

Getting to know your laptop or desktop computer

A laptop or desktop computer can be a great way for you to access the online world and learn new skills: whether it's connecting with loved ones, shopping and banking online, finding entertainment or writing letters or messages, these devices are here to help.

But it can feel overwhelming to learn how to make a new device work at first.

This guide will show you how to make your new device work for you, and build your confidence with using it.

*Instructions may vary according to your device model.

What you'll learn

1. Understanding the basics of your device
2. Making the device work for you
3. Key functions

Setting up log-in details

When first setting up your laptop or desktop computer you'll be required to create a username and password.

A username can be kept simple, for example firstname.secondname.

When creating a password, make sure you choose something that is easy to remember, but difficult for other people to guess. Try to avoid writing it down if you can. A strong password will mean that no one else will be able to access your computer.

Moving around – the mouse or the trackpad

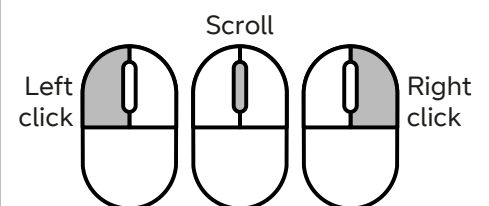
The mouse or trackpad allows you to move around your display screen, point, select, scroll and open and close programs.



Once logged onto your device, you will see a cursor which will show you the area of the page you are working on.

To move the arrow around the screen, you will need to use the mouse (if using a desktop computer) or the trackpad (the black square built into your laptop).

Your mouse also provides the option to scroll (using the wheel in the middle of the device), left click to select, click and drag the mouse to the left or right to highlight a word and right click to find out more information and open additional functions.



If you are using a trackpad, you can carry out the same functions by pushing down on the left or right of the pad.