




Desktop Introduction



What are icons and apps, using finder and search functions

Once you've logged in, the desktop is shown on the screen. There are a number of small images called icons on the desktop . These show information about your computer's apps or applications. An app is a type of software that lets you carry out specific tasks.



The bar at the bottom of the screen is called the dock, where you will see apps that you are likely to use regularly.



If you move your mouse over these icons, text will appear showing you the name of the app. For example if you move your mouse over the grey cog icon  it will show "System Preferences". If you look at the far-left of the dock, you will see the "Finder" button, which has a smiley face on it .

Finder

Click on Finder with the mouse and it will open a new box where you will see all the apps and files that are on your computer. Files are items you have created within a programme, for example a letter in LibreOffice Writer, or a photo downloaded from the internet.

In the left hand column you will see a list of folders. If you click on each folder you will see items relevant to that folder. For example if you click on "Applications" you will see a list of all the apps on your computer. To open an app, you need to double click on it, which is done by quickly clicking twice with the mouse.



Search

On the right hand side of the Finder box, in the top corner, you will see a magnifying glass. If you click on this and start typing, you can search the computer for any files or apps that you would like to open.




You can also create shortcuts to your favourite apps on your computer desktop. These will appear on the desktop as icons. You can create a shortcut by finding the app in Finder, then clicking and holding down the mouse button and then dragging onto your desktop. To open an app, quickly click twice on it with the mouse - "double-clicking".

The dock will show any apps that you've opened. Every time you start a new app, an icon will appear in the dock, on the right-hand side. When you click one of these icons, it will take you back to that app. If the app is already in the main section of your toolbar, you can tell that it is open as a little dot will appear underneath.


It is a good idea to close each app when you are finished using it. This is done by clicking on the name of the app in the top left of your desktop and then clicking "Quit" from the bottom of the menu options.



If you are using an app where you might have created a document, such as Writer, a pop up will appear asking if you would like to save your work. Make sure to click yes! If it's a new document a box will appear where you can give your document a name, such as *Rosie's CV*.

You can close Finder by clicking on the red button in the top left corner .

At the top right of your desktop you can find other useful things, for example the time and date.

The Control Centre  is where you can adjust display brightness and sound levels. There is also information about the status of your internet connection and your laptop battery here.