

31-Tip HANDY REFERENCE GUIDE

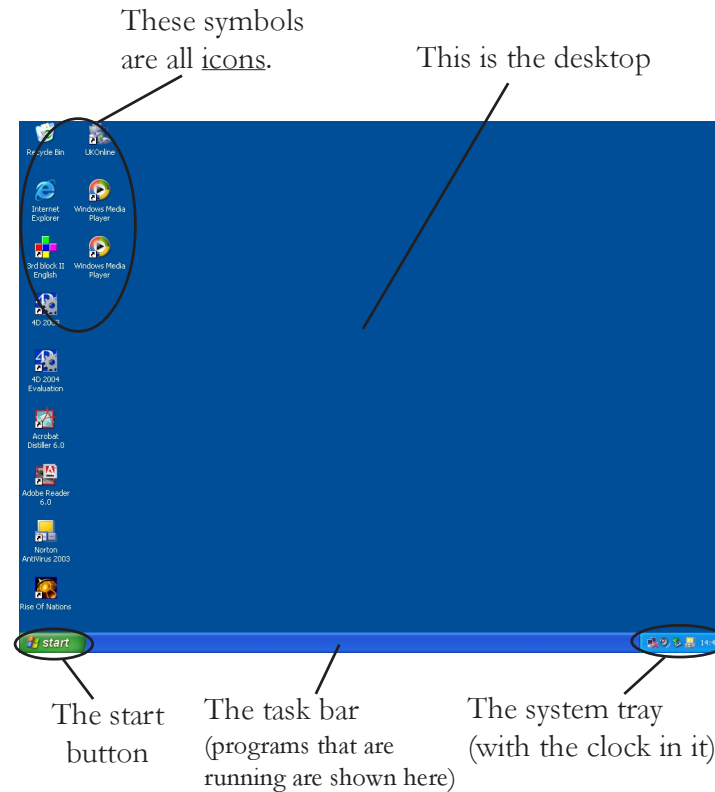
Computers One Step at a Time

*“The easiest way to
learn to use your PC.”*


Instead of just telling you about computers, our books *show* you how to use them. There are plenty of pictures showing you exactly where to point the mouse and where to click. There are even videos to make it as clear as it possibly can be.


Find out more at www.osaat.co.uk


The Basics



Especially important desktop icons





 = My Computer — double clicking on this lets you *access the different parts* of your PC.

 = My Documents — this is how you control and access the files and folders stored on your PC.

 = Recycle Bin — this is where any files you don't want any more go when you *delete* them.

Keyboard Shortcuts

Shortcuts in Windows itself

Show Start Menu:	 + D	Press these keys at the same time.
View Desktop:	 + D	
Search:	 + F (for find)	
Open My Computer:	 + E (for explore)	
Copy:	ctrl + C	
Paste:	ctrl + V	
Cut:	ctrl + X	
Close the current window:	Alt + F4 (this doesn't mean press F and 4 — it's the F4 key near the top of the keyboard)	

Common Keyboard Shortcut Combinations

Find within a document:	ctrl + F
Replace within a document:	ctrl + H
Select everything (all):	ctrl + A
Undo:	ctrl + Z
Redo something you've undone:	ctrl + Y
Save:	ctrl + S
Open:	ctrl + O
New document:	ctrl + N
Print:	ctrl + P
Bold (text):	ctrl + B
Italic (text):	ctrl + I
Underline (text):	ctrl + U

Common Function Key Shortcuts

Help:	F1
Rename a file/folder:	F2
Refresh:	F5
eg if you've put a new disk in the disk drive and you want the window to update to show the files in that disk, instead of the one you had in before.	

Staying Safe on the Internet

There are two parts to staying safe on the internet:

The first is to have good anti-virus software installed and to keep it up to date. Every so often (or if your PC ever seems to be acting strangely), run a full scan of your hard drive. Also make sure you have your firewall activated if you're running Windows XP.

The second is to use your common sense

- If a web page looks shady, close it down straight away.
- If an email seems to be doing strange things, close it and delete it.
- If you get an email with attachments and you're not sure who it's from, don't open them, delete it.
- If you get an email with attachments from a friend, but it doesn't sound like them or it's vague, don't open it until you've checked with them that they really did send it.
- Don't give your email address to dodgy-looking websites.
- Don't give your credit card details to dodgy-looking websites.
- In fact, don't give *anything* to dodgy-looking websites.
- Don't reply to spam, even to say "Don't send me any more spam!"

And if you ever have anything strange happen, do a full virus scan straight away.

Most of all, though, don't let this all put you off using the web. Follow those rules and you'll foil the bad guys!

What to do if it crashes

Computers do crash occasionally. Sometimes for no apparent reason at all. Whenever it happens to you, follow this checklist to see if it can be recovered without just switching the PC off and on again:

- 1) First of all, wait. Make a cup of tea or walk around the room. Sometimes Windows will sort itself out given enough time.
- 2) If just one program has crashed (rather than the whole system), try pressing escape. Occasionally that will cancel whatever the program was trying to do, and bring it to life again.
- 3) If that doesn't work, try shutting down all the other programs (saving any work as you go). Sometimes that can remove whatever's causing the problem and the stuck program will leap to life again.
- 4) Try closing the program using the close button in the top right hand corner (with a cross on) or by right clicking on the button on the taskbar and selecting "close". If those don't work, try pressing Ctrl+Alt+Del all at once, choosing the program in Task Manager and selecting "End Task". Give it a minute or so to try to close. Sometimes it might ask if you want to save your work. Say yes, but save it under a different name in case it's been corrupted since you last saved.
- 5) If none of that worked, try restarting your PC.

You might still be lucky, though. Some programs can "Auto-recover" what you were working on before a crash. Start the program again to see if it works.

The other thing you should do is get into the habit of saving your work often, even before you finish. That way, if your PC does crash (or there's a power cut), you only lose a few minutes work.

Useful websites

Some good news pages:

www.bbc.co.uk
www.timesonline.co.uk

A couple of TV listings pages:

www.radiotimes.com
www.uknetguide.co.uk/TV

Search engines and portals

www.google.co.uk
www.ask.co.uk
www.uk.yahoo.com
www.lycos.co.uk

Tourist Information Sites

www.tourist-information-uk.com
www.info-world.com/tourist.info
(you can access lots of countries from this one)

Language and foreign phrases

Handy phrases in lots of languages:
www.gorin.com/phrase
www.omniglot.com/language/phrases

Travel Agents

Just one site here, since it brings together the standard UK travel agents.
www.travel-agents.org

Other travel

You can check train times and book tickets online at:
www.nationalrail.co.uk
www.virgintrains.co.uk
and this site is good for booking cheap flights and hotels:
www.expedia.co.uk