

Back to Basics: Using a Computer for the First Time

If you have never used a computer before then just the thought of it can be quite daunting. Continue reading to see just how easy it can be to get started when you follow a few simple steps.

Setting Up

Are you sitting comfortably? Then we'll begin. It is important that you maintain good posture when you work at your computer, so it is best to work at a desk where you can use the mouse and keyboard comfortably. If you are using a desktop computer, you will need to make sure that it is plugged in and connected to a monitor. If you are using a laptop, it is wise to plug this into the mains using the power supply and give it a full charge so that it doesn't power off on you unexpectedly.

Powering Up

Once you are ready, your next step is to locate the Power button on your computer. This is usually found on the top or the side of your computer and can be identified by its universal Power symbol.



When you switch on for the first time, it might take a few minutes for the computer to warm up while it applies settings and updates. During this time, it may ask you to enter some settings, such as selecting your preferred language from a list of choices. You may also be presented with a User Agreement, which you should read and agree to before you continue. Use the computer mouse to select your choices, and click on 'Next' to continue.



Creating a Username

Once your computer has loaded up, you will be asked to 'log in'. This process helps to protect your computer and the information that you have on it. It requires you to provide a 'username', which will be used to identify you each time you use your computer. Most people choose to use something simple and memorable, such as their name. You'll need to use your keyboard to enter this. If you need to enter capital letters, find the Caps Lock key on the left of your keyboard, which you can turn on and off as needed.

Creating a Password

Now you will be asked to provide a password. Find out more about choosing a secure password here. Importantly, make sure you write your username and password down and keep them somewhere safe in case you forget them. Once you have entered and confirmed your password, you'll be ready to use your computer.