

Using Computers Without Fear

An overview of computing at DJA

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April 25, 2006

Universal Law #1

- It's a **MACHINE**! It works for YOU!
 - a tool to assist you in accomplishing your work.
 - no intelligence, cannot judge us, rate us, evaluate us, etc.
 - Software today: most is far more than any of us need for our purposes.
- Stick to what YOU do & your way to do it:
 - Don't measure yourself against more experienced computer users.

Universal Law #2

- *The “right way” to do any given thing is the way that YOU use that works!*
 - There are many ways to do a given thing.
- You don’t need to memorize anything.
- Find what you need in:
 - HELP
 - Menus
 - the “Manual”
 - right-click “context” menus
 - “tool tips” (hover to reveal), etc.
- Find someone you can ask – but don’t ask them as the **FIRST** thing you do!

Universal Law #3

- There'll always be **ACRONYMS** and “Buzz Words” and “the Newest Thing” and more that you don't understand – RELAX!
 - Human nature is to think you're the only dummy here that doesn't know
 - Especially when others nod their heads rather than “look ignorant” by asking a question
 - Be a hero! Ask! “What does that mean?”
 - Then YOU decide whether it's important FOR YOU

CONCEPTS

- Hardware
- Software
- Storage – where is your work kept?
- “Servers” & “Clients”
- Networks (local, department, County wide area network [WAN], etc.)
- Internet and intranet
- Windows – “My Computer” – Directories / “Tree”
- What else?

What Do You Need to Know?

- Note here what you think you need to know more about in using your computer: