Computer Basics for the Young and Old

Whether you have a PC or Laptop you may want to know how to do some basic computer skills like highlighting, cutting, copying, pasting and resizing Windows.

Highlighting: To make your computer understand which part of a document you want to copy, cut, or modify, you must highlight it. Highlighting means that you make it prominent so that it stands out from the rest of your text. The most common way to highlight is to put the cursor where you want the highlighting to begin, then press and hold the left mouse button and drag the cursor across the word or sentence, then release the mouse button where you want the highlighting to end. Then you can right mouse click and either copy or cut the highlighted text.

Copying: Once something is highlighted, it can easily be copied by right mouse clicking and copying the text. You can also copy a highlighted text by holding down the control (Ctrl) key and taping the C key at the same time.   This process is called Ctrl+C.

Pasting: Once something is cut or copied, pasting is just as easy. Bring the cursor to where you want the cut or copied object or text to be pasted, and left mouse click and paste. You can also use a function similar to the copy function but instead of the Ctrl+C you use the control (Ctrl) key and tap the V key at the same time. This process is called Ctrl+V

Resizing Windows: This becomes more of a necessity as we age and our eyesight isn't what it used to be. The simplest way to resize a window that you are in is to use the control (Ctrl) key and move the scrolling wheel or ball on your mouse.

Stop by our office if you have questions or need help with anything.
510 10th Street, Gothenburg, NE 69138

Oliver Consulting
Services, Inc.