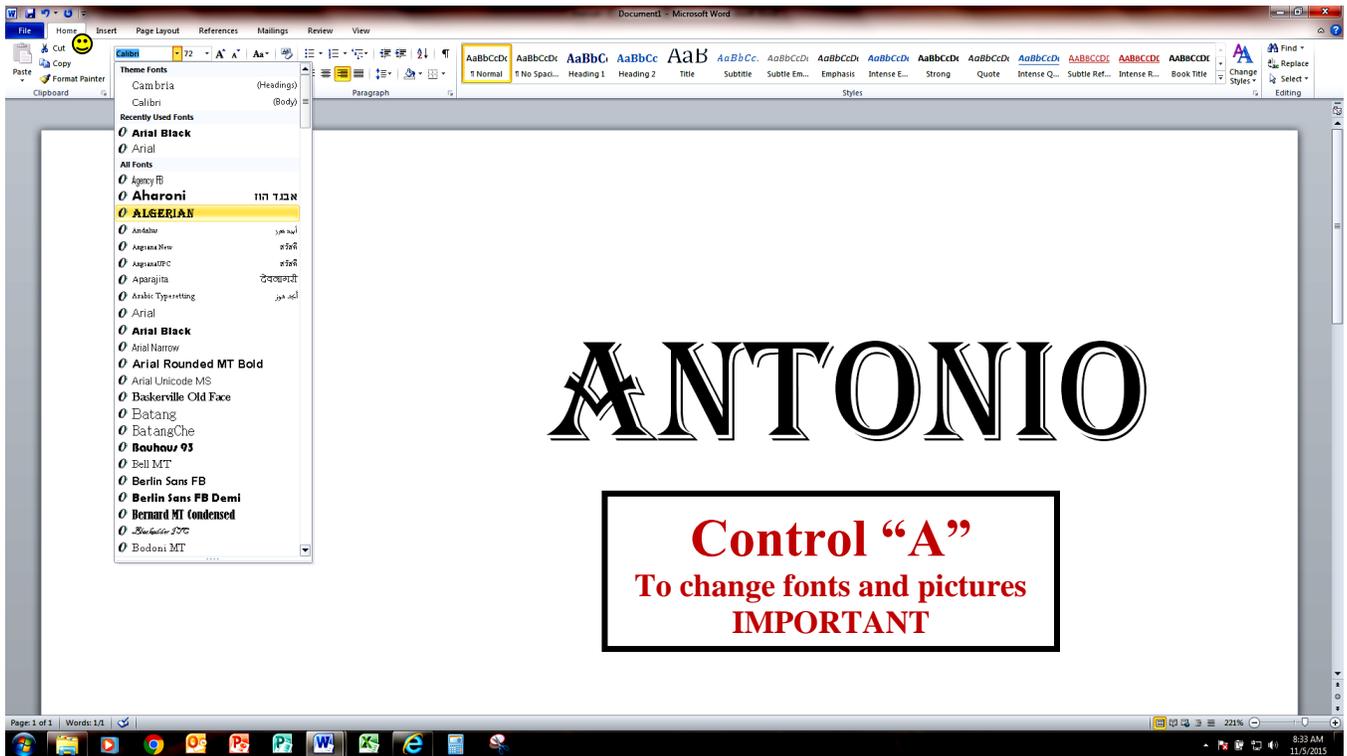


IMPORTANT ICON

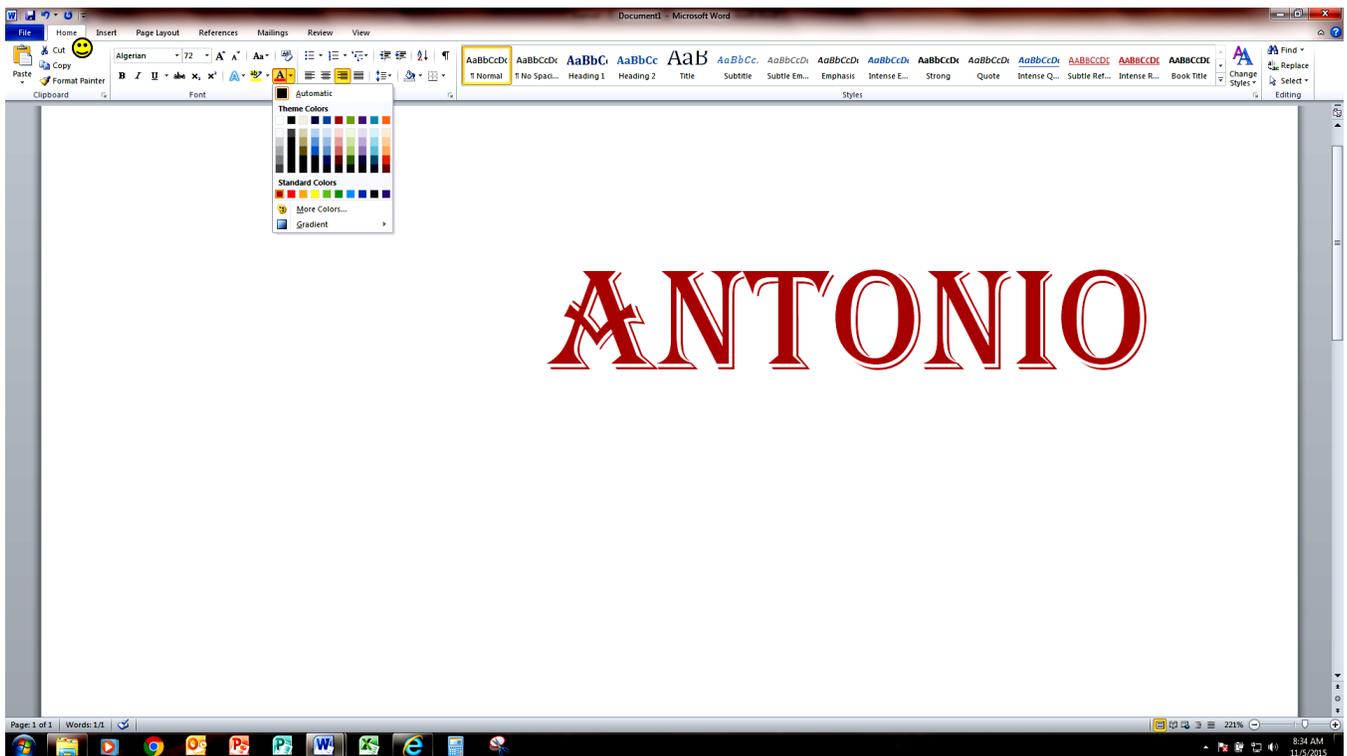
Control "A"



HOME TAB: **Font Type**

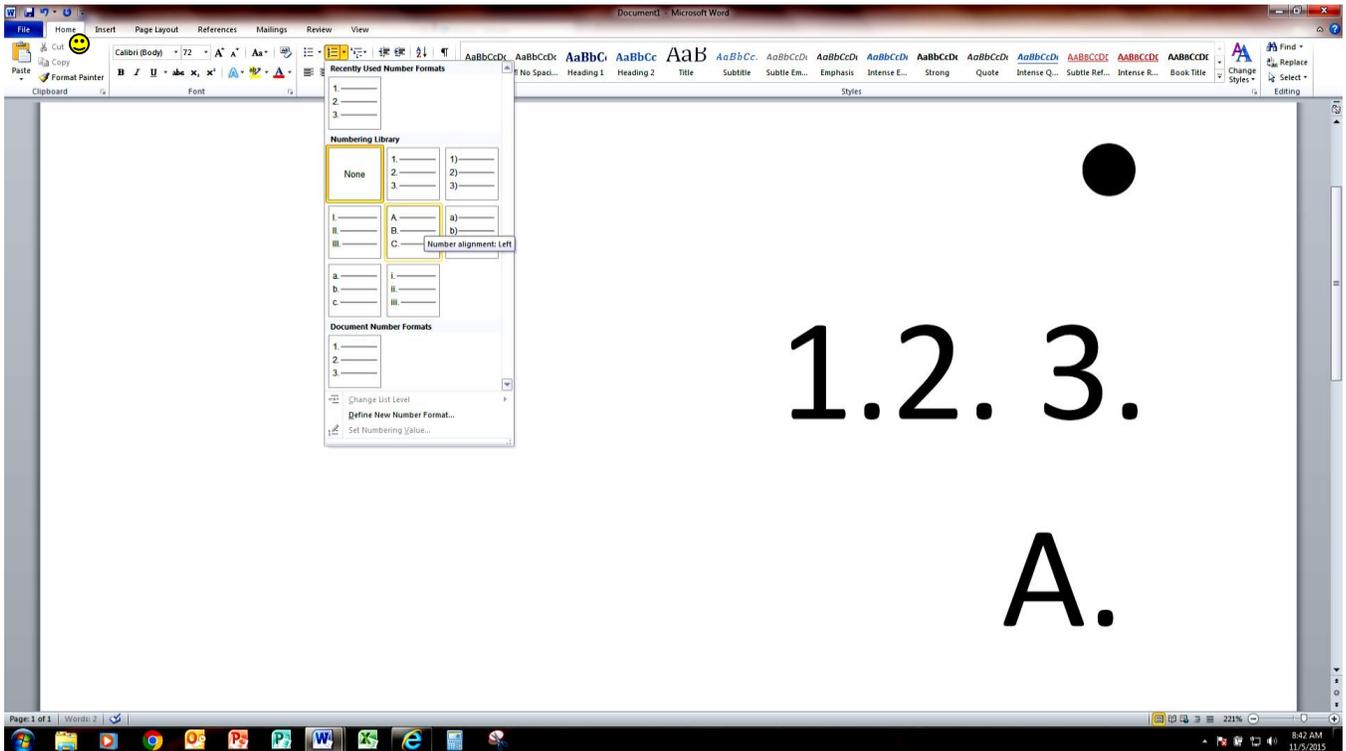


HOME TAB: **Font Color**

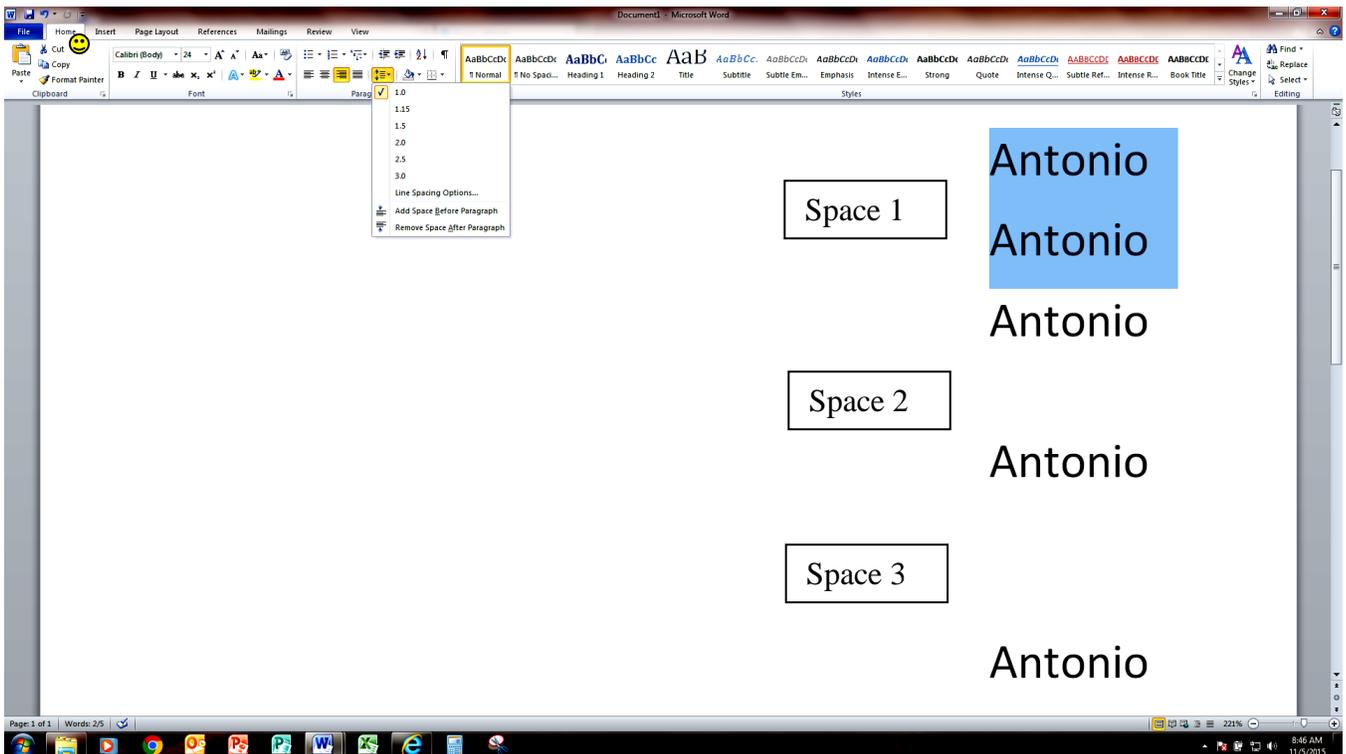




HOME TAB: Number and...

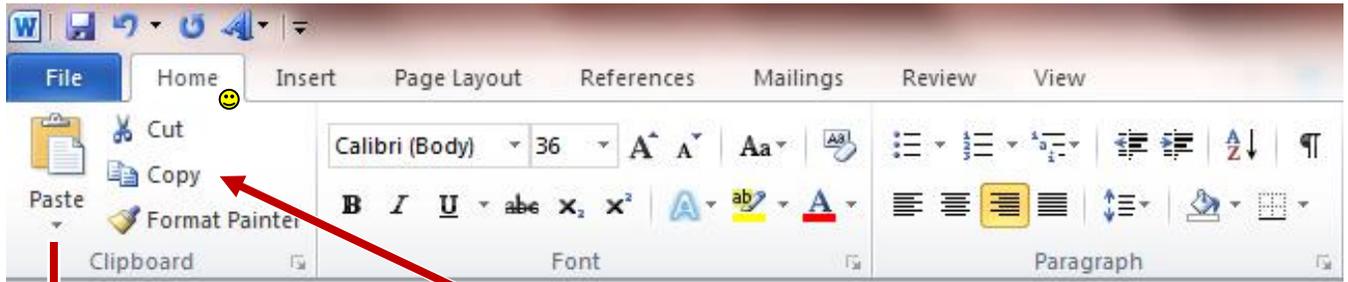


HOME TAB: Spacing Options





HOME TAB: Copy and Paste



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1. Control "A" OR Highlight the text or picture
2. Control "C" OR Copy
3. Find the Document where you wish to paste the copied text or picture
4. Do Control "V" OR Paste the text or picture

Antonio Arce

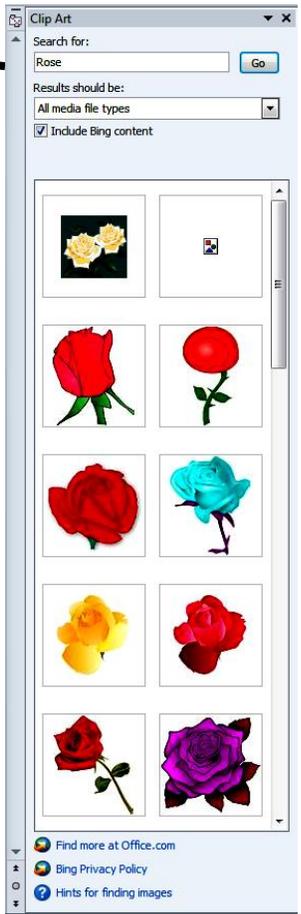
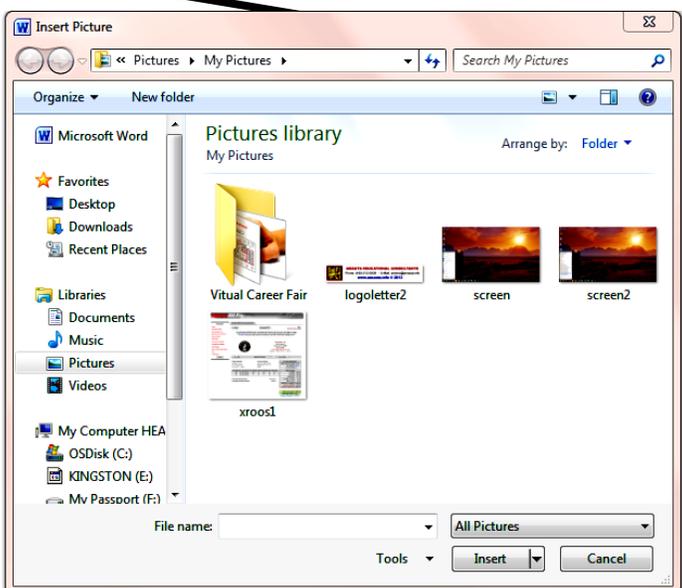
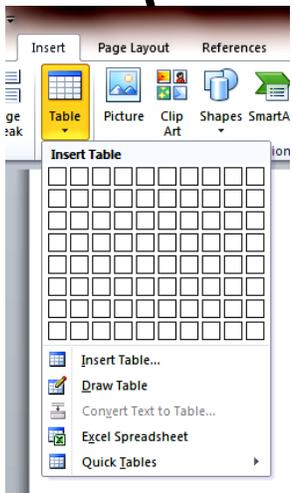
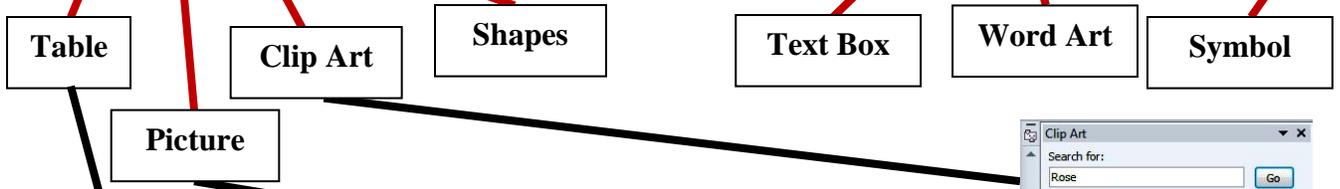
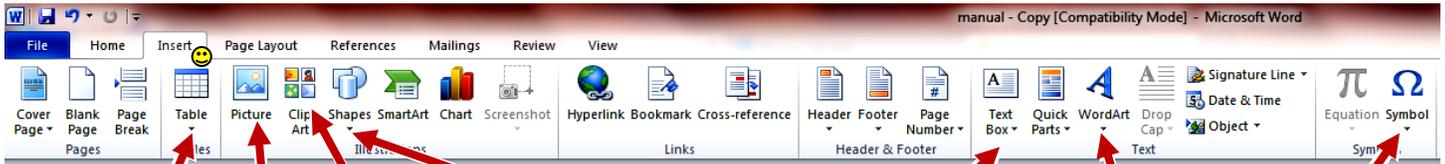
Antonio Arce

Antonio Arce

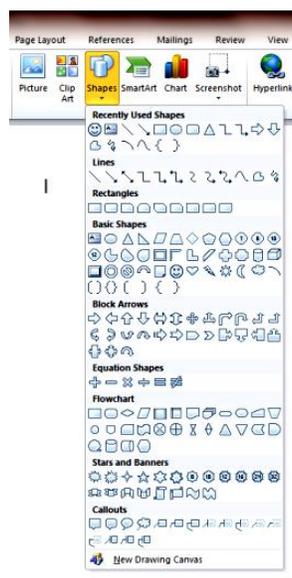
Antonio Arce



INSERT TAB:



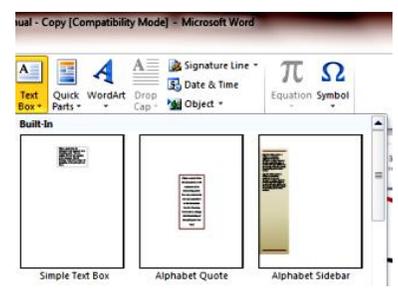
Shapes:



Word Art:



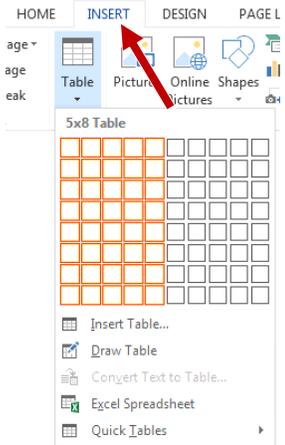
Text Box:



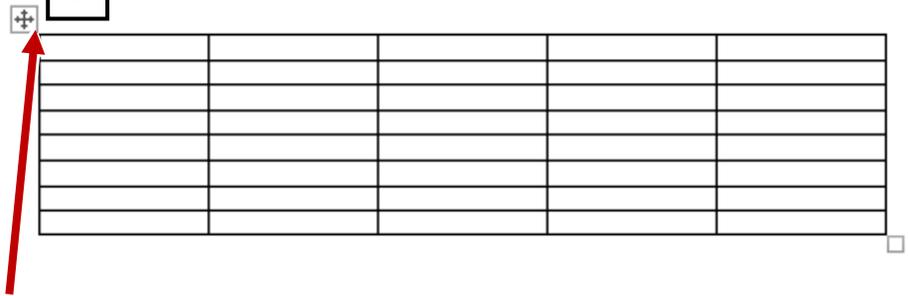


INSERT TAB: Table

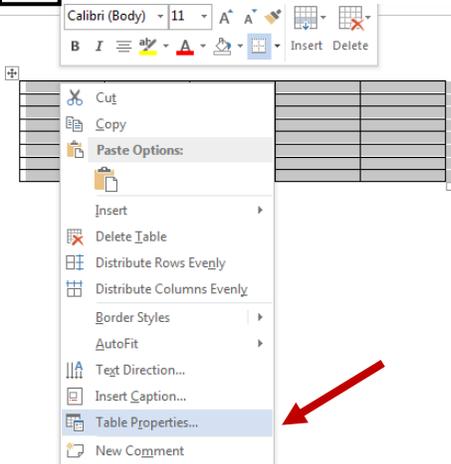
1



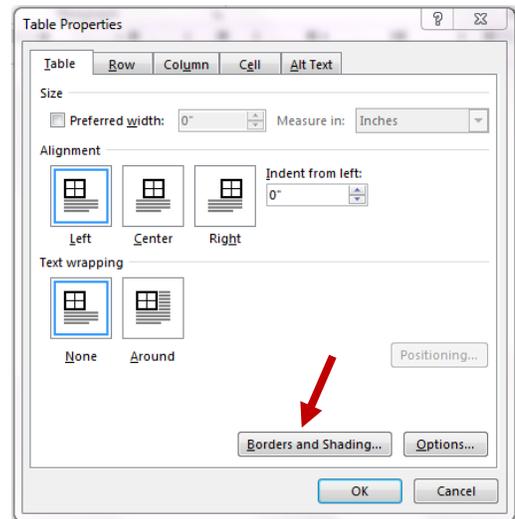
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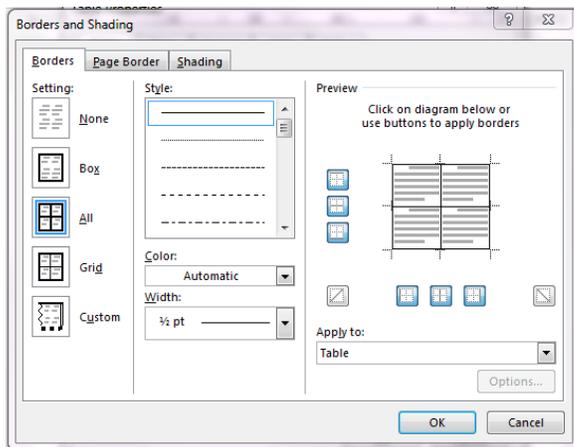
3



4

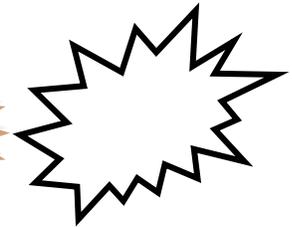
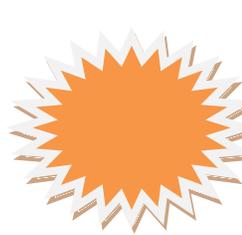
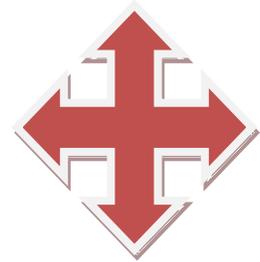
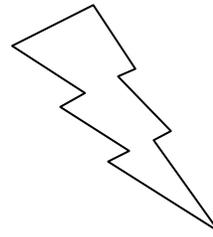
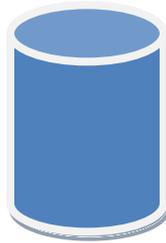
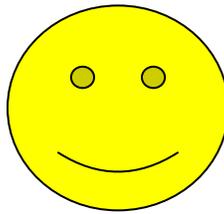
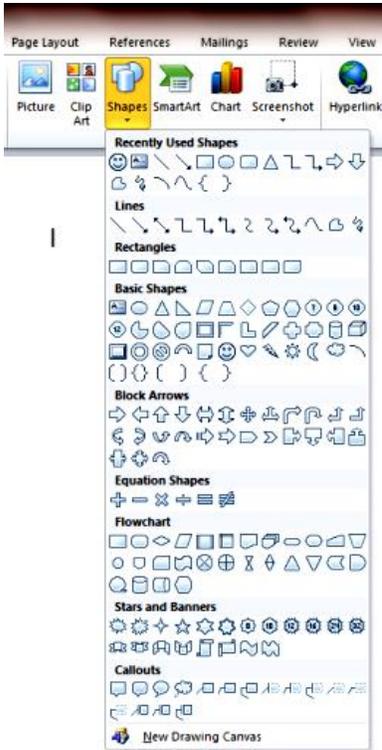


5





INSERT TAB: Shapes

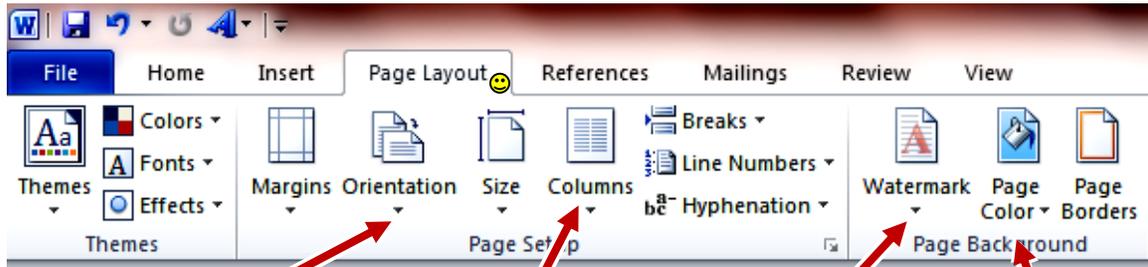


INSERT TAB: Word Art





PAGE LAYOUT TAB:

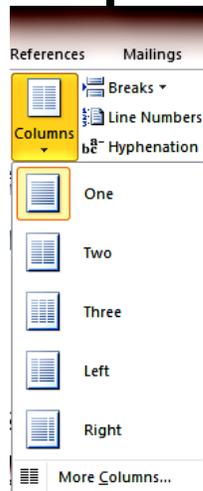
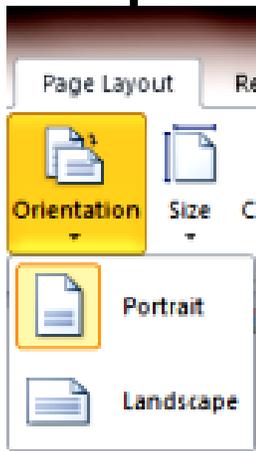


Page Orientation

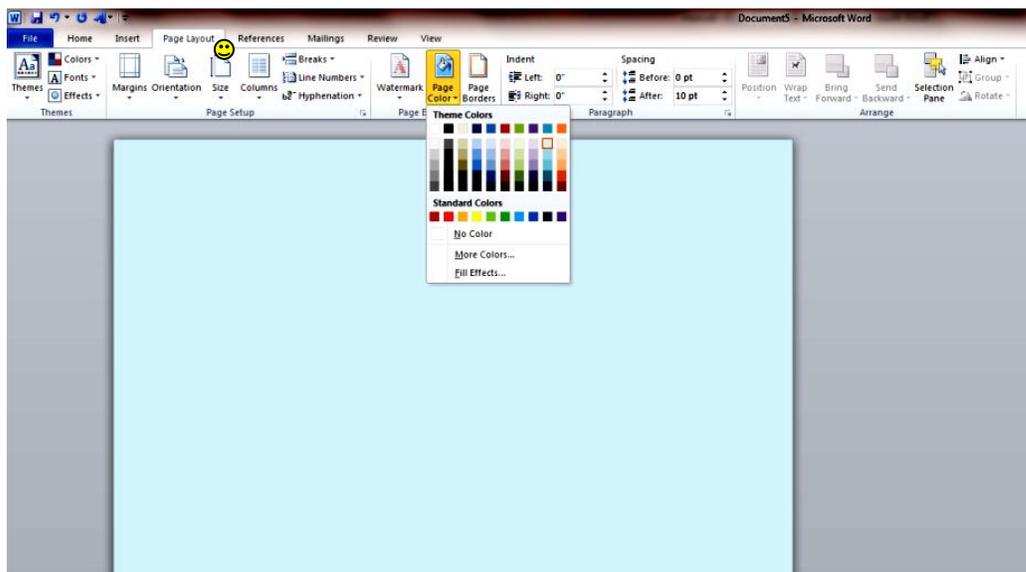
Columns

Watermark

Page Color

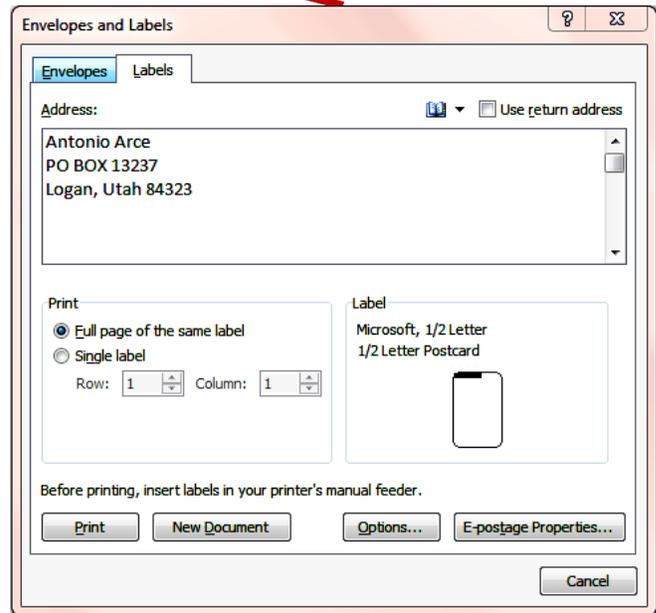
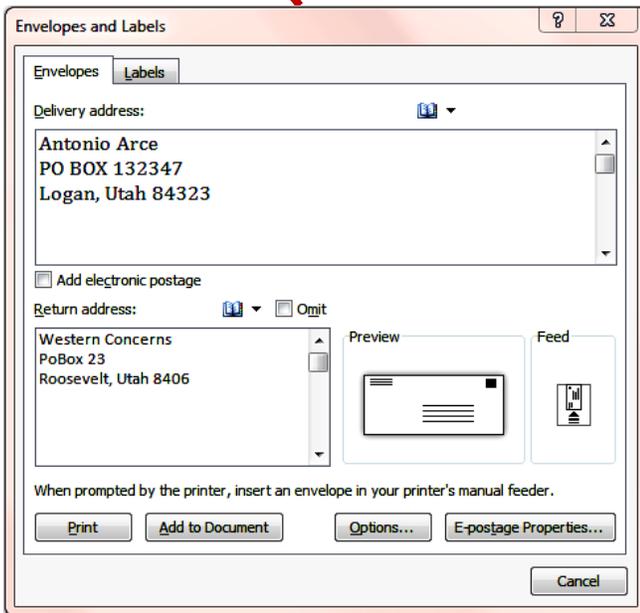
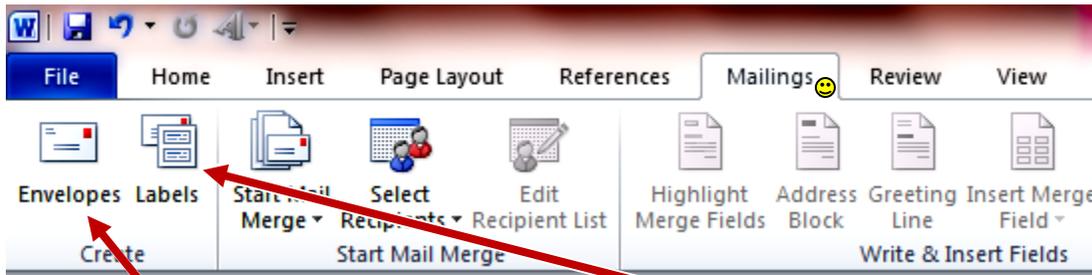


PAGE LAYOUT TAB: **Page Color**





MAILING TAB: Mailing and Labels



REVIEW TAB: Spelling & Grammar, Thesaurus, and Word Count



Spelling and Grammar

Thesaurus

Word Count



REVIEW TAB: Spelling & Grammar

The screenshot shows the Microsoft Word interface with the Review tab selected. The Spelling and Grammar dialog box is open, displaying the text "The **jouse** is beatifool". The word "jouse" is highlighted in red and labeled as "Not in Dictionary". Below the text, a list of suggestions is provided: "house", "mouse", "joule", "joust", "Josue", and "louse". A yellow smiley face icon is next to the "house" suggestion. A red arrow points from the "Incorrect Word" box to the word "jouse" in the document text.

REVIEW TAB: Thesaurus

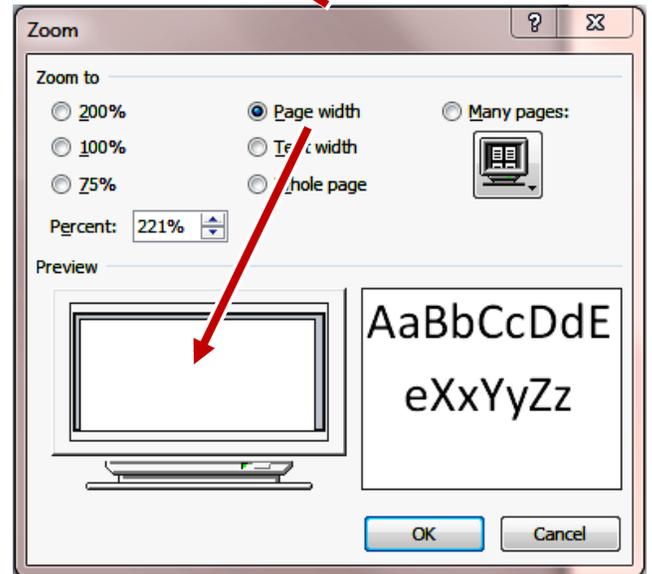
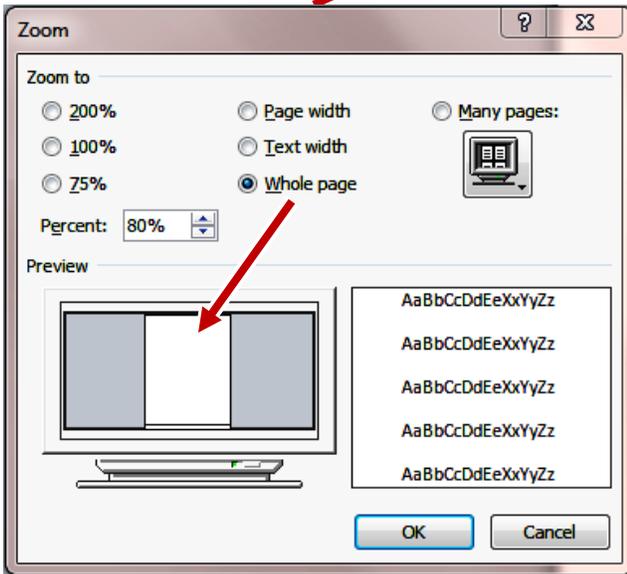
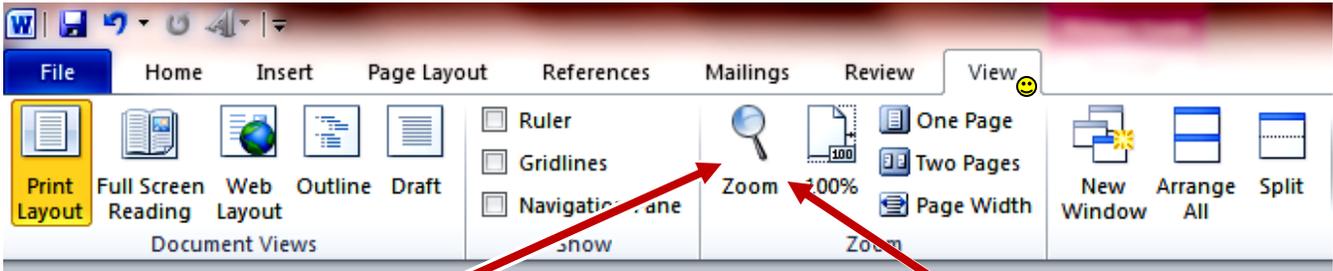
The screenshot shows the Microsoft Word interface with the Review tab selected. The Thesaurus pane is open, displaying the word "Beautiful" selected in the document. The Thesaurus pane shows a list of synonyms for "Beautiful", including "Lovely", "Attractive", "Good-looking", "Gorgeous", "Stunning", "Striking", "Fine-looking", "Handsome", "Ugly (Antonym)", and "Delightful".

REVIEW TAB: Word Count

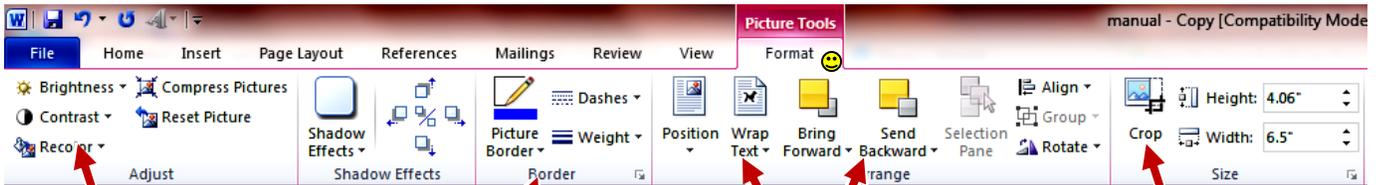
The screenshot shows the Microsoft Word interface with the Review tab selected. The Word Count dialog box is open, displaying statistics for the selected text. The statistics are: Pages: 1, Words: 19, Characters (no spaces): 87, Characters (with spaces): 106, Paragraphs: 1, Lines: 3. A quote by Joseph Campbell is visible in the background: "Computers are like Old Testament gods; lots of rules and no mercy." — Joseph Campbell, *The Power of Myth*.



VIEW TAB: Zoom



FORMAT TAB (Picture Tools:)



Picture Tools

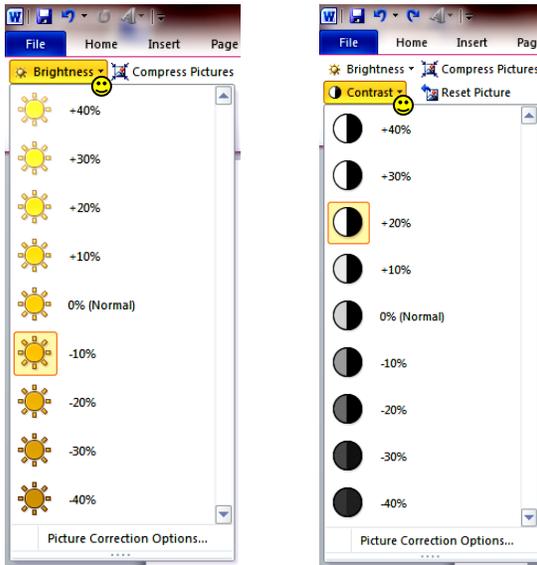
**Picture Tools:
Borders Colors
and Intensity**

**IMPORTANT
Picture
Position and
Movement**

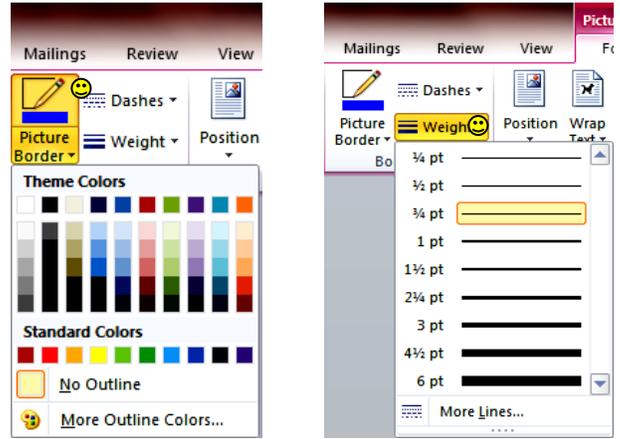
**Picture Crop
Tool**



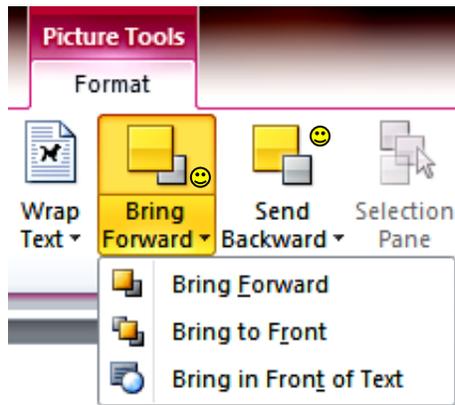
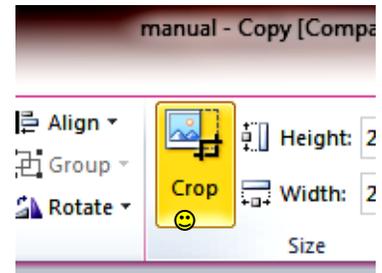
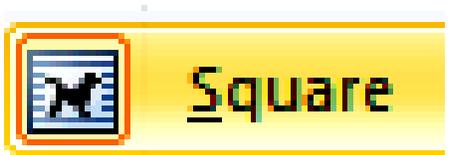
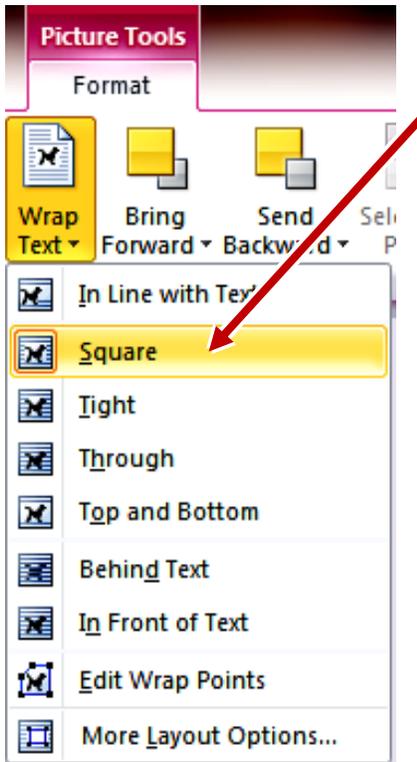
FORMAT TAB: Brightness & Contrast



FORMAT TAB: Borders Colors and Weight



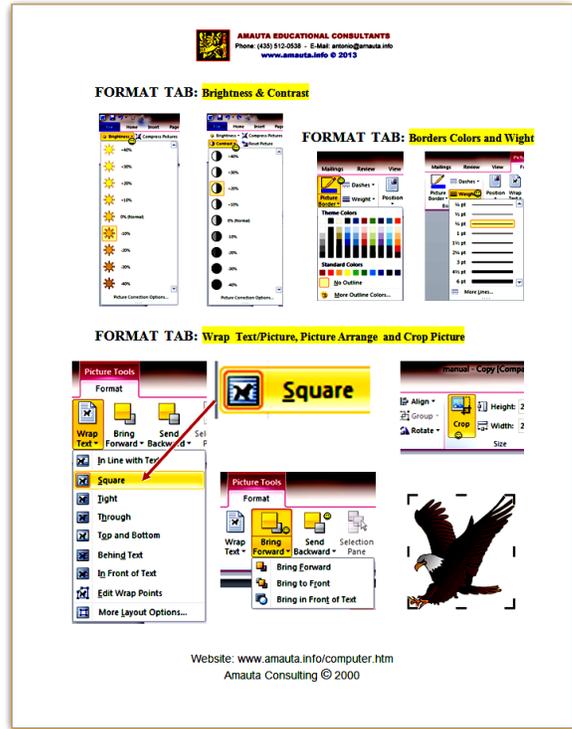
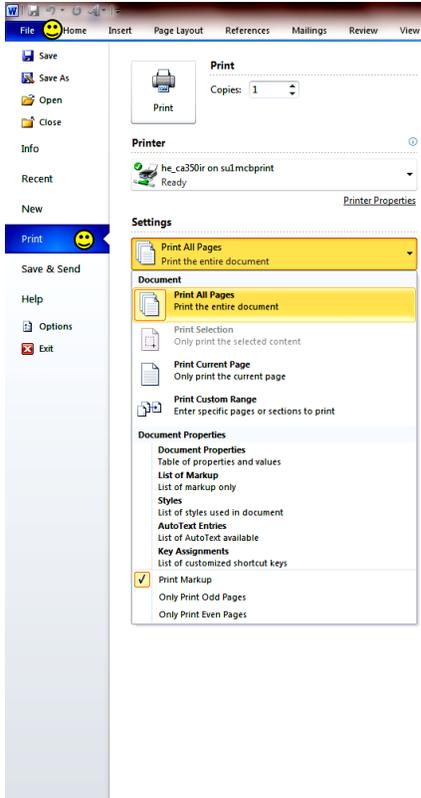
FORMAT TAB: Wrap Text/Picture, Picture Arrange and Picture Crop



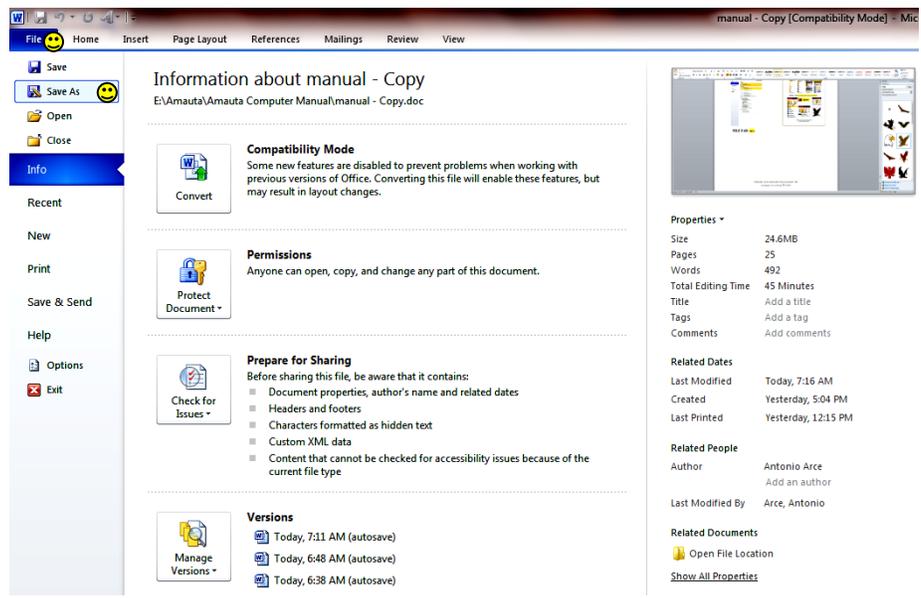
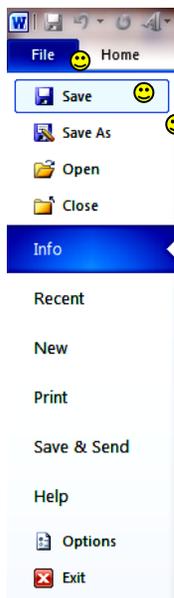


FINALLY!!!

FILE TAB: **Print**



FILE TAB: **Save or Save As**





(SAMPLE) Finding Specific Information in a Text File:

1) Find the text File and do Control “F”

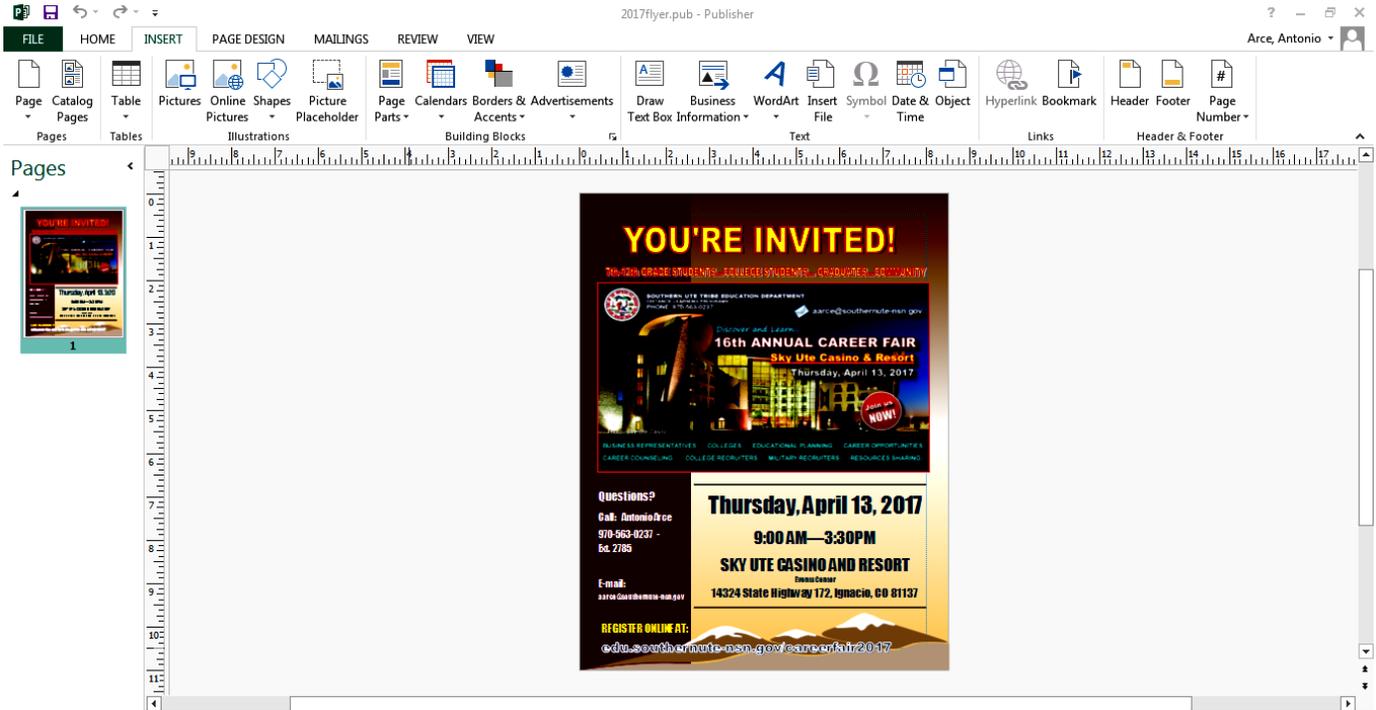
The screenshot shows a web browser with the URL https://en.wikipedia.org/wiki/Native_Americans_in_the_United_States. The search bar in the top left corner contains the text "Find:". A red arrow points to this search bar. The main content of the page is the Wikipedia article for "Native Americans in the United States".

2) Type “Reservation” and click “Next” (Sample)
 - There are 36 times the word “Reservations”
 - The word in the document is highlighted

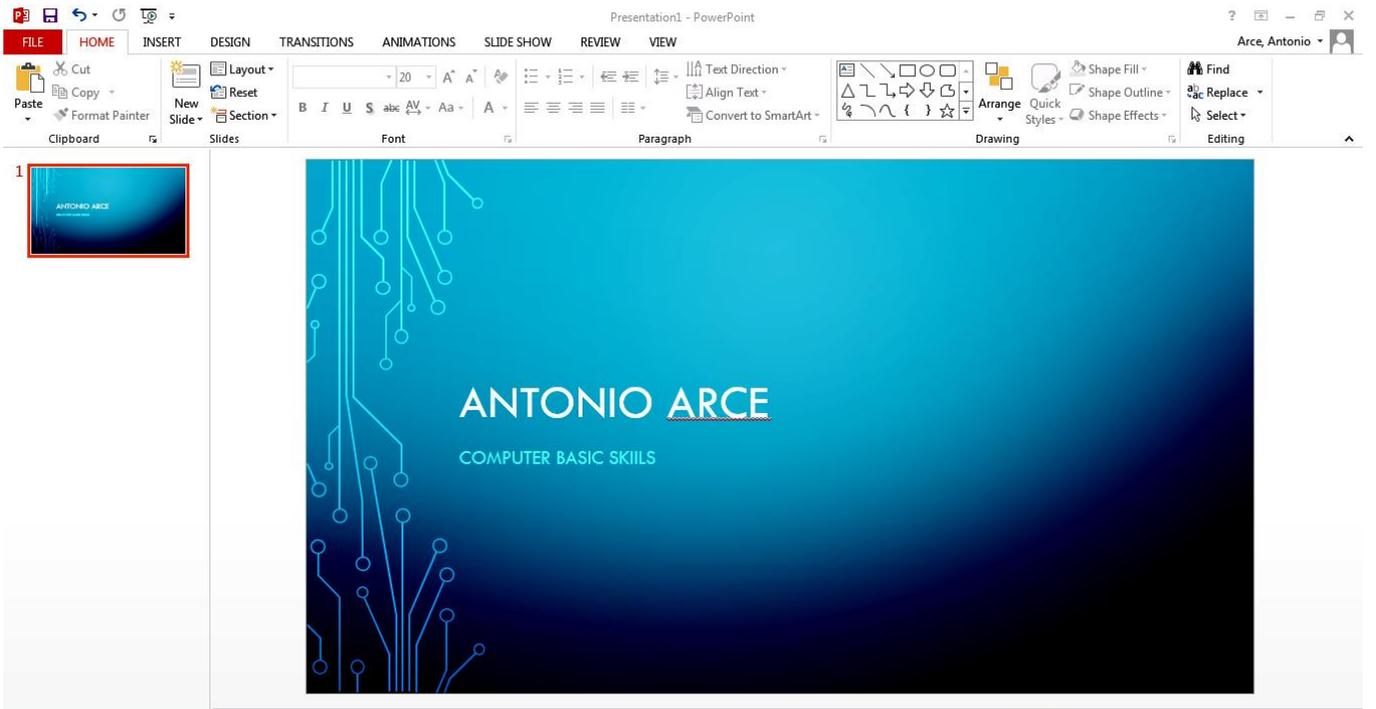
The screenshot shows the same Wikipedia article, but the search bar now contains the word "Reservations". The search results show "36 matches". A red arrow points to the search bar, and another red arrow points to the word "Reservations" in the main text, which is highlighted in yellow. The search results also show a list of languages on the left side of the page.



OTHER PROGRAMS – MICROSOFT PUBLISHER:



OTHER PROGRAMS – MICROSOFT POWER POINT:





OPPORTUNITIES TO LEARN ONLINE:

GCF LearnFree.org: www.gcflearnfree.org/



U.S. Small Business Administration: www.sba.gov

