Introduction to Computers
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Welcome to this course on how to use personal computers (PCs). At the end of this course, you will be able to:

- Describe the parts of a computer
- Log into a computer with a username and password
- Examine the main structure of Microsoft Windows
- Access the Internet and navigate to web pages
- Use UVa's Human Resources home page to access your
  - online UVa email account
  - performance reviews
  - benefit information
  - Skillsoft online training courses
- Use UVa's Integrated System home page to access your
  - online time entry
  - payslip
  - Learning Management Home page, where you can enroll in courses and take UVa online courses.

This document also contains an appendix with keyboard and mouse practice methods, as well as a glossary of computer terms and an alphabetical index.

Use of computers at UVa is department-specific. Please check with your manager to find out how your department manages your computer access.

Computing Basics

All types of computers consist of two basic parts – hardware and software. This section looks at the difference between hardware and software and demonstrates how to use a “mouse” to move around on a computer screen.

What is “hardware”?

Hardware refers to objects that you can actually touch. The physical parts that make up a PC are as follows:

<table>
<thead>
<tr>
<th>Part</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Unit</td>
<td>The system unit is the box where all the processing takes place. The other parts of the computer are connected to the system unit.</td>
</tr>
<tr>
<td>Central Processing Unit (CPU)</td>
<td>Sometimes called the “brain”, this part carries out the functions of the computer. It lives inside the system unit.</td>
</tr>
<tr>
<td>Part</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Monitor</td>
<td>Also known as a “display”, this part contains a TV-like screen that allows you to view information.</td>
</tr>
<tr>
<td>Keyboard</td>
<td>Resembling a typewriter keyboard, it is one of the primary ways (along with the mouse) we communicate with the computer and enter data.</td>
</tr>
<tr>
<td>Mouse</td>
<td>A pointing device that allows you to interact with things you see on the screen.</td>
</tr>
</tbody>
</table>

Other devices can interact with the computer but are not necessary for it to work. Examples include a printer or speakers.

With **desktop** computers, the parts are usually separate.

![Diagram of desktop computer with monitor, keyboard, and mouse]

**Laptop** computers combine all parts in a single unit. Laptop computers are sometimes called “notebook” computers because of their size and shape.

![Diagram of laptop computer]

Two popular types of personal computers are the **IBM compatible** and **Macintosh** computers.

**What is “software”?**

Hardware refers to the parts of a computer that you can touch. **Software** is any set of instructions that tells the hardware what to do. It is what guides the hardware and tells it how to accomplish each task.
If you think of a computer as a book, the pages and the ink are the hardware, while the words, sentences, paragraphs, and the overall meaning are the software.

A computer without software is like a book full of blank pages – you need software to make the computer useful just as you need words to make a book meaningful.

Computers use two types of software: System software and application software.

**System software (operating system)**

System software consists of low-level programs that interact with the computer at a very basic level. This includes operating systems, compilers, and utilities for managing computer resources.

The operating system is the computer’s most important piece of software. The two most widely used operating systems in the world are Microsoft Windows running on IBM computers and Apple’s Mac OS X.

大多数计算机使用Microsoft Windows操作系统，例如Windows 7或Windows 8。这个课程使用Microsoft Windows 7。

**Application software (applications)**

Applications (also called “software programs” or just “programs”) perform tasks for you. An example is Microsoft Outlook, which allows you to read your email here at the University.

Sometimes applications come in suites, or bundles. An example is Microsoft Office, which consists of the following applications:

![Microsoft Office Suite](image-url)
Computers receive instructions from software applications. Some examples of use here at UVa include:

- Sending and receiving email
- Looking at your payslip
- Checking or changing your benefits (in Benefits@UVa)
- Changing your banking information or getting a copy of your W-2
- Registering for instructor-led classes
- Taking online classes (through UVa or Skillsoft)
- Working on your performance reviews (in Lead@UVa)

Outside of work, knowing how to use a computer also enables you to:

- Type letters using ‘word processor’ software (such as Microsoft Office Word)
- Shop online
- Use the internet for research
- Play video games
- Use social networking websites such as Facebook or Twitter

More about the mouse

You can perform actions on your computer in two ways:

1. Use the keyboard to input information. An example is to type text such as your user name and password. Places where you can type text are called fields.
2. Use the mouse to point to something on the screen and activate it. An example is to click the Internet Explorer “icon” (picture) on the screen in order to access the internet.

Learning how to move a mouse is challenging! But with practice you will “drive” it as easily as you drive a car. Here are instructions to help you learn how to hold a mouse:

How to hold a mouse (right-handed instructions)
1. Lay your right hand on the mouse.
2. Rest your right thumb on the left side of the mouse.
3. Place your index finger on the left mouse button.
4. Place your middle finger on the right mouse button.
5. Rest your little finger on the right side of the mouse.
Here are some words that describe how to use a mouse:

<table>
<thead>
<tr>
<th>Term</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cursor</td>
<td>The cursor is the movable, sometimes blinking symbol that indicates the position on a monitor where the next character entered from the keyboard will appear, or where user action is needed.</td>
</tr>
<tr>
<td>Point</td>
<td>To point to an item means to move the mouse pointer so that it's touching the item.</td>
</tr>
<tr>
<td>Click</td>
<td>Point to the item, then tap (press and release) the left mouse button.</td>
</tr>
<tr>
<td>Double-click</td>
<td>Point to the item, and tap the left mouse button twice in rapid succession – click-click as fast as you can.</td>
</tr>
<tr>
<td>Right-click</td>
<td>Point to the item then tap the mouse button on the right.</td>
</tr>
<tr>
<td>Drag and drop</td>
<td>Point to an item then hold down the left mouse button as you move the mouse. To drop the item, release the left mouse button.</td>
</tr>
</tbody>
</table>

A short demonstration video is linked in Appendix B of this guide (page 45).

💡 You can also open your Internet browser and type “demo learning to use the mouse” in your Search field to find the demo.
Turning On and Logging into the Computer

Computers are normally turned off when no one is using them, or at the end of the work day. So you may have to turn the computer on when you are ready to use it.

After turning on a computer at the University, it needs to display the software you have access to. In order to verify you are who you say you are the computer requires you to enter a **user name** and **password**.

Entering your user name and password is called **logging in** or (“logging on”) to the computer.

黑龙江省

In the classroom you do not have to know your user name and password, but to log onto University systems and get access to any of your personal information you need to know both your user name and password.

About your user name

When you came to work at UVa, the University's department of Information Technology & Communication (ITC) assigned you a **computing ID**. This computing ID is your computer user name. No one at the University has the same computing ID as you do.

You need to remember your UVa computing ID. It’s a good idea to write it down.

About your password

Your user name is not secret. So to protect your computer use you also have to use a password. ITC gives you an initial password with your computing ID, so that you can log into your work computer. But after you log into the computer for the first time you must change your password to something only you know.

You can write down your password too, but you must protect the information in a secret location. Do not leave it in an obvious place like on or around the computer.

You might have several passwords. For example, at UVa you could have different passwords for one or more of the following. For:

- logging onto the computer itself
- your department’s computer network
- access to the Integrated System (IS)
If you lose or forget your password: Depending on which password you lose, you can consult the computer person in your department or call 4-HELP (434-924-4357), option 2 for Integrated System password assistance.

Some software programs let you change your password right on the screen. This method works only if you have email set up to receive the new password.

How to turn on the computer

Most power buttons for a desktop computer are located on the front of the system unit. To turn the computer on, press and hold the button firmly for a couple of seconds, then release.

How to log into the computer

After the computer “warms up” Windows 7 displays these instructions:

1. Notice that you are instructed to press three keys on your keyboard. Hold down the Ctrl and Alt keys and then press the Delete key (all 3 keys must be pressed).
a. If you are using a computer shared by other people, you may need to click one of the icons that either has your computing ID displayed under it, or choose “Other User”.

![Image of logon screen]

The “logon” screen displays.

2. Use the mouse to move the arrow into the **User name** field.

3. Click in the field. This action makes the field “active”, or ready for your text entry.

4. Use the keyboard to type your user name. At U Va, this is your computing ID.

5. Move to the **Password** field. Remember there are usually two ways of moving around on a computer screen:
   a. You can use your mouse to click in the Password field
   b. Or you can press the Tab key on the keyboard to make the Password field active.

6. Use the keyboard to type your password. Note that the letters you type display as dots (●●●●●). This keeps your password secret.

7. Click **OK**.

You can begin using the computer when the Windows desktop displays.
Classroom exercise: Turning on the training computer and logging into Windows

About turning off or logging off the computer
There are several ways to end your computer session but never just leave it running with your profile logged in! Two methods:

1. Clicking the Start button gives you access to many shutdown options:

To turn the computer off completely, click the Shut down button.

For other choices, click the arrow next to the Shut down button and use one of the options listed in the table below.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switch user</td>
<td>If the computer you want to use is logged into by someone else, choosing Switch user brings you back to the Ctrl Alt Delete screen*.</td>
</tr>
<tr>
<td>Log off</td>
<td>Returns you to the logon screen. You will have to enter your password to get back in.</td>
</tr>
<tr>
<td>Lock</td>
<td>Keeps you logged in but returns to the logon screen. You will have to enter your password to get back in.</td>
</tr>
<tr>
<td>Restart</td>
<td>Works in the same way as Shut down but Windows 7 restarts as a conclusion of the process (instead of the computer powering down).</td>
</tr>
<tr>
<td>Sleep</td>
<td>Sleep puts the computer into a low-power state from which it can resume quickly.</td>
</tr>
</tbody>
</table>
2. *Holding down the Ctrl, Alt, and Delete keys again brings you to the following screen. Note that the options from the Start button method are available here too.

![Windows 7 Home Premium]

→ Ask your computer person whether you should “log off” or turn off the work computer when you are done, and how to do it.
Microsoft Windows 7 Basics

Once you log into a computer, the operating system displays. The operating system we use in this class and on most computers at UVa is Microsoft Windows 7. In this section we will look at the parts that make up the main work area, learn how to store information on the computer, and see how you can work on multiple tasks at the same time.

About the desktop

The desktop is the main work area in Windows. This graphic shows you the main parts ("components") of a Windows desktop. Versions other than 7 may look different but usually act the same. We discuss each component below.

Taskbar

The taskbar is a long bar that runs along the bottom of your desktop. It allows you to perform tasks such as switching between open windows and starting new applications. The Start button, quick launch toolbar, and the notification area are all located on the taskbar.
Start button
You click the Start button to display the Start menu. Use the Start menu to open applications and to perform other functions such as searching for files.

![Start menu](image)

The list of submenus in the pop-up window let you navigate and select the software application you want to run.

Quick launch
Using the quick launch toolbar, you can open an application or file simply by clicking its icon.

Notification area
The notification area in the bottom right corner of the taskbar contains a clock and other icons that display the status of activities such as printing. When you place your cursor on an icon in the notification area and double click on it, that item opens. The system clock is a good example of this.

Desktop icons
The small pictures on the desktop are called icons. Think of them as doorways to the files and applications stored on your computer. When you place your mouse over an icon, text appears identifying its name or contents.
To open the file or application, double-click the icon.

The following table lists the most common types of desktop icons.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Computer" /></td>
<td>When you double-click on the Computer icon on the desktop, it will open a window similar to the one shown below, where you can navigate between the computer's drives and Control Panel tools.</td>
</tr>
<tr>
<td><img src="image" alt="Recycle Bin" /></td>
<td>When you delete an object, Windows sends it to the Recycle Bin. You can restore objects from the Recycle Bin or you can permanently delete them.</td>
</tr>
<tr>
<td><img src="image" alt="Identity Finder" /></td>
<td>Any icon with an arrow in the lower-left corner is a shortcut. Click the icon for quick access to the object it represents (such as a program, document, or printer).</td>
</tr>
<tr>
<td><img src="image" alt="Intro to Computers" /></td>
<td>Application, folder, and document icons do not have an arrow in the lower-left corner. These icons represent the actual objects and provide direct access to the objects. <strong>BE CAREFUL</strong>: When you delete a program, folder, or document icon, you are deleting the actual program, folder, or document.</td>
</tr>
</tbody>
</table>
Using files and folders

Each piece of work, or file, can be stored in a folder. Each software application on the computer created a set of files and folders on your hard drive when it was installed, including Windows itself.

You can create your own files and folders, too, in the places that make the most sense. The Documents folder is a convenient location for storing all of your documents, such as text files, spreadsheets, and presentations. Folders for pictures and music are also available, and all easy to find on the right side of the Start menu, offering convenient links to some of the tasks you'll perform most often.

Using Windows libraries

In addition to files and folders, you can use libraries to organize and access files by type, regardless of where they're stored. A library gathers files from different locations and displays them as a single collection, without moving them from where they're stored. There are four default libraries (Documents, Music, Pictures, and Videos), but you can create new libraries for other collections. You can add or remove libraries, or customize their appearance.
Working with windows

Everything you can do on your computer appears inside frames that are called windows. You can open as many windows at one time as you like, then resize them, move them around, or restack them. Windows display the contents of files and applications.

Working with windows is easy when you know the basics. The next picture illustrates the following features:

- The name of each window appears at the top, in a title bar.
- Move a window by dragging it. Click the title bar and, while holding down the mouse button, move the mouse pointer across the computer screen.
- Shrink a window by clicking the Minimize button, located at the right-hand side of the title bar. This reduces the window to a button on the taskbar.
- Maximize a window by clicking the Maximize button, located to the right of the minimize button. This enlarges the window to fill the desktop. Click the button again to restore the window to its original size.
More features of windows include those in the following picture:

- Inside a window, browse the menus to see the different commands and tools you can use. When you find the command you want, just click it.

- If the contents of your file don't fit in the window, drag the scroll bar or click the scroll buttons at the side and/or bottom of the window to move the contents up, down, or sideways.

- To change the window size, click the edge of a window and drag the border to the size you want.
About multitasking
Multitasking refers to the ability of an individual or machine to perform more than one task, or multiple tasks, at the same time. You can be more productive by multitasking. For example, you can download files from the Internet while working in a spreadsheet or typing a letter.

You can use the taskbar to switch between applications by clicking on the icon of the application you want to have appear in front of the others.
Other Useful Functions:

How to highlight

Put your cursor at the beginning of a word or sentence you want to highlight, then click and drag your mouse to the end of the selection.

After you highlight text you can perform many actions, such as moving it to another part of the document using the click and drag method. You also need to highlight text before performing the next actions.

How to cut or copy and paste an item

These are related commands that offer you a way to transfer text, data, files or objects from a source to a destination.

<table>
<thead>
<tr>
<th>Command</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut</td>
<td>When you cut something, it is deleted from its current location and saved to the Clipboard.</td>
</tr>
<tr>
<td>Copy</td>
<td>Copy is similar to Cut except the original item is not deleted. When you copy something, a copy of the item is saved to the Clipboard.</td>
</tr>
<tr>
<td>Paste</td>
<td>You can place information on the Clipboard wherever you like. Execute the Paste command. Information you have cut or copied is placed wherever your cursor is located.</td>
</tr>
</tbody>
</table>

After highlighting an item, use the cut, copy and paste commands.

There is always more than one method for performing actions in Microsoft Word.

Here are three common ones:

Menu bar

Click the icon located at the top right of the page to perform the action.
“Right-click menu”
When you click the right mouse button ("right-click"), a menu of options displays.

Drag and drop method
In addition to this and the drag-and-drop method, you can use keyboard shortcuts to perform these actions. Keyboard shortcuts are combinations of two or more keys that, when pressed, can be used to perform a task that would typically require a mouse or other pointing device. Ctrl, Alt, and Delete is an example of a keyboard shortcut you have already learned.

<table>
<thead>
<tr>
<th>Command</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut</td>
<td>Ctrl (and) X</td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl (and) C</td>
</tr>
<tr>
<td>Paste</td>
<td>Ctrl (and) V</td>
</tr>
</tbody>
</table>

Saving your document
Within Word or Excel documents, be sure to click Save (File > Save, or the button in the toolbar) when you have completed making your changes.
Internet Basics

As you know, a common use for a computer is to access the Internet. This section describes the different ways you can access the Internet and how to move around inside it once you are there.

What is the Internet?

According to Wikipedia, the online dictionary:

Internet

From Wikipedia, the free encyclopedia

The Internet is a global system of interconnected computer networks that use the standard Internet Protocol Suite (TCP/IP) to serve billions of users worldwide. It is a network of networks that consists of millions of private, public, academic, business, and government networks, of local to global scope, that are linked by a broad array of electronic and optical networking technologies. The Internet carries a vast range of information resources and services, such as the interlinked hypertext documents of the World Wide Web (WWW) and the infrastructure to support electronic mail.

Most traditional communications media including telephone, music, film, and television are being reshaped or redefined by the Internet. Newspaper, book and other print publishing are having to adapt to Web sites and blogging. The Internet has enabled or accelerated new forms of human interactions through instant messaging, Internet forums, and social networking. Online shopping has boomed both for major retail outlets and small artisans and traders. Business-to-business and financial services on the Internet affect supply chains across entire industries.

The origins of the Internet reach back to the 1960s with both private and United States military research into robust, fault-tolerant, and distributed computer networks. The funding of a new U.S. backbone by the National Science Foundation, as well as private funding for other commercial backbones, led to worldwide participation in the development of new networking technologies, and the merger of many networks. The commercialization of what was by then an international network in the mid-1990s resulted in its popularization and incorporation into virtually every aspect of modern human life. As of 2009, an estimated quarter of Earth’s population used the services of the Internet.

How do I access the Internet?

For your computer at home you need to buy an Internet connection from an Internet Service Provider (ISP). Then, if you are using the Internet to access the World Wide Web (WWW), you also need to download a free software program called a browser.
The following are examples of some local ISPs and the connections they provide. Faster connections generally cost more money.

<table>
<thead>
<tr>
<th>Local ISPs</th>
<th>Type of service</th>
<th>Type of connection</th>
</tr>
</thead>
<tbody>
<tr>
<td>CenturyLink</td>
<td>Dial-up connection through your telephone line</td>
<td>Dial up (slow)</td>
</tr>
<tr>
<td></td>
<td>DSL connection (faster) through your telephone line</td>
<td>Broadband (fast)</td>
</tr>
<tr>
<td>Comcast</td>
<td>Cable connection through your cable TV connection</td>
<td>Broadband</td>
</tr>
<tr>
<td>Verizon</td>
<td>DSL through your telephone line</td>
<td>Broadband</td>
</tr>
<tr>
<td>HughesNet, others</td>
<td>Satellite</td>
<td>Broadband</td>
</tr>
<tr>
<td>Any except for dial-up</td>
<td>WiFi radio frequencies through the air</td>
<td>Wireless (speed varies), requires a special modem and setup</td>
</tr>
</tbody>
</table>

UVa uses another very fast type of connection service generally available only to businesses: T3.

**Internet (web) browser**
To access the World Wide Web you need to install a (free) web browser. Some of the most common web browsers are Internet Explorer, Mozilla Firefox, Chrome, and Apple's Safari.

> When using a computer at UVa, use Internet Explorer only.

**How do I move around the Internet?**
A “URL” (which stands for Uniform Resource Locator) is the address of a specific web site or file on the Internet. For example, the full web address of the University of Virginia is:

http://www.virginia.edu

When you type this address into your browser’s address bar and press the Enter key on the keyboard you will be taken to that web site.
Note that the group of letters added to the end of the word (“suffix”) for UVa is .edu. The suffix can give you a clue about what type of website it is. Some examples:

<table>
<thead>
<tr>
<th>Web address suffix</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>.edu</td>
<td>Education, colleges and universities</td>
</tr>
<tr>
<td>.com</td>
<td>Commercial</td>
</tr>
<tr>
<td>.gov</td>
<td>Government</td>
</tr>
<tr>
<td>.net</td>
<td>Network</td>
</tr>
<tr>
<td>.org</td>
<td>Nonprofit organization, schools</td>
</tr>
<tr>
<td>.fr, .uk, .de</td>
<td>France, United Kingdom, Germany</td>
</tr>
</tbody>
</table>

About saving your favorite web pages

Nearly all Web browsers support a bookmarking feature that lets you save the address (URL) of a Web page so that you can easily re-visit the page at a later time. Internet Explorer calls these “favorites.”

To save a page as a Favorite in Internet Explorer 10:

1. You can add it to the Favorites bar (seen here with University of Virginia, Home Integrated System, etc.):

2. You can save it to your list of Favorites by clicking ★ in the upper right corner, then click the Add to favorites dropdown list and choose Add to favorites:
Browsing the Internet using tabs

Tabbed browsing is a feature that enables you to open multiple websites in a single browser window. You can open webpages in new tabs, and switch between them by clicking the tabs you want to view.

How do I find things on the Internet?

Search engines

A search engine is a (free) program that searches documents in the World Wide Web through keywords given by the user.

Some examples of search engines include:

- Google  (http://www.google.com)
- Yahoo (http://www.yahoo.com)
- Bing (http://www.bing.com)

Many search engine websites also provide you with access to free email accounts for your personal email.

Do not add search engines to the computers at UVa.
Using UVa’s Human Resources Homepage

The main website address for UVa is http://www.virginia.edu. Within the main website is UVa’s Human Resources website. From here, you can access University applications in order to perform these and other useful tasks:

- Access your UVa email account online (available from the UVa homepage too)
- Work on your performance reviews (in Lead@UVa)
- View and manage your benefit choices (in Benefits@UVa)
- Access the Skillsoft online training library
- Access the Integrated System, where you can:
  - View your payslip
  - Change your banking information or get a copy of your W-2
  - Enroll in UVa online and instructor-led classes
    - Access UVa online classes

👉 To access UVa’s Human Resources website type http://www.hr.virginia.edu in your browser’s address bar and press the Enter key on your keyboard. Or, you can use the Search feature on the UVa home page.

Logging in through NetBadge

When an UVa website, service, or application needs to know your identity, it automatically redirects you to the NetBadge service. NetBadge verifies your identity before granting you access to your desired UVa resource, and checks your identity using either your:

- personal digital certificate or
- UVa computing ID and password

You will need to log in through NetBadge in order to access the following:

- Your UVa email account online
- Lead@UVa
- Benefits@UVa
- Skillsoft
Once logged in, the service remembers your identity for up to 9 hours if you're on Grounds (1 hour if you're off Grounds). During that time, you may browse to other NetBadge-protected UVa websites without having to re-enter your certificate or password.

How to access your UVa email account

For those of you with an UVa email account, you may be able to access a web version of it online.

👉 Check with your manager to find out how your department manages your online access to email.

To access your UVa email account online:

1. From the main UVa website or the Human Resources home page, click **UVA EMAIL**.

2. The **NetBadge Web Login** page displays. Log in through NetBadge (see previous description).
3. The Email Account Login page displays. Access your email account by clicking one of the two linked services (ask which one you should use):
   - UVa Central Mail Service (CMS)
   - UVa Eservices Exchange

4. Depending on your choice, enter your login information.

How to access Lead@UVa to work on your performance reviews

Lead@UVa is the University's integrated Human Resource system for performance management, career development, and compensation.

First the University sets its performance goals for the year and then schools and units establish their performance cycles within this timeframe and communicate them to you. Check with your manager for specific information.
To access your Lead@UVa page:

1. From the Human Resources home page, click the Lead@ icon.
2. The NetBadge Web Login page displays. Log in through NetBadge (see previous description).
3. Your Lead@UVa home page displays. There are lots of linked resources to help you learn how to use the system, including training simulations.

How to access Benefits@UVa to view and manage your benefits

Benefits@UVa is an application in the Integrated System where new employees elect their benefit choices; and existing employees can submit changes to their benefits during open enrollment or throughout the year.

To access your Benefits@UVa page:

1. From the Human Resources home page, click the Benefits@ UVa icon.
2. The NetBadge Web Login page displays. Log in through NetBadge (see previous description).
3. Your Benefits@UVa home page displays.
Here you can review your benefit information. Any change or election you create, save, and submit is routed to Human Resources electronically. The system maintains a historical record of changes or elections submitted to Human Resources.

**UVa's Education Benefits Program**

Each calendar year, eligible* employees will have access to a defined benefit amount available from a central University fund, currently $2000. Schools and departments may provide additional departmental funds to eligible employees.

*Full and part-time employees, including classified and university staff and faculty, with one year of benefits-eligible service, are eligible for the centrally-funded Education Benefits Program.
How to access the Skillsoft online training library

E-learning is training you take on the computer rather than attending training in a classroom. UVa Human Resources pays Skillsoft to make over 3000 classes available to all full-time UVa employees.

One easy way to access Skillsoft:

1. On the UVa home page, type the word “skillsoft” in the Search field and click the Go button. Be sure to click the Web radio button before searching.

2. Click the first search result link:
3. The **E-Learning through Skillsoft** web page displays. Click the **Logon to Skillsoft** link.

![E-Learning through Skillsoft](image)

The website requires you log on through NetBadge. After you do that you can save the Skillsoft front page as a Favorite.

![Skillsoft](image)

Fax If you are new employees OR if you get an error message please email askhr@virginia.edu or call the HR service center at 982-0123 and ask to speak with a Skillsoft administrator.
Using the Integrated System Homepage

You can use the SSTL icon on the Human Resources website to access the Integrated System. Here you can perform many functions, including:

- Viewing your payslip
- Changing your banking information or getting a copy of your W-2
- Enrolling in UVa online and instructor-led classes
  - Accessing UVa online classes

Logging into self-service

To access your Integrated System home page:

1. From the Human Resources home page, click the SSTL icon. (The web address is [http://www.virginia.edu/integratedsystem](http://www.virginia.edu/integratedsystem).)
2. The Login page displays. Type your computing ID in the Username field. Your computing ID is your UVa-registered email address before the '@virginia.edu' part.
3. Type your Integrated System password in the Password field.
   a. If you do not know your password, select “Click HERE to reset your password.” Enter your username. Click the Submit button.
      i. An email will be sent to your UVa-registered email address prompting you that you have requested a password reset. Follow the directions to reply that you have requested a password reset.
4. Click the Login button.

   a. Is this your first time entering the system? Are you changing your password? If no, skip to step 5.
   b. If yes, you will see the following screen. Enter your current password in the Current Password field.
      i. Enter a new password in the New Password field, and again in the Re-enter New Password field.
      ii. Click the Apply button.

♫ You can write down your password, but you must protect the information in a secret location. Do not leave it in an obvious place like on or around the computer.

5. The Integrated System home page displays. Click the UVA Employee Self Service link. Your self-service options display. Note the many links to additional useful information.
How to access time entry

Check with your manager to find out how your department manages your access to online time entry.

To access your online timecard:

1. From the UVA Employee Self-Service list, click the **Time Entry** link. Your **Time Entry** page displays.
2. Click the **Create Timecard** button.
3. Continue the process as instructed by your manager.

How to view your payslip

To view your payslip:

1. From the UVA Employee Self-Service list, click the **Payslip** link. Your **Payslip** page displays.
2. To view a different pay period, click the **Choose a Payslip** drop down arrow and select the period from the list of choices, then click **Go**.
How to enroll in training classes

UVa provides a wealth of programs as a benefit of employment to help you pursue career development, personal enrichment, professional advancement, and lifelong learning.
To enroll in training classes:

1. From the Learning list, click the Learner Home link. Your Learning Management Home page displays.

2. To enroll in a course, locate the course using either the Search options or by browsing the catalog.

To search for a course

a. Use the default Course option in the Search drop-down list box.
b. Click in the next field and enter the full or partial course name.
c. Click the Go button.
d. Review then select the desired course name.
To browse for a course

a. Select the Catalog tab, or select one of the categories in the Browse Catalog section.
b. Review then select the desired course name.

3. Select the Offering Name link. This example uses the Introduction to Computers course.

4. A list of available class dates displays.

5. To first view course details such as attendance, cancellation, and no show fees:
   a. Select the linked Class Number
   b. Scroll down the page to view the information.
   c. Select the Return to Offering link to return to the previous page, or you can click the Enroll button here to enroll in the course.

6. To enroll, click next to the class date you wish to enroll in.

7. Review the Class Summary information and then click Apply.
8. You are returned to your Learning Management Home page, where a confirmation (or other message) displays.

9. Your Learning Management Home page displays all of the courses you have enrolled in.
   - In this example, the course you just enrolled in shows a status of Placed, as well as details about the date and time. Note the button to click if you want to unenroll from the course.
   - When you enroll in an online course, the icon displays in the Play column. Clicking the button displays the course.
10. To exit the Integrated System, select **Logout** in the upper right corner of the page.

👍 We are happy to help you enroll in courses! Please contact us at 982-0123 or email training@virginia.edu. You may want to check with your manager before enrolling in courses.
Appendix A: Practice Using the Keyboard

There are a lot of good resources available to you for help in learning or improving on your typing and keyboarding skills. The following are some that other students have enjoyed; you can find more by typing “keyboard practice” into your search engine.

Typing Practice

1. A great place to start learning how to type using your keyboard is at the following web address: 

   http://www.typingweb.com/tutor

   In class, you can access the link by clicking this icon on your desktop:

2. Click the Start Typing button.

3. A dialog box displays. Unless you want to create an account to track your scores just click the x in the upper right corner of the box to close it.

4. The website offers courses at many skill levels, including a Beginner Course series. Start by clicking a lesson’s radio button and then clicking begin.

5. After the computer loads the lesson it will display instructions. When ready, click Begin Lesson, then follow the exercise using your keyboard to mirror the instruction given in the online keyboard.
An example lesson is pictured here:

![Free Typing Game](image)

**Free Typing Game**

Space Invaders are wiggling their way down from outer space and it is up to you to stop them, at the following web address:

http://www.freetypinggame.net/play9.asp

*In class*, you can access the link by clicking this icon on your desktop:

![In class link](image)

This website allows you to choose a lesson and difficulty level.
Appendix B: Practice Using the Mouse

There are a lot of good resources available to you for help in learning or improving on your skill using the mouse.

Learning to Use the Mouse (class demonstration)
This short video provides you with a quick lesson on common actions you can perform with a mouse:


Mouse Around: Games!
This website contains a variety of games to play using the mouse:
http://www.minimouse.us/
MouseProgram.Com
This website uses an image of a squirrel to help you master basic mouse movements:

http://mouseprogram.com/

Learn:
How to Use The Mouse
Practice the Mouse:
Moving the Mouse
Left Clicking
Right Clicking
Double Clicking
Dragging and Dropping
Form Elements:
Radio Buttons
Check Boxes
Drop Down Lists
Game:
Windows Mouse Practice Game
Appendix C: Practice What You’ve Learned

The following exercises may be useful in reinforcing what you’ve learned. Page numbers are included if you want to review the instructions.

Microsoft Windows 7 Basics

What you’ll need to begin: a Word document saved to your Documents folder.

Create a new Word document:

2. Type some text in the document.
3. Save the document (page 23).
   a. Use the File Name field to rename the document if you wish.
   b. Documents are saved to your Documents library by default. Note that you can change the location; for example, you could highlight “Desktop” to save it to your desktop instead. For this exercise, save it to the default location of Documents.
4. Click the Save button.
5. Within the document, click File > Close.
Edit a Word document:
1. Locate and open your Word document by double-clicking it.
2. Experiment using the many formatting options available in the menu bars at the top of the document:

3. Practice highlighting, copying, and pasting text (page 22).
4. Save your changes.

Work with windows on your desktop (page 19):
Based on the exercise above, you have two windows open on your desktop: the Word document you’ve been editing, and the Libraries folder from which you accessed it.

1. (If they aren’t already minimized): Minimize the 2 windows so you can see them both of them on your desktop.
2. Move and resize them so that you can see both windows side-by-side.
3. Close both windows.

Internet Basics

Browse to a website (page 25):

1. From your desktop, open an internet browser by clicking 🌐.
2. Navigate to the HR website: http://www.hr.virginia.edu
3. Open another tab (page 27).
4. Navigate to another web address.
   a. If you are on your own computer you can also practice adding web pages as favorites (page 26).

💡 Once you have “opened” the internet using http://www., for one address you will not need to do it again while you have this browser “session” open. For example, you can now type google.com in the address bar instead of http://www.google.com, because you already opened the Human Resources home page this session.

5. Close your browser.
UVa Systems (other than the Integrated System)
UVa’s Human Resources home page provides convenient access to UVa systems. Consider saving it as a Favorite in your web browser.

Read your UVa emails
1. After following the login instructions (page 29), read the emails in your Inbox.
   ➡️ Talk to your computer person or help desk for specific login information.

Access your performance evaluation (Lead@UVa)
1. After following the login instructions (page 30), click the General Training Simulations link to learn how to use the system (includes a full, printable training guide).
   ➡️ Talk to your manager for more information about your performance evaluation.

Review your benefit information (Benefits@UVa)
1. After following the login instructions (page 31), access your Benefits site.
2. Click on the Current Benefits tab and review the information in the Your Information and Your Current Benefits sections.
   👉 If you need assistance with your benefits, click the Contact Us link in the upper right corner of the page.

View course offerings in the Skillsoft online training library
1. Follow the login instructions (page 33) to open your Skillsoft site.
2. If you already have a learning plan, click View Learning Plan to access your courses.
3. To add courses to your learning plan, click Browse the Library and select an area of interest.
For help with adding courses to your learning plan, please consult your manager, email askhr@virginia.edu, or call the HR service center at 982-0123 and ask to speak with a Skillsoft administrator.

Integrated System

A Time Entry exercise is not included here, since most of you do not enter your time as shown in Introduction to Computers. Check with your manager to find out how your department manages your access to online time entry.

View your payslip

1. After logging into the Integrated System and UVA Employee Self-Service (page 35), click the Payslip link to view your payslips (page 37).
   a. To view a previous payslip click the Choose a Payslip dropdown arrow and select a date.

Enroll in a training class

1. After logging into the Integrated System and UVA Employee Self-Service (page 35), follow the instructions (page 39).

Before enrolling in a course, check with your manager to find out if you are allowed to take classes during working hours.
Glossary of Terms

Application – Also application software, software programs, programs. As opposed to system software such as Windows 7 or Mac OS, these perform tasks for your use. Applications include database programs, word processors, and spreadsheets.

Browser – Also Web browser. Free software applications used to locate and display Web pages on the World Wide Web (WWW). Examples include Internet Explorer (“IE”), Firefox, and Safari.

Central Processing Unit (CPU) – This part carries out the functions of the computer. It lives inside the system unit.

Computing ID – The UVa computer user name assigned to you by ITC.

Hardware – Refers to the parts of the computer you can touch, such as the system unit, monitor, keyboard, and mouse.

Icon – Small pictures that represent software applications. Clicking on an icon opens the application.

NetBadge – UVa’s online identity verification service used for access to some protected resources such as your online UVa email account or Benefits@UVa.

Operating System – System software that tells the computer what to do. Examples are Microsoft Windows and Apple’s Mac OS.

Search Engine – A free software program that searches documents in the WWW through keywords you type. Examples include Google, Yahoo, and Bing.

Skillsoft – An online learning library purchased by UVa and available to you free of charge. Skillsoft contains hundreds of technical and professional skill topics.

System software – System software consists of low-level programs that interact with the computer at a very basic level. The most important system software is the operating system.

Software – Any set of instructions that tells the hardware what to do. There are two types of software: system and application.

System Unit – This is the box where all the computer processing takes place. It contains the Central Processing Unit (CPU).
Taskbar – The long bar that runs across the bottom of your desktop. It is a desktop toolbar application that lets you perform tasks such as switching between open windows and starting new applications.

Title Bar – A bar on top of a window, this contains the name of the file or application. You can move (drag) a window by grabbing the title bar.

Uniform Resource Locator (URL) – The address of a specific web site or file on the Internet. Example is www.virginia.edu.

User name – At UVa, your user name is your computing ID.

World Wide Web (WWW) - The World Wide Web, or simply “the Web”, is a way of accessing information over the medium of the Internet. The Web uses the HTTP protocol. An example is http://www.virginia.edu
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