

The thought of using a computer for the first time can be daunting. We hope these guides and our 'Computer Skills for life' website will help you to learn the basics.

You may find it helpful to learn with a friend or family member, to visit a library or to take a course.



## Computers

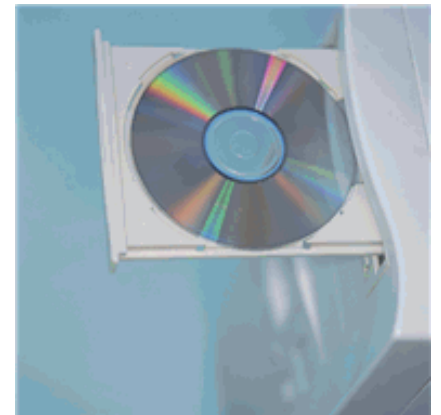
Although there are various types of computer, once you have learned the basics, you should be able to use a computer at home, at a library or in an office.

On our website, you can find out about different sorts of computer and how to use the keyboard and mouse. You can also find out about other devices (such as speakers, microphones, printers and more).

## Software

Software programs run on your computer to help you to carry out home or office tasks, use the internet, play games, enjoy hobbies or run a business. Basic software programs are installed on new computers; other special software programs can be added to meet your needs.

On our website, you can find out about software for home or work and how to keep your computer safe and healthy.



## Internet

The internet helps millions of people everyday to find out information, send email, share pictures, download music, read news, buy goods, arrange services, manage money, play games, connect with people around the world and more.

On our website, you can find out how to 'get connected' to the internet, stay safe online, find tips on how to surf the web, use Google (see over) and other useful links.

Learn more at: [www.hants.gov.uk/computer-skills/getting-started-with-computers](http://www.hants.gov.uk/computer-skills/getting-started-with-computers).



# Google search

The most common activity on the internet is to look for information, news, services, people or events. You can find things quickly using a search engine such as **Google**.

Google is the world's favourite search tool and is really simple to use.

## Try a Google search now

For example, search for a museum in Hampshire:

1. Open the main Google search page at [www.google.co.uk](http://www.google.co.uk) (see below \*)
2. To search for Hampshire museums simply type **hampshire museum** in the search box
3. Click **Google Search**.



You don't need to use capital letters, hampshire is the same as Hampshire. The search will show a list of links to the sites that match your words, the more popular ones will appear at the top of the list.

Try some other searches, for example:

- boat race
- southampton taxi
- paris holiday
- round table
- barack obama

**Now you have got the idea . . . . try a name, hobby, place or subject that interests you.**

## Search tips

Do	Don't
<ul style="list-style-type: none"> <li>• Use the names of the people, places or things you are trying to find.</li> <li>• Use the best word, eg to find labrador search for <b>labrador</b> not <b>dog</b>.</li> <li>• Use two or more words, eg to find the Planet Suite by Holst, try <b>planet suite</b> not <b>planet</b>.</li> <li>• To find an exact phrase, ie a song or book, use quotes "<b>the long and winding road</b>".</li> </ul>	<ul style="list-style-type: none"> <li>• Don't add words like <b>and</b> or <b>the</b>, they will be ignored.</li> <li>• Don't write sentences or long questions unless you want to find a quote or long name.</li> <li>• Don't worry about capital letters eg <b>david cameron</b> is the same as <b>David Cameron</b>.</li> <li>• Don't give up; add another word eg if <b>henry viii</b> does not work, try <b>henry viii wives</b>.</li> </ul>

\*Hampshire County Council is not responsible for the content of external websites