CHATHAM LITERACY

LAPTOP TRAINING

Entrenamiento de Computacion

Created by Rose Chavez

Felicidades! Se ha ganado una computadora!

BASIC RULES - REGLAS BASICAS

No bebidas o comidas. Pueden dañar la computadora!

La almohada. [No ponerla sobre nada inflamable!]

Never leave it in the car! [Nunca la déje en el auto!]

1

INTRODUCTION TO HARDWARE - “EL ARMAMENTO”

Power Outlet
El Tomacorriente

Ethernet Line
Linea de Internet

Phone Line
Linea de Telefono

Flash Drive:

Aparato para mantener su información estable y segura

USB Cable:

USB Port:

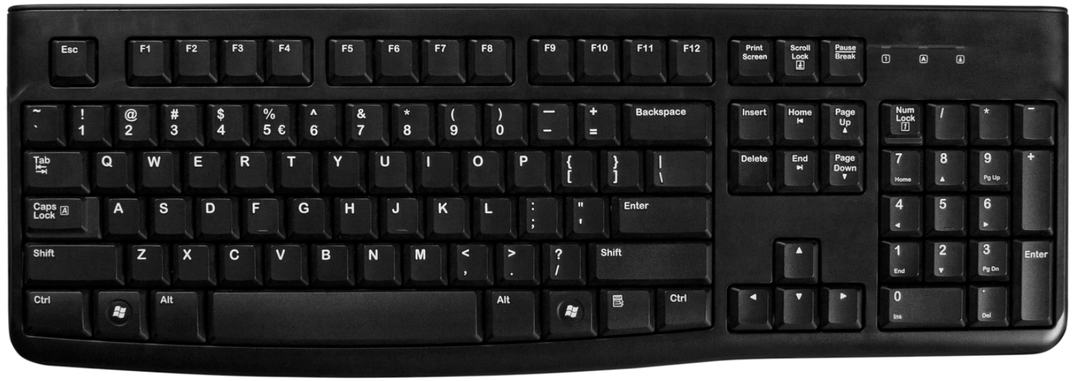
[La interfaz que conecta entre la computadora y su equipo adjacente, por ejemplo la impresora]

2

HOW TO USE YOUR LAPTOP - [CóMO USAR SU COMPUTADORA PORTáTIL]

Keyboard [Teclado]

- Alphanumerics [Alfanumericos]
- Shift [letras mayúsculas/minúsculas]
- Caps Lock [solo letras mayúsculas]
- Num Lock [números en la tecla de flechas]
- Function [Función]
- Control
- Backspace [Retroceder]



Mouse [Ratón]

Left Click [El “clic” a la izquierda]

Touchpad [Mueve la flecha en la pantalla]

3

POWERING YOUR DEVICE - CARGANDO SU COMPUTADORA

Plug in when needed
[Enchuflalo cuando necesite]

Charge battery when not in use
[Cargar la batería cuando no la uses]

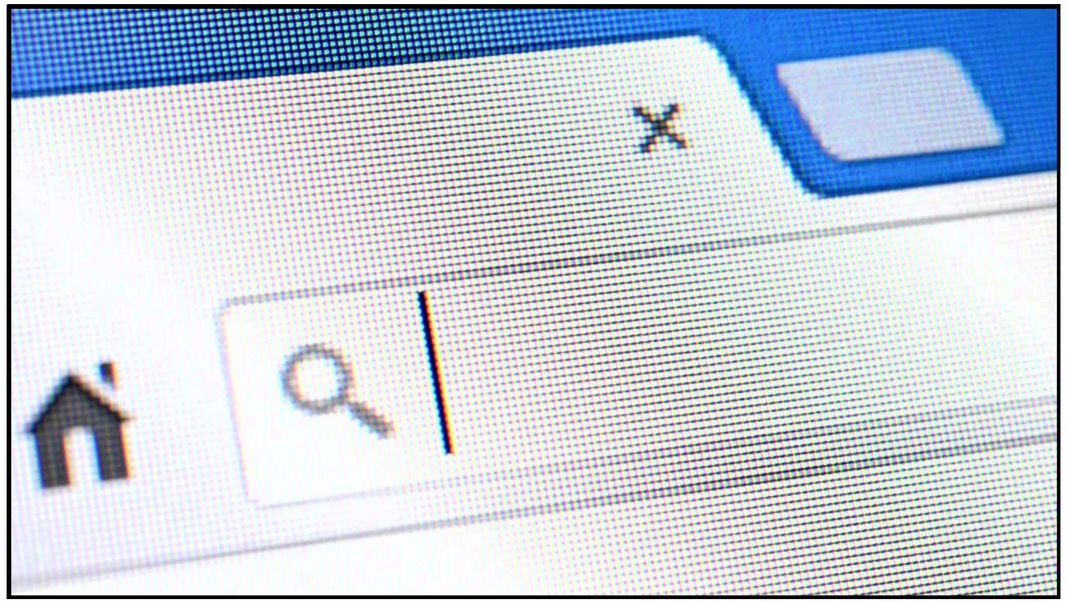
Battery Life - a couple of hours
[La duración de la batería – un par de horas]

4

DANGERS OF THE INTERNET - PELIGROS DEL INTERNET

Give no personal information!
[No de su información personal]

Some internet sites are harmful to computers.
[Hay sitios en la red que hacen daño a las computadoras]



Shop on secure sites [Hacer compras en sitios seguros]

.com
Commercial site
[sitio comercial]

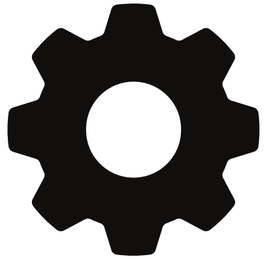
.gov
Government site
[sitio del gobierno]

.edu
Education site
[sitio educativo]

.org
Organization site
[sitio de la organización]

WANT TO CHANGE THE LANGUAGE?
[QUIERES CAMBIAR EL LENGUAJE]

Look for ‘Settings’
[Busca en ‘Ajustes’]



HOW TO CREATE A GMAIL ACCOUNT

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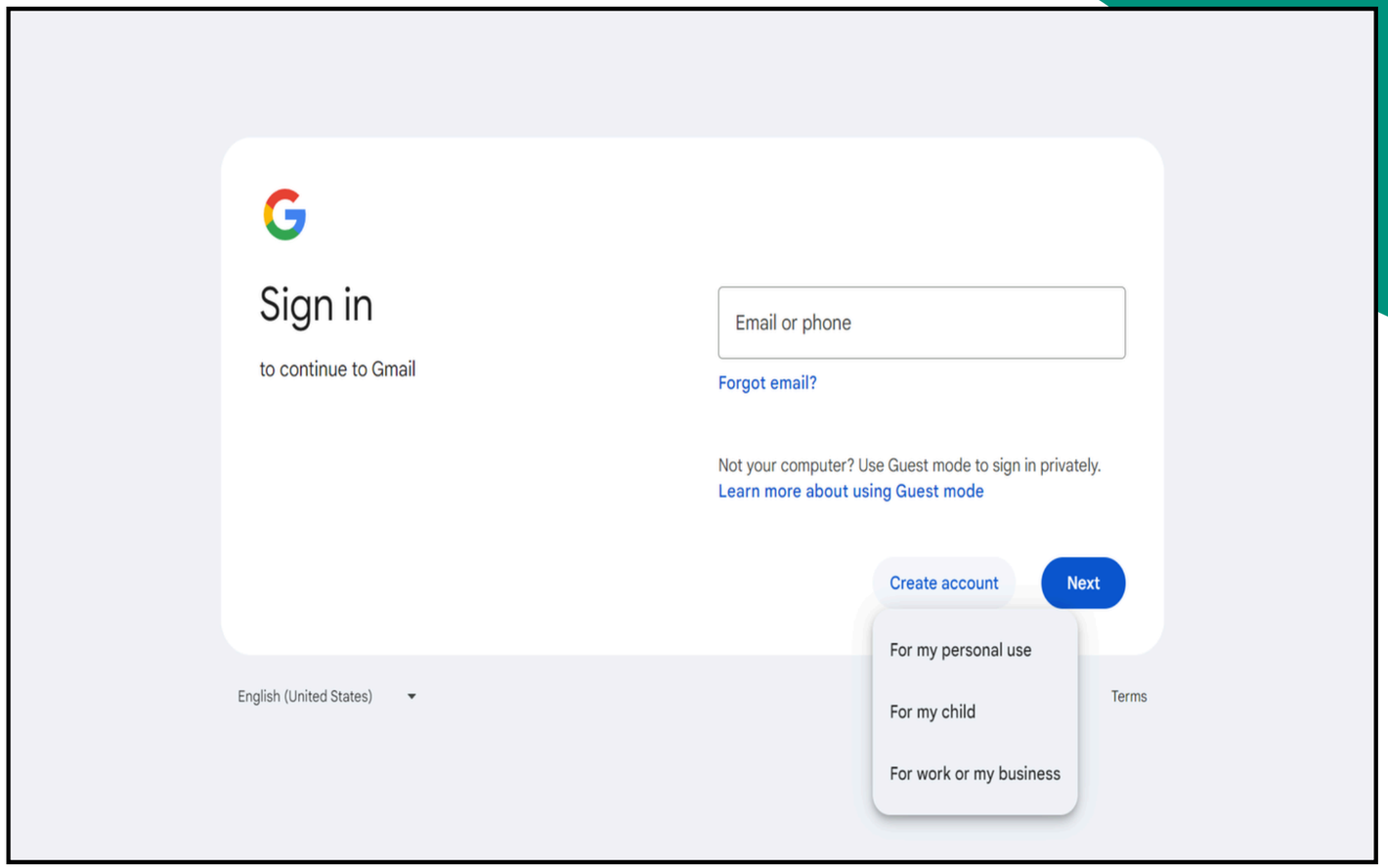
Go to gmail.com

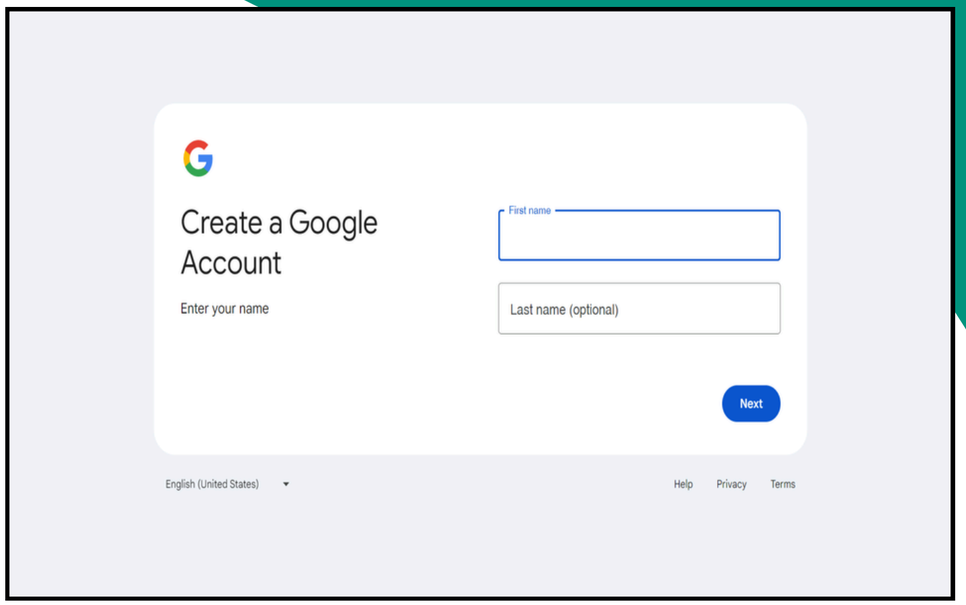
Click, ‘create a new account’
A drop-down menu will appear.

Click on ‘for my personal use’.

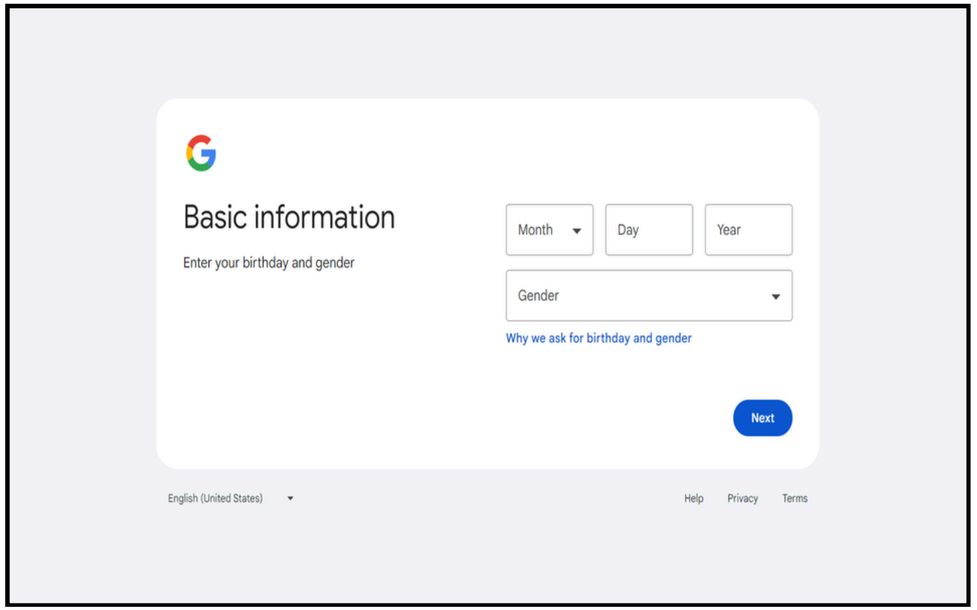
Click the blue ‘next’ button in the bottom right hand corner.



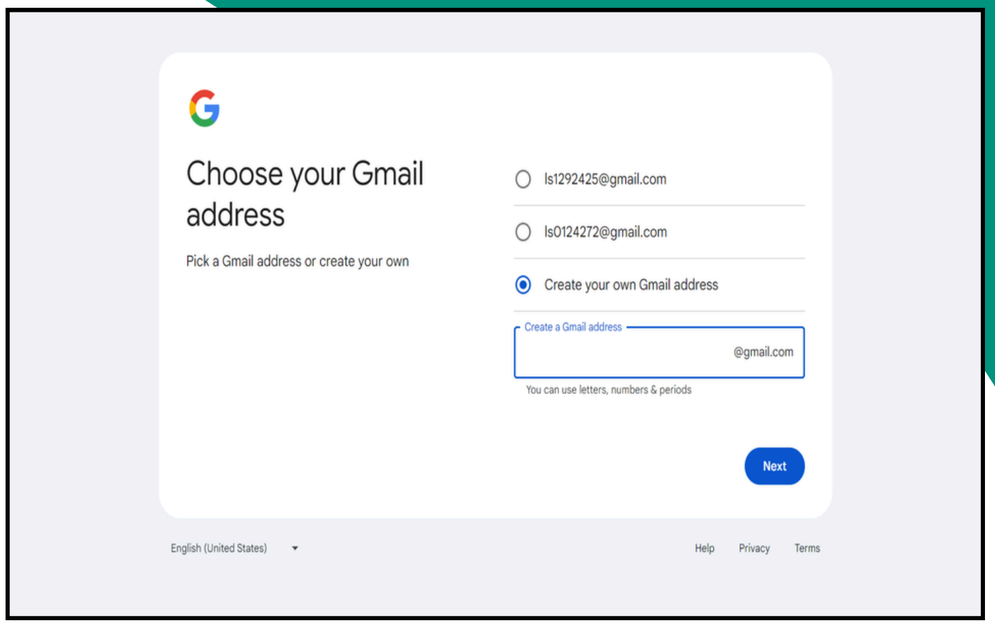
Type in your first and last name.
Click the blue, ‘next’ button in the right hand bottom corner to proceed.



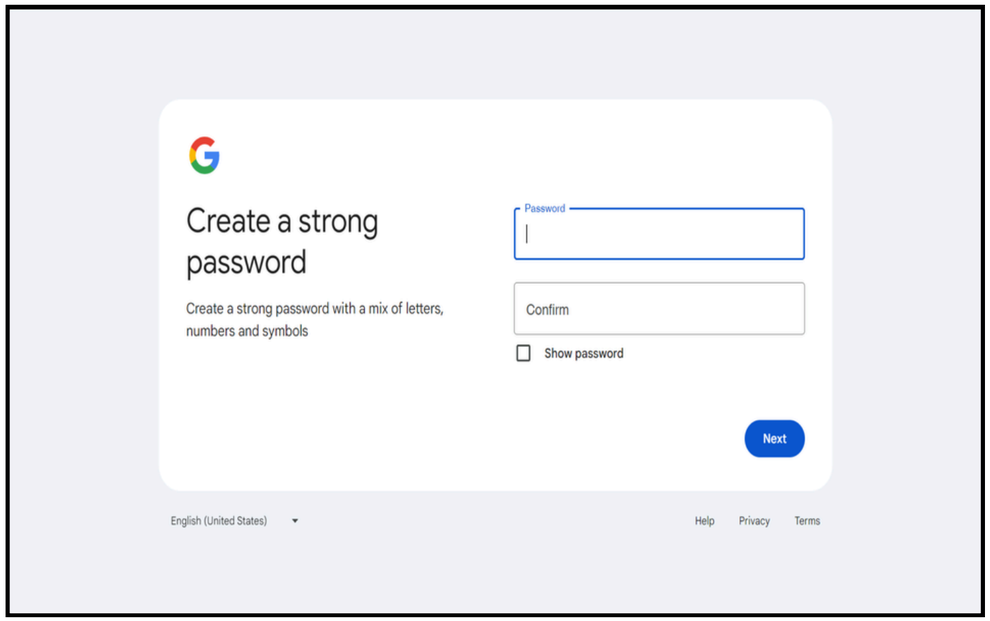
Next, type in your birthday and gender.
Click the blue, ‘next’ button to proceed.



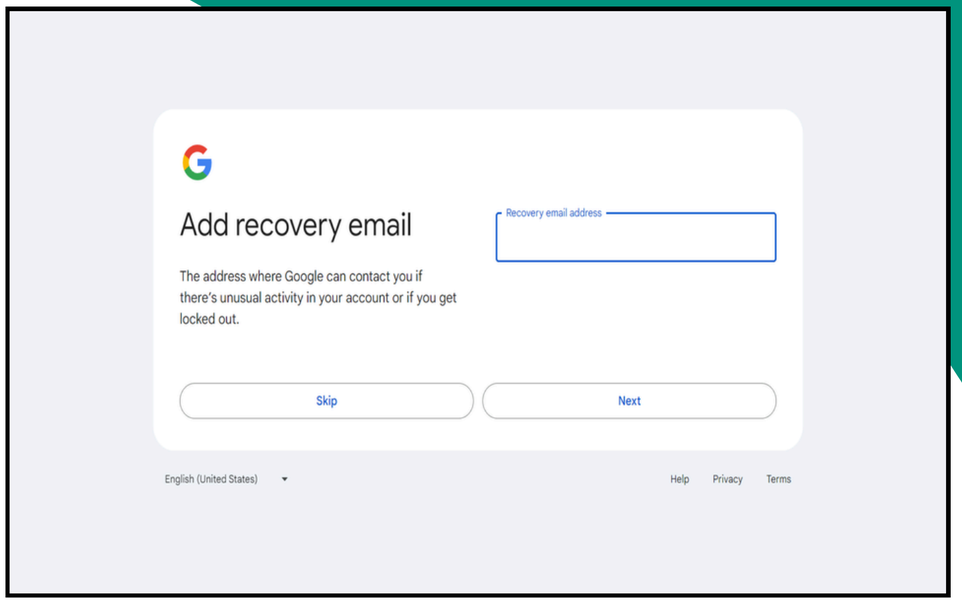
Next, choose your email address. You can use the suggestions based on your first and last name OR create your own unique Gmail.



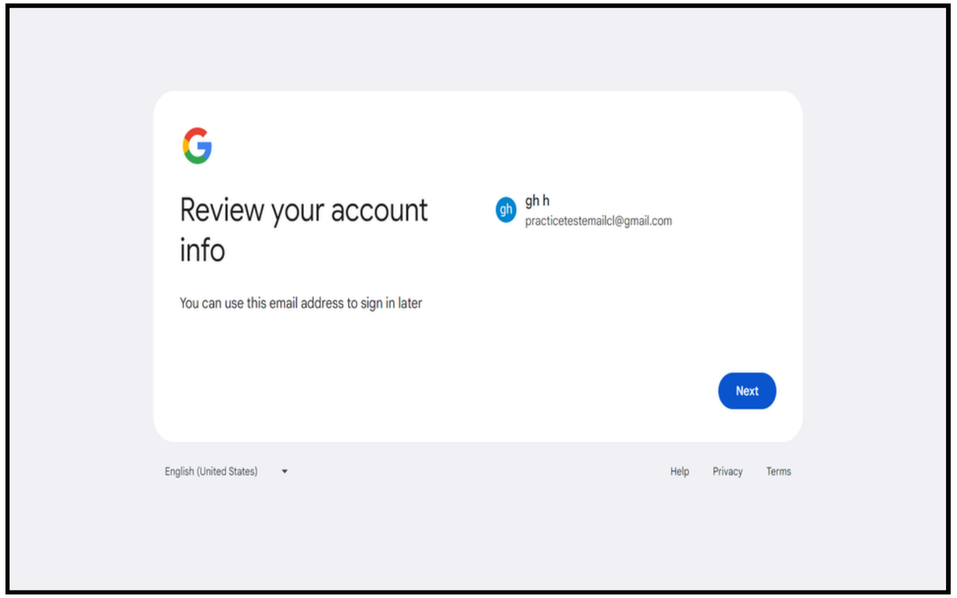
Lastly, create a password for your Gmail account
Click the blue, ‘next’ button once finished.



The next page is going to ask you to add a recovery email.
If you would like to you may add one, otherwise click the ‘skip’ button on the bottom, left hand side.

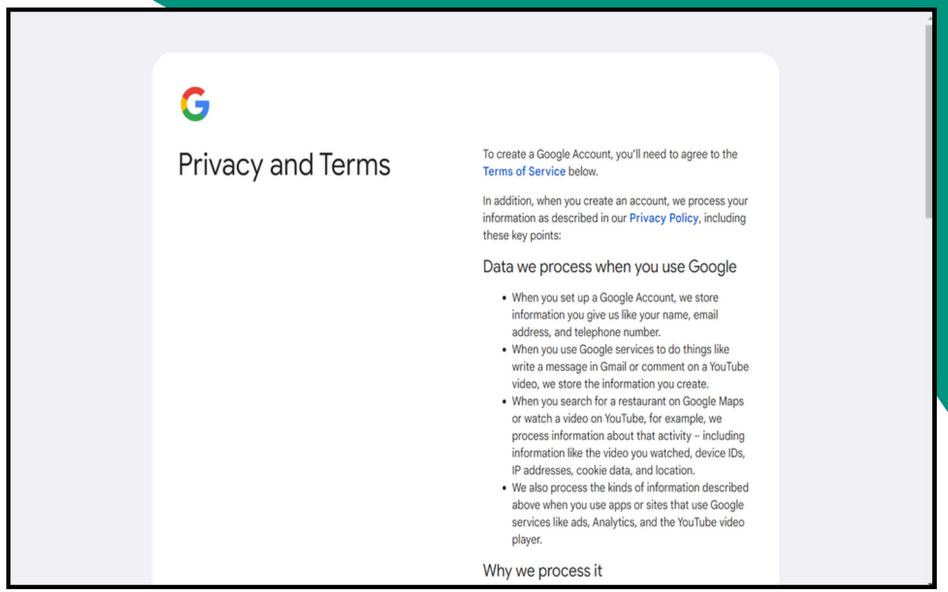


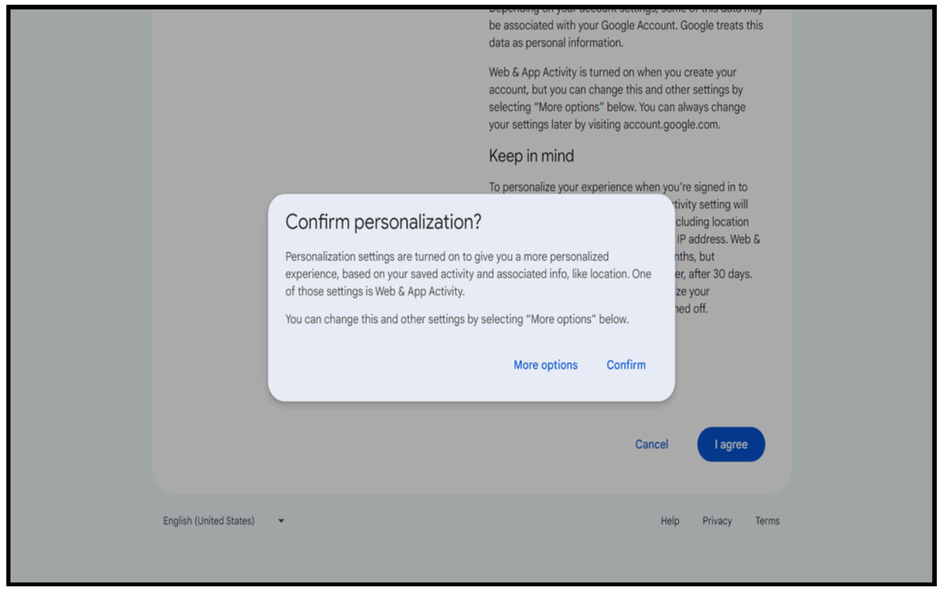
Next, you will be asked to review your account information.
Click the blue, ‘next’ button once finished.



Privacy and Terms condition agreement will pop-up.
As you are reading, scroll to the bottom.

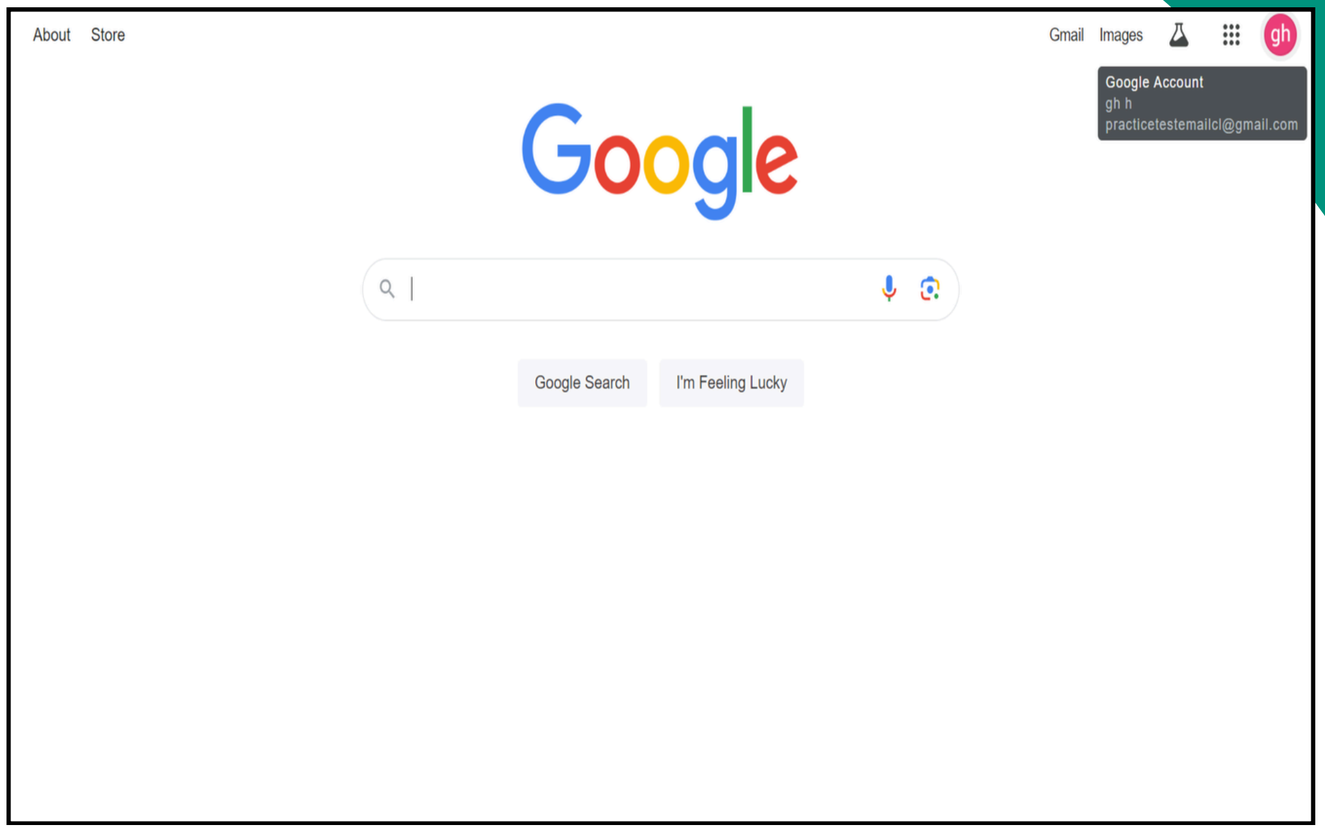
Once you are finished reading, click the, ‘I agree’, blue button in the right hand bottom corner.





Upon completion, you will be redirected to the google homepage with the search bar.

If you look to the right, there is a button with your initials.



**At this point, your email should be created and you are free to explore Google Suite tools. **

HOW TO CREATE A ZOOM ACCOUNT

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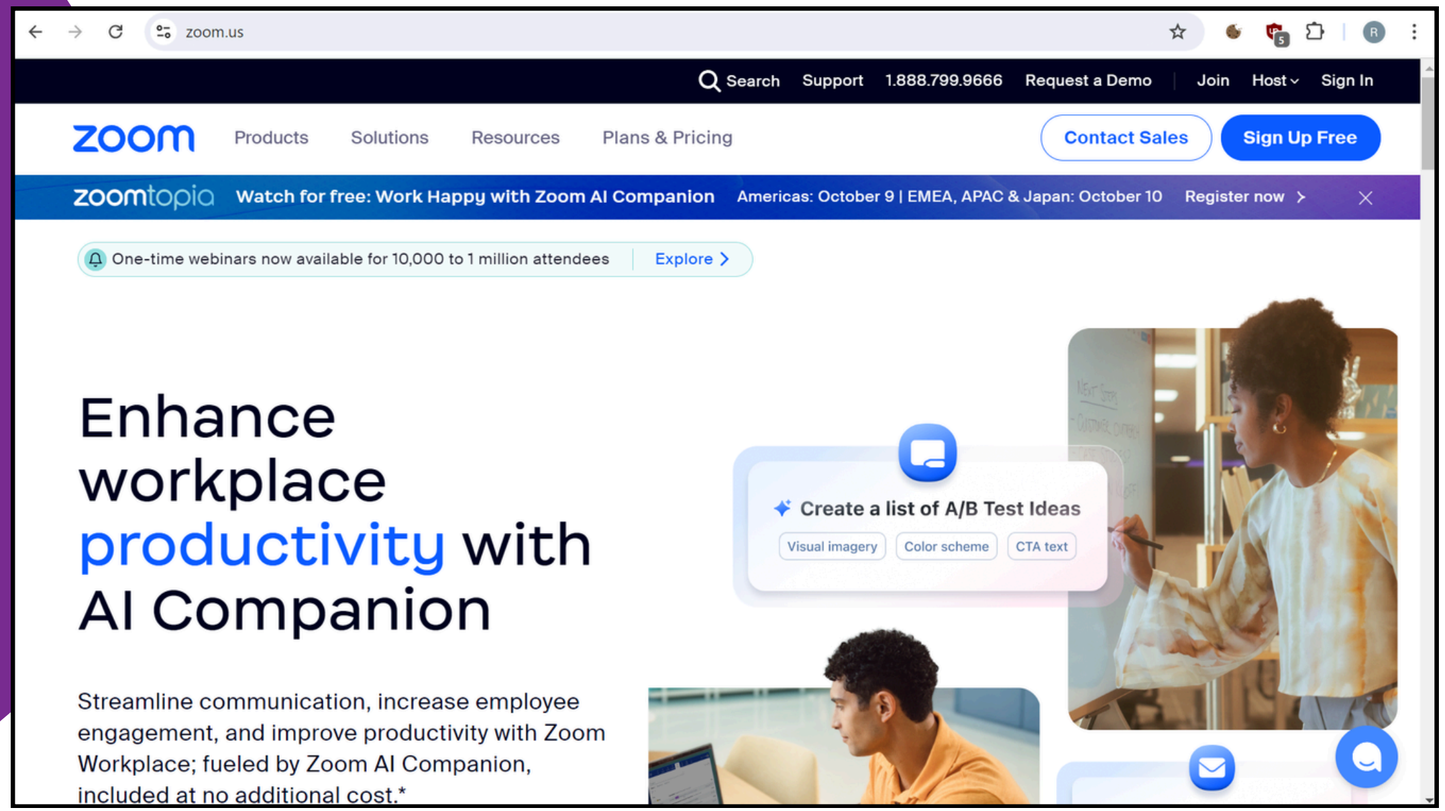
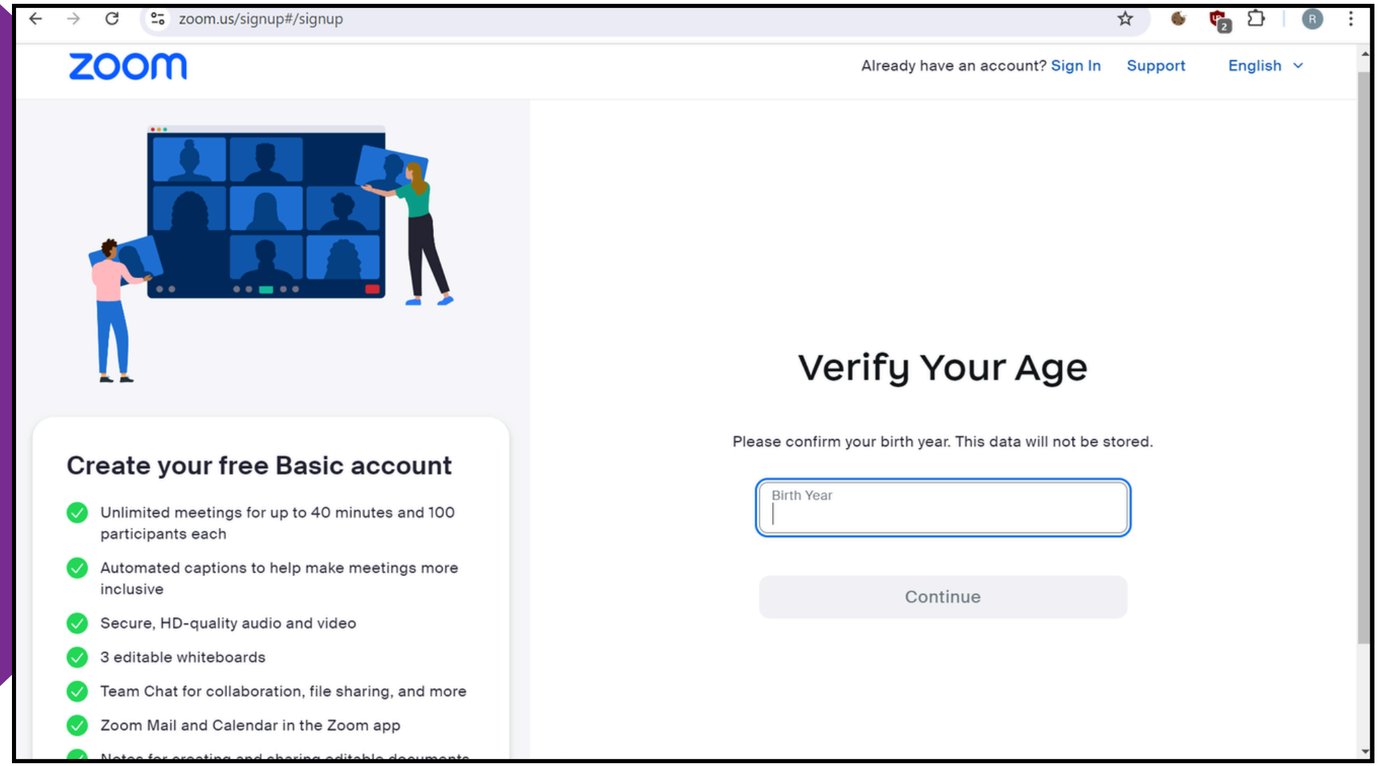


Go to zoom.us

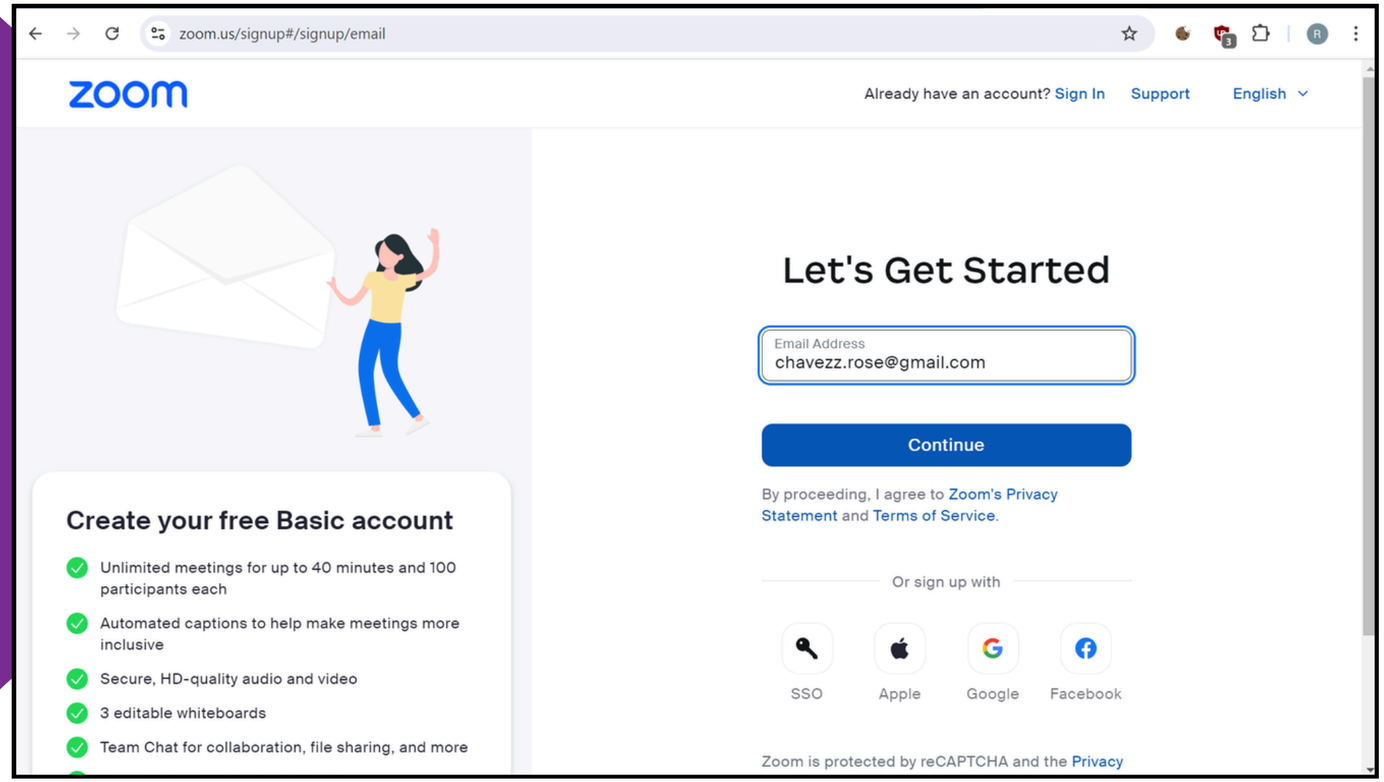
Click the blue, ‘sign up free’, in the upper right hand corner.



You will be redirected to a page where you can create your free Basic account. It says, ‘verify your age’.

Enter your birth year.

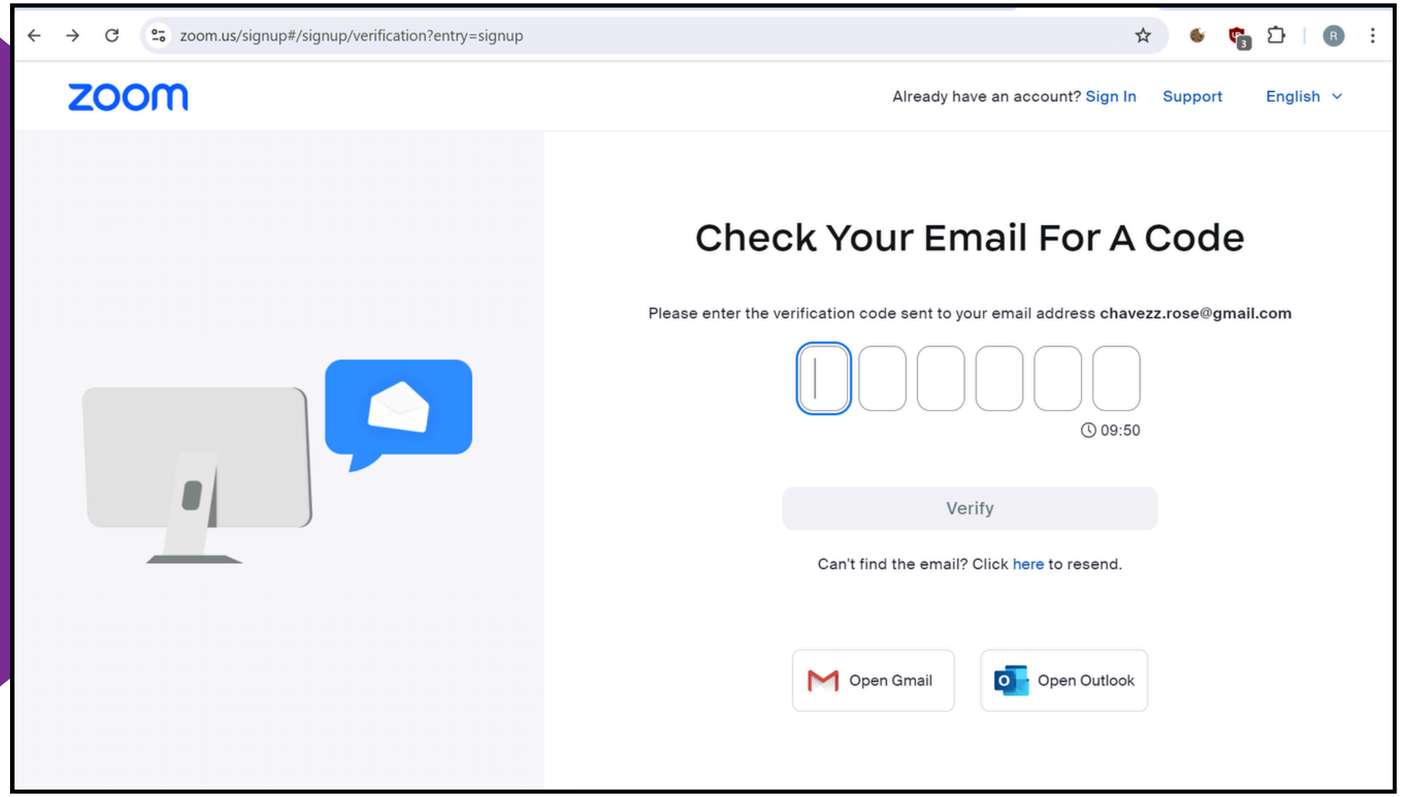
Click the blue, ‘continue’ button to proceed.



Next, the page will say 'Let's Get Started'.

Enter your personal email address- PLEASE make sure you have access to this email address.

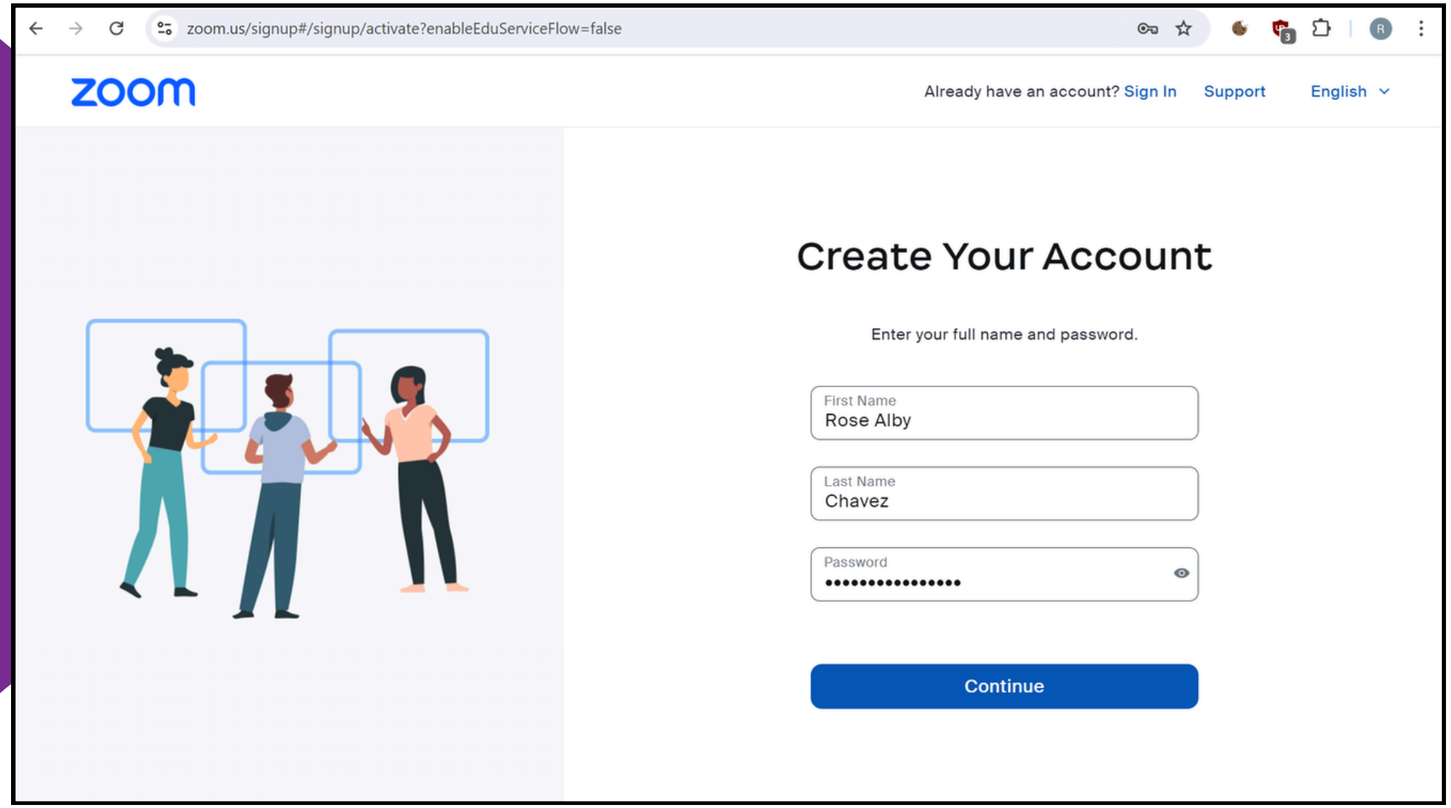
Click the blue 'continue' button to proceed.



Next, the page will say 'Check Your Email for a Code'.

You will need to check your personal email address for a code.
When you find the code in your personal email address, go back to Zoom and enter the code in the boxes.

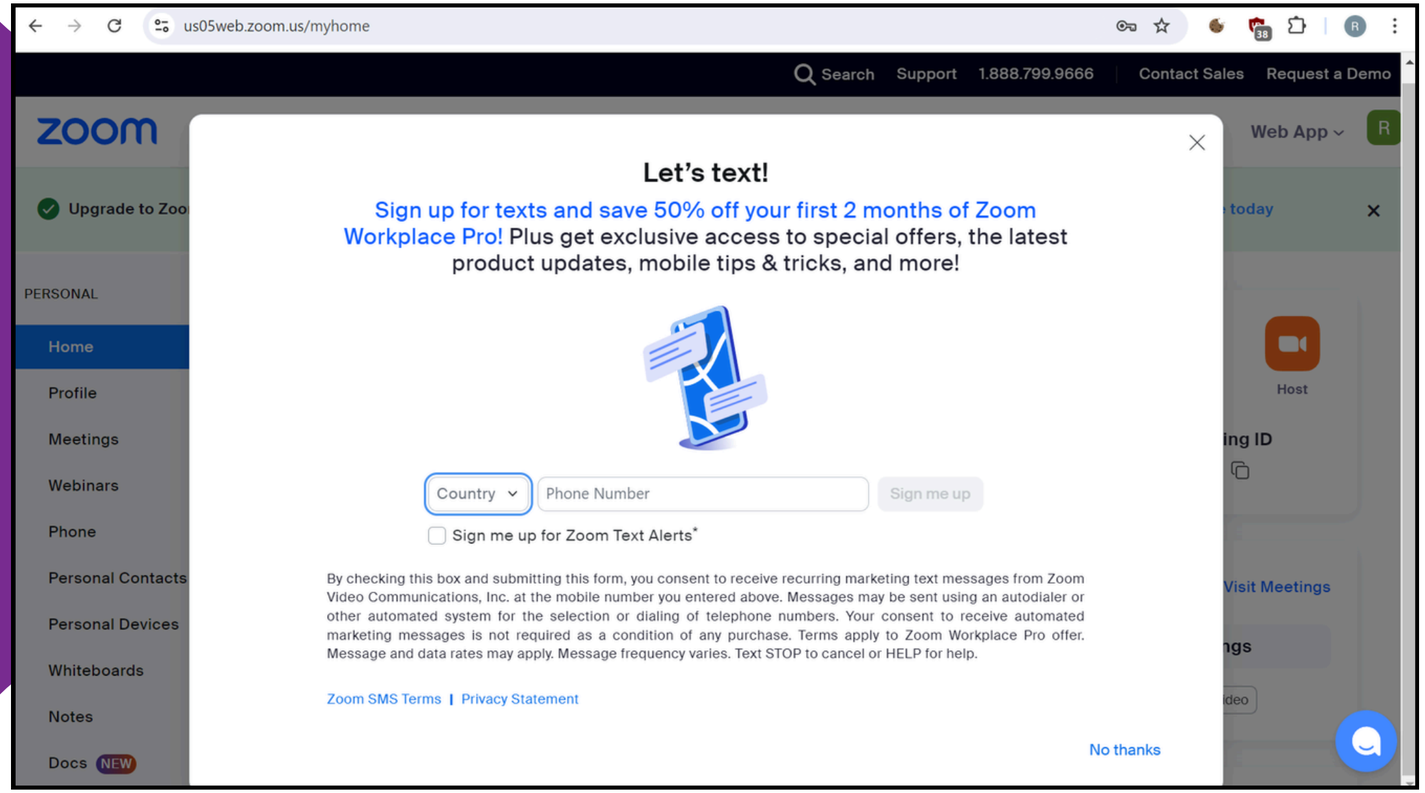
Click the blue 'continue' button to proceed.



Next, the page will say ‘Create Your Account’.

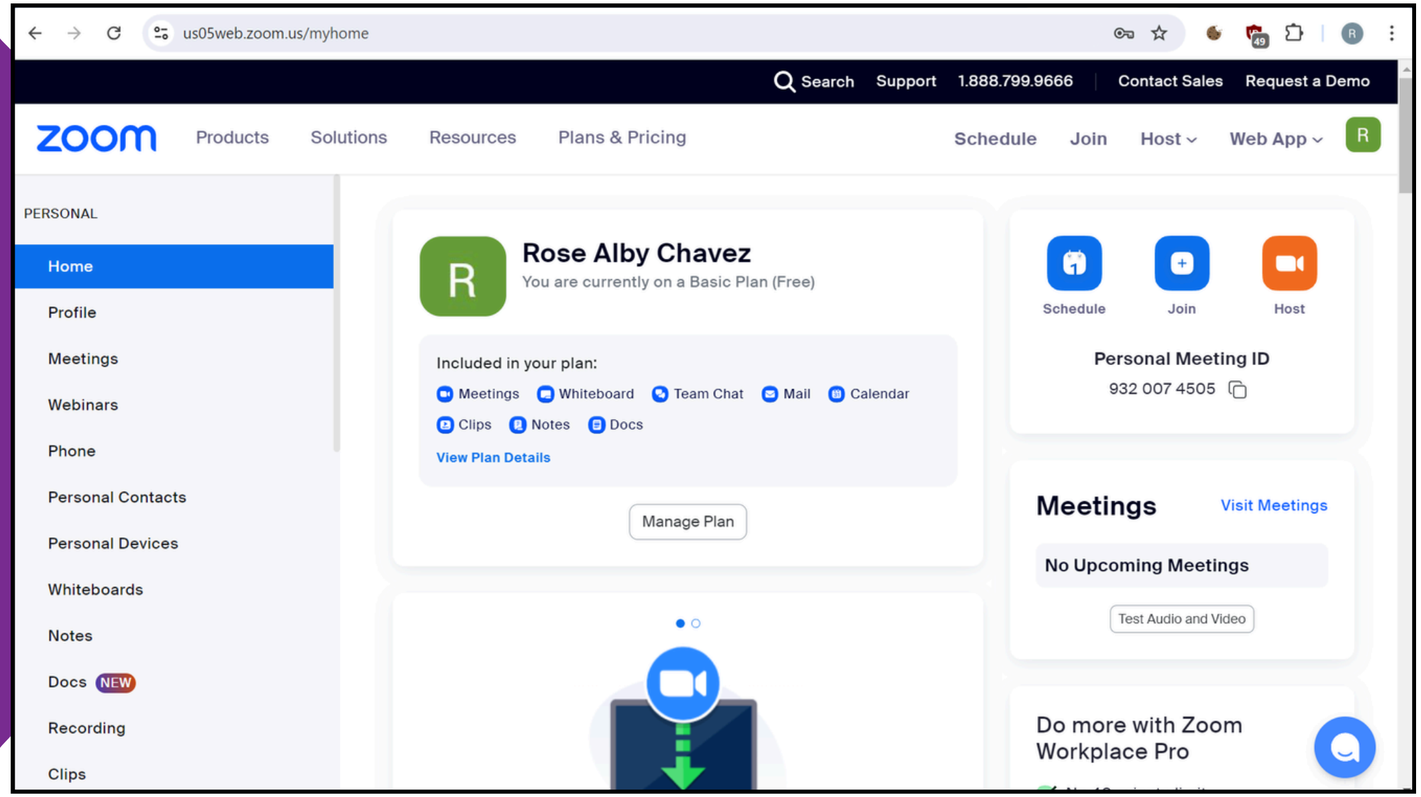
A password will need to be set for your new Zoom account.

Click the blue, ‘continue button to proceed.



Once the page has finished loading, a pop-up window will appear.

To avoid getting text alerts, click 'No Thanks' in the bottom right, hand corner.



Once you clear the pop-up box, you will see your account with your name.

****At this time, you have completed the sign-up process for Zoom.****