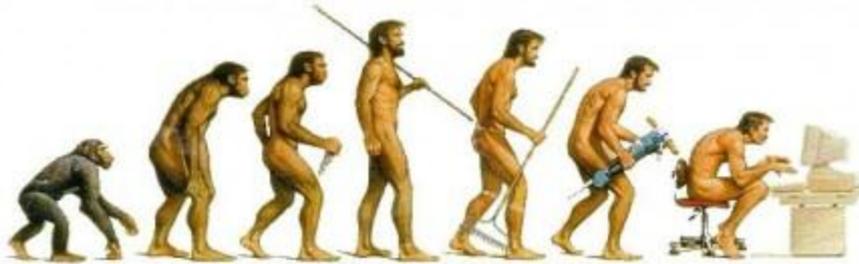


Evolution



Lezione 2:

# CORSO DI INFORMATICA DI BASE

# Chi sono ?

- ◎ Renato Mainetti (Grafica Programmazione Reti Videogiochi)
- ◎ Mail per info: [renato.mainetti@gmail.com](mailto:renato.mainetti@gmail.com)  
(grande fantasia)
- ◎ Sito Web da cui scaricare le slide :  
<http://tamberlo.altervista.org>

# Oggi tratteremo:

- Approccio a Windows
- Usare bene il mouse
- Usare bene la tastiera
- File ed estensioni
- WORD
- INTERNET

# Accensione Computer: «login» user password(sicura!!!)



# Ripasso tasti funzioni mouse

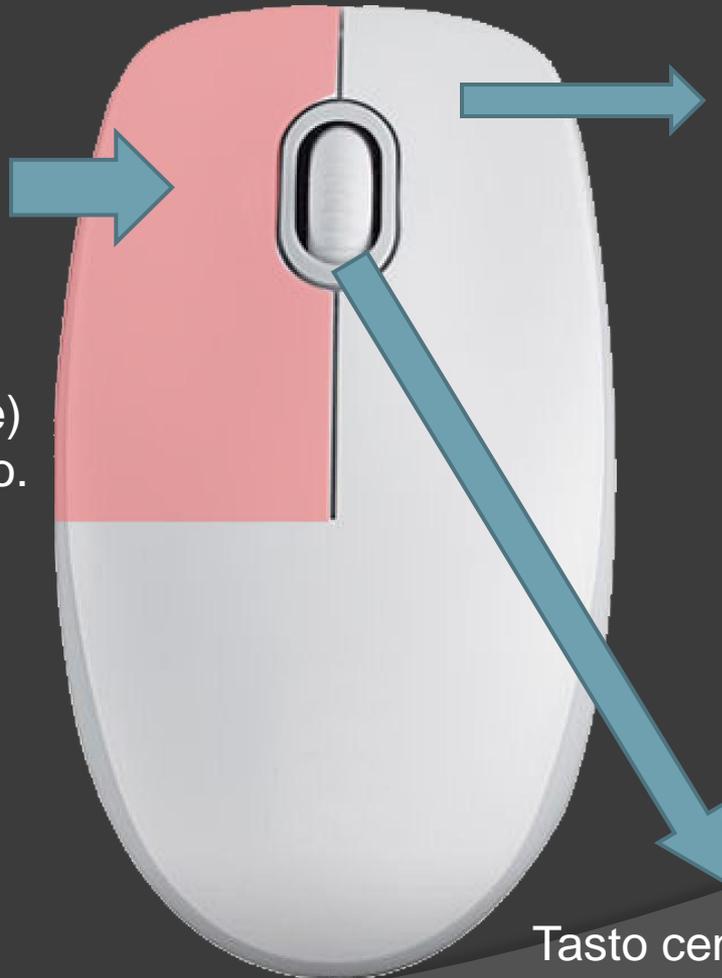
TASTO SX(sinistro):

1 CLICK

- selezione icone
- Attiva comando pulsanti
- Segue Link web.

2 CLICK(doppio click veloce)

- esegue azione su oggetto.



Menù di contesto:

Solo 1 CLICK!!!

Si apre menù con azioni eseguibili su oggetto cliccato.

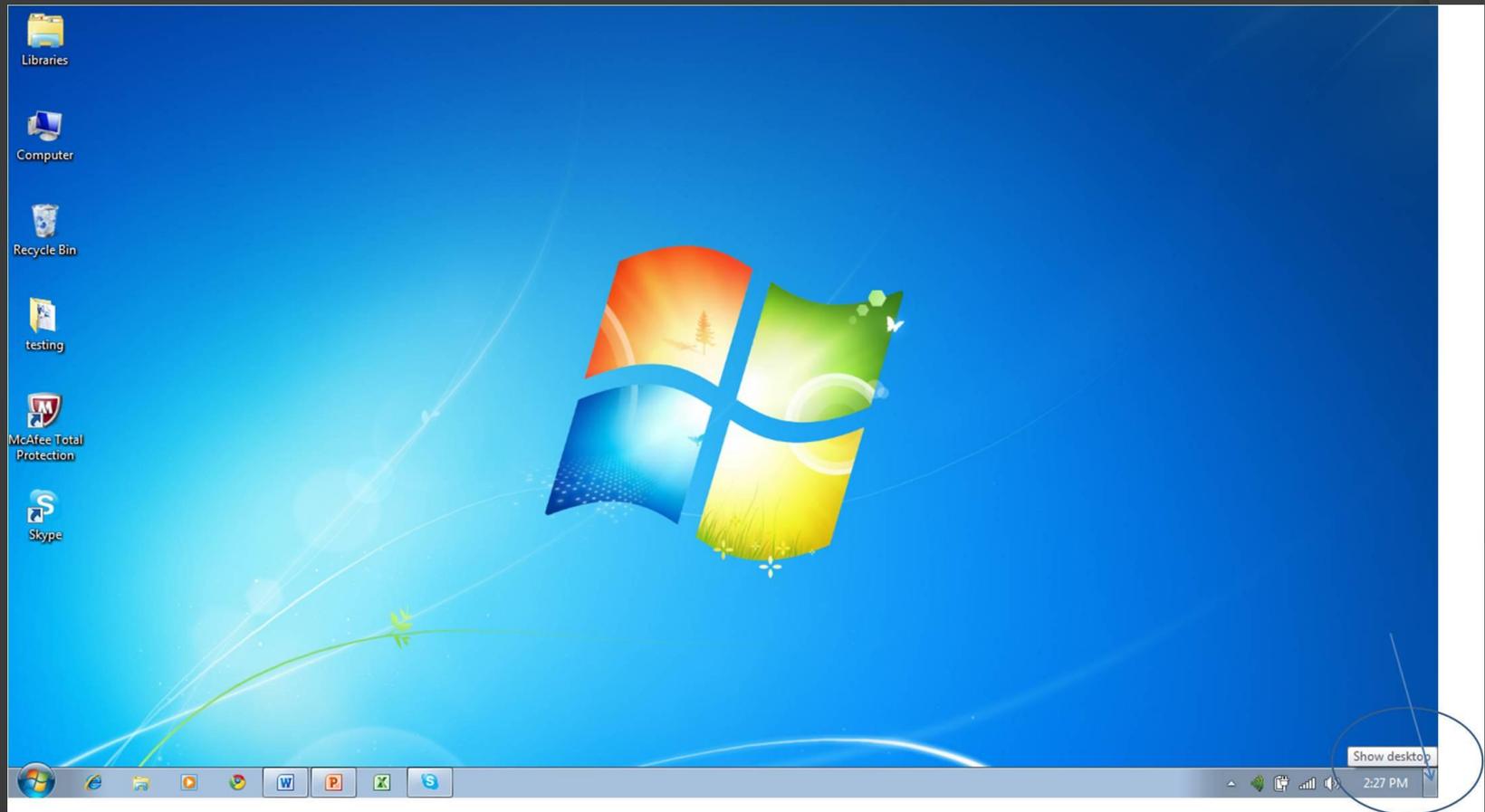
Tasto centrale(rotellina):

Scorre le pagine del documento

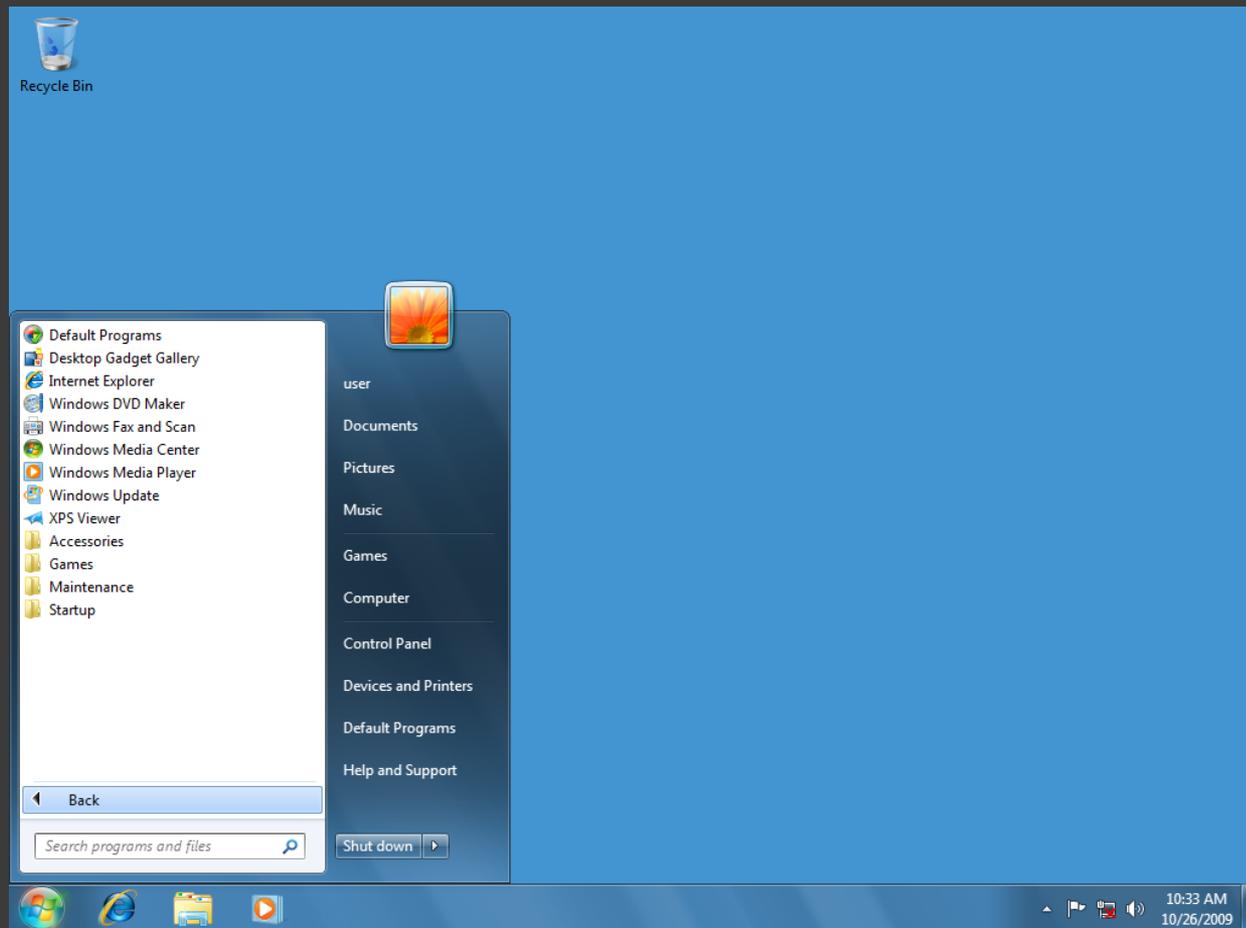
# Desktop di Windows:

-Tasto start

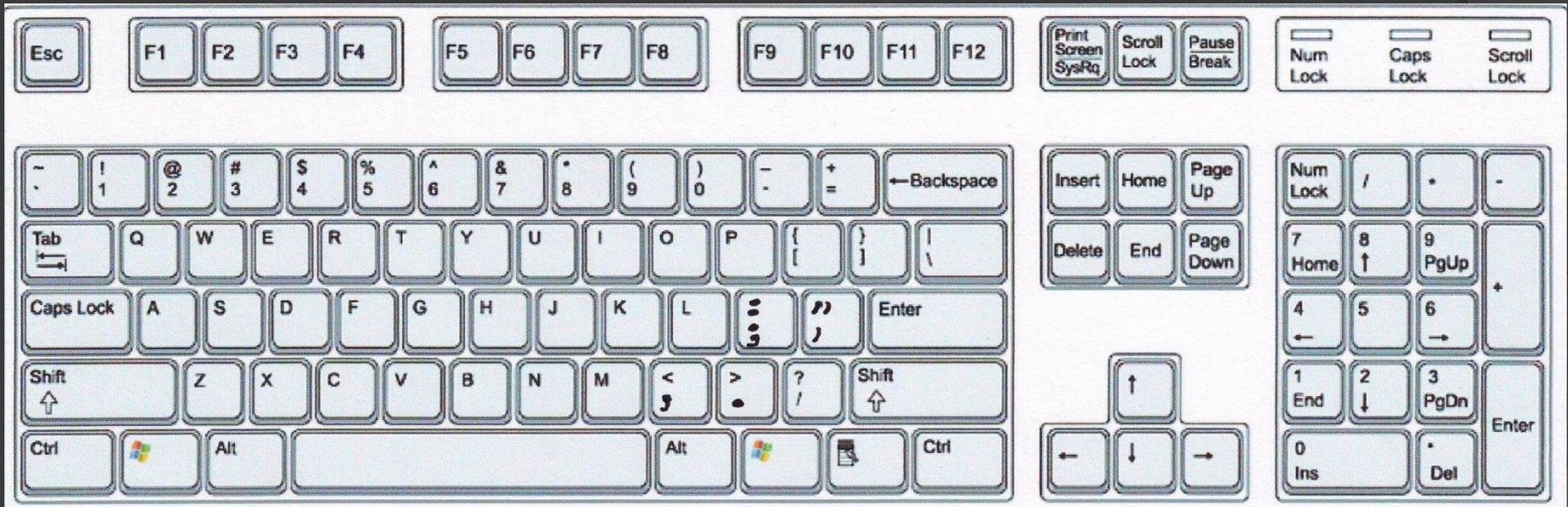
-Icane(software,file), finestre, menù



Impariamo a muovere il mouse e a cliccare:  
(usiamo il programma Paint)  
start->tutti i programmi->accessori->paint



# Ripasso tasti funzioni tastiera



# Ripasso:

creazione file, rinomina, modifica, salvataggio, copia incolla.

**Ctrl + C**

**Ctrl + V**

**Ctrl + X**

**Ctrl + A**

**Copy**

**Paste**

**Cut**

**Select All**



# Ripasso Software:

- ◉ Word-Writer
- ◉ Excel - Calc
- ◉ Powerpoint - Impress
- ◉ Access - Base
- ◉ Explorer Firefox Chrome(internet)
- ◉ Outlook – Thunderbird (mail)



# SOFTWARE e DATI :

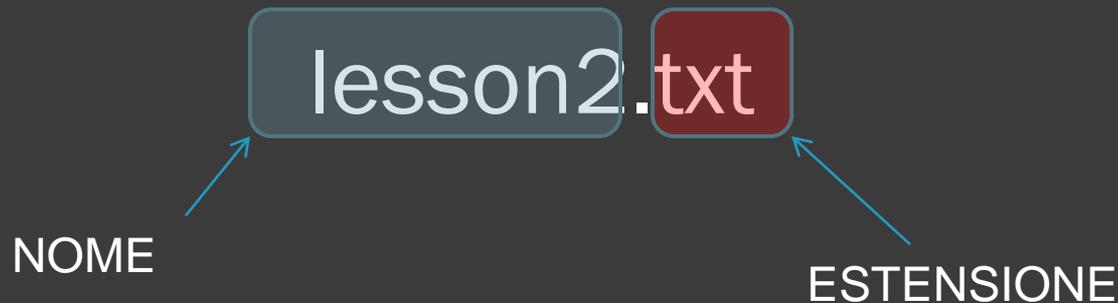
Ogni Software lavora su dei dati.  
I dati sono contenuti in file.

Un file è come una scatola che  
contiene i dati.

Posso trasferire i dati da un  
computer ad un altro copiando i file.

# Estensione file:

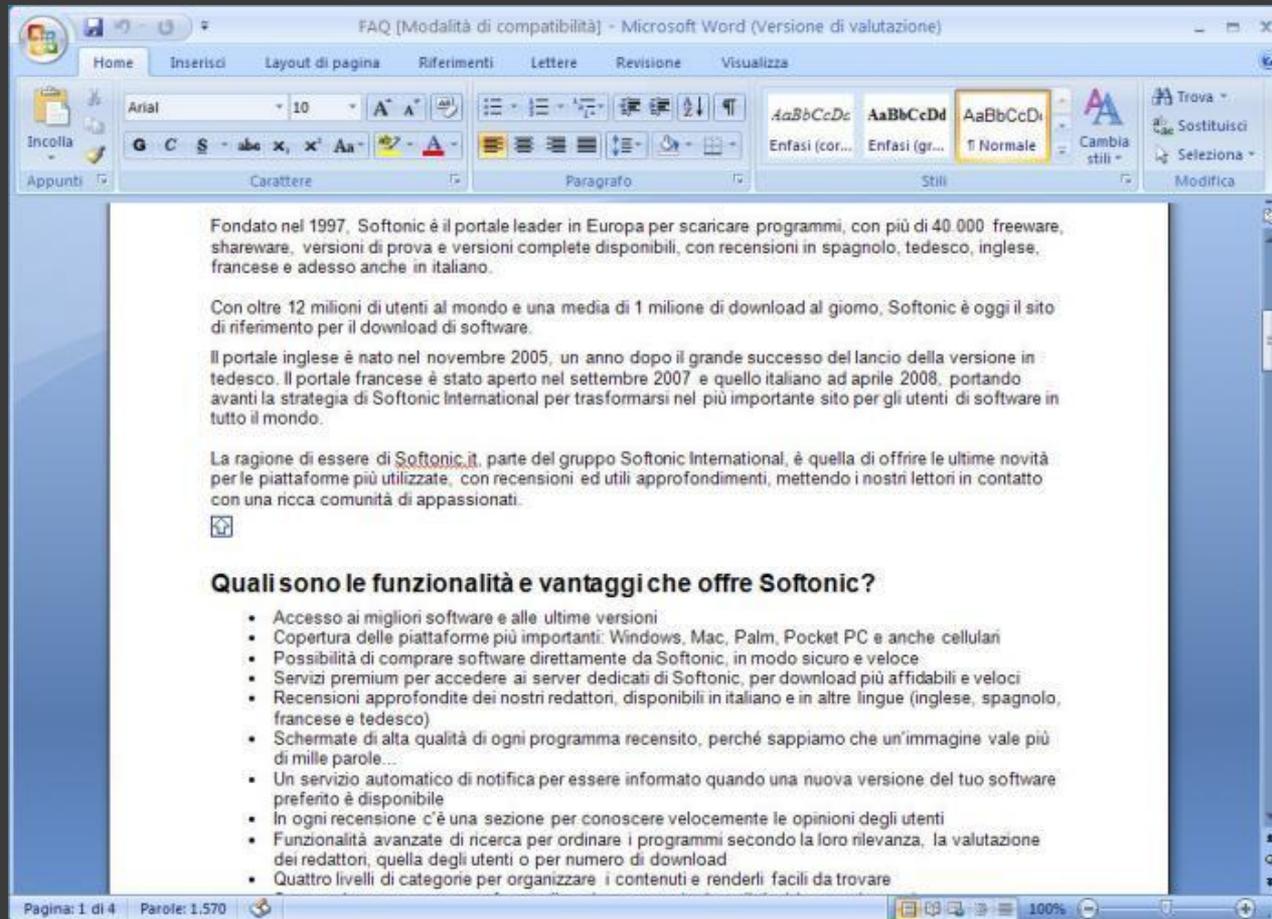
Ogni file è composto da un nome e da un'estensione.



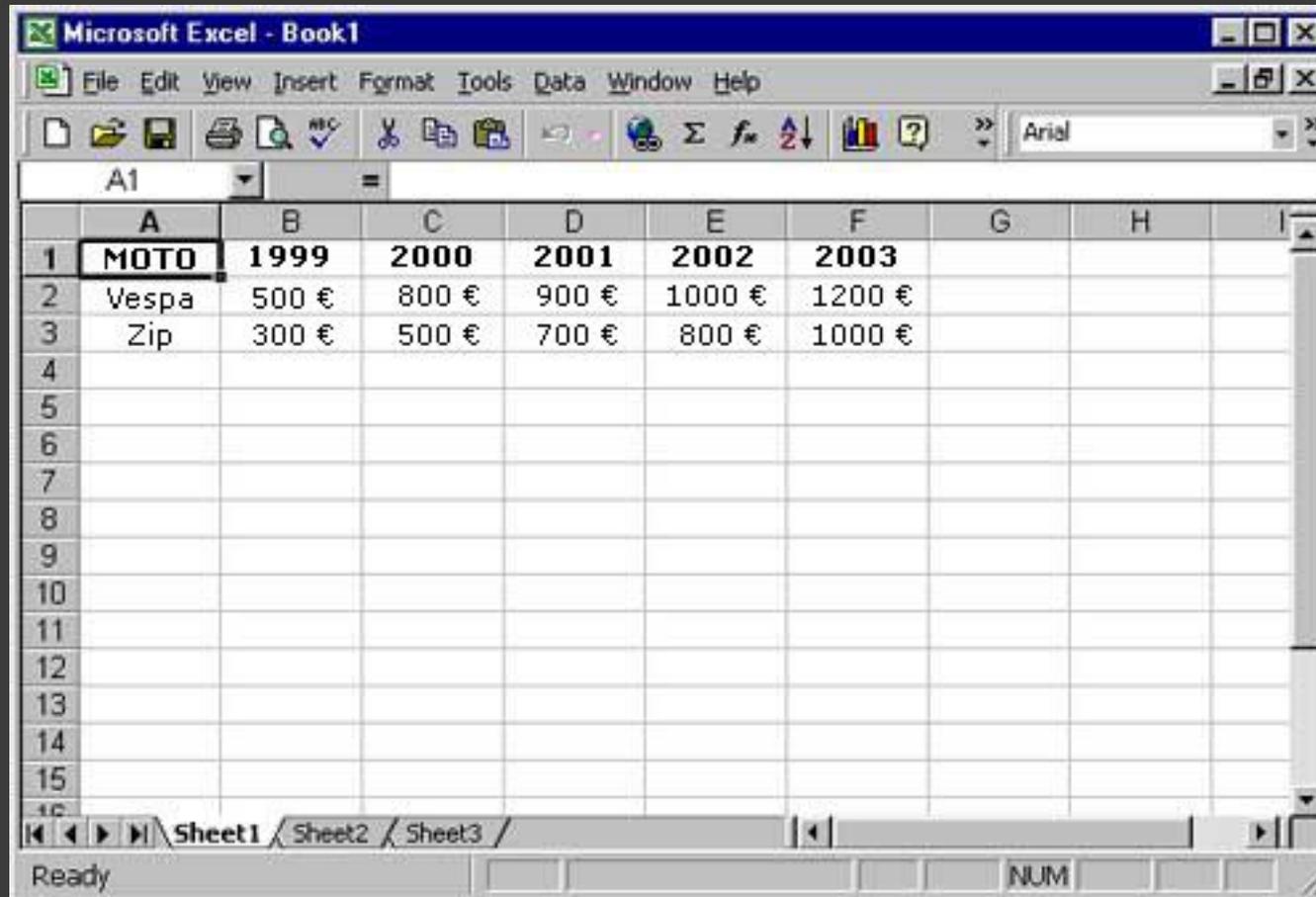
L'estensione permette a Windows di associare un Software predefinito per l'apertura e l'elaborazione di un file.

Es: nomefile.doc -> windows associa I file “.doc” al software WORD  
Se facciamo 2 click su un file “.doc” lo apriremo in WORD

# WORD per scrivere documenti: estensione file .doc oppure .docx



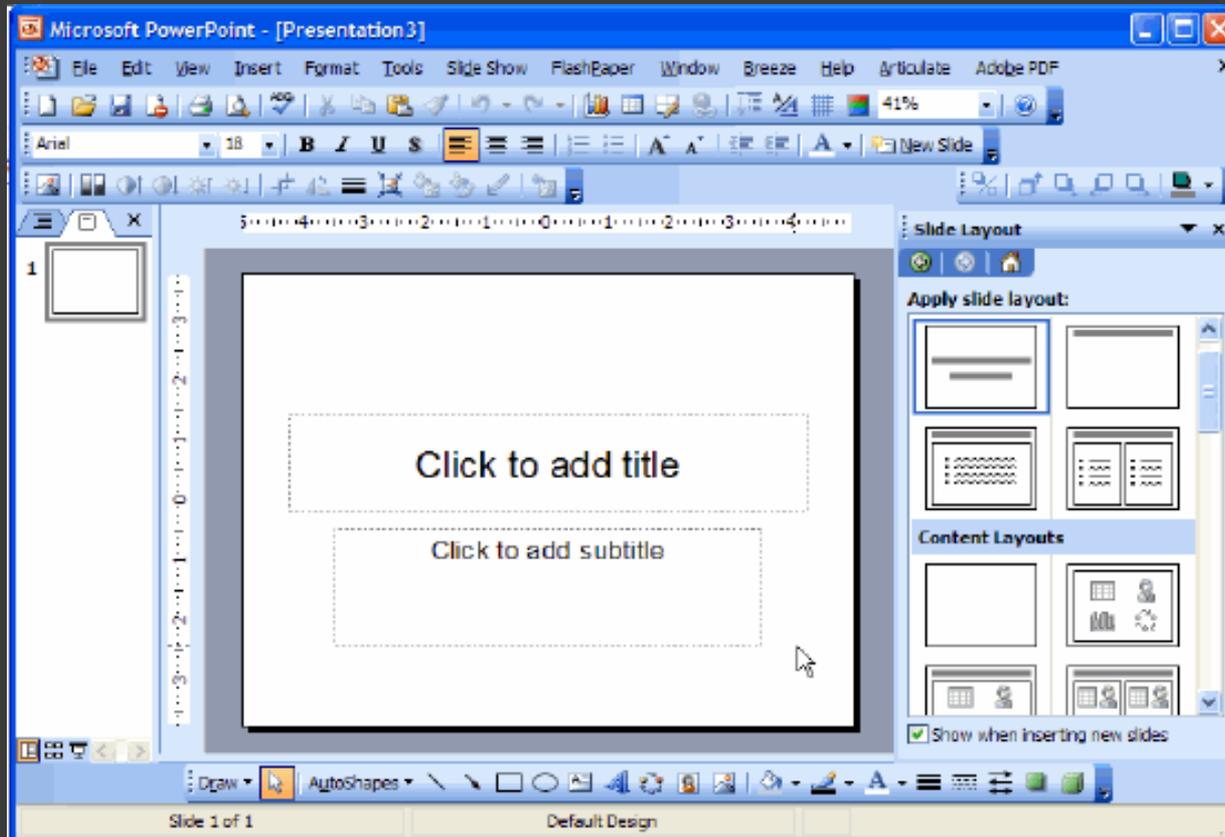
# EXCEL per creare Fogli di calcolo: estensione file .xls oppure .xlsx



The screenshot shows the Microsoft Excel interface with a spreadsheet containing the following data:

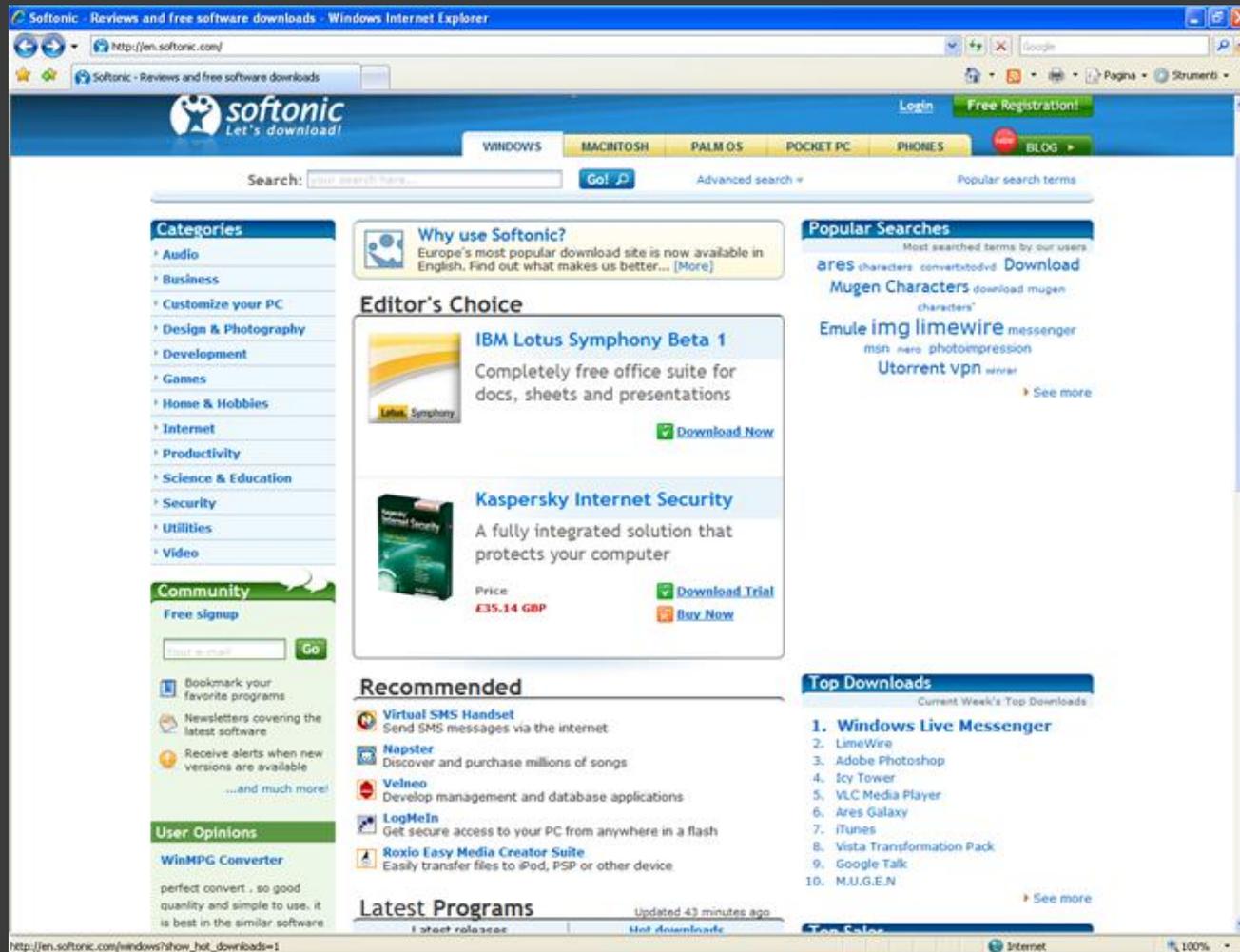
	A	B	C	D	E	F	G	H	I
1	<b>MOTO</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>			
2	Vespa	500 €	800 €	900 €	1000 €	1200 €			
3	Zip	300 €	500 €	700 €	800 €	1000 €			
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

# POWERPOINT per Presentazioni Multimediali: estensione file .ppt oppure .pptx

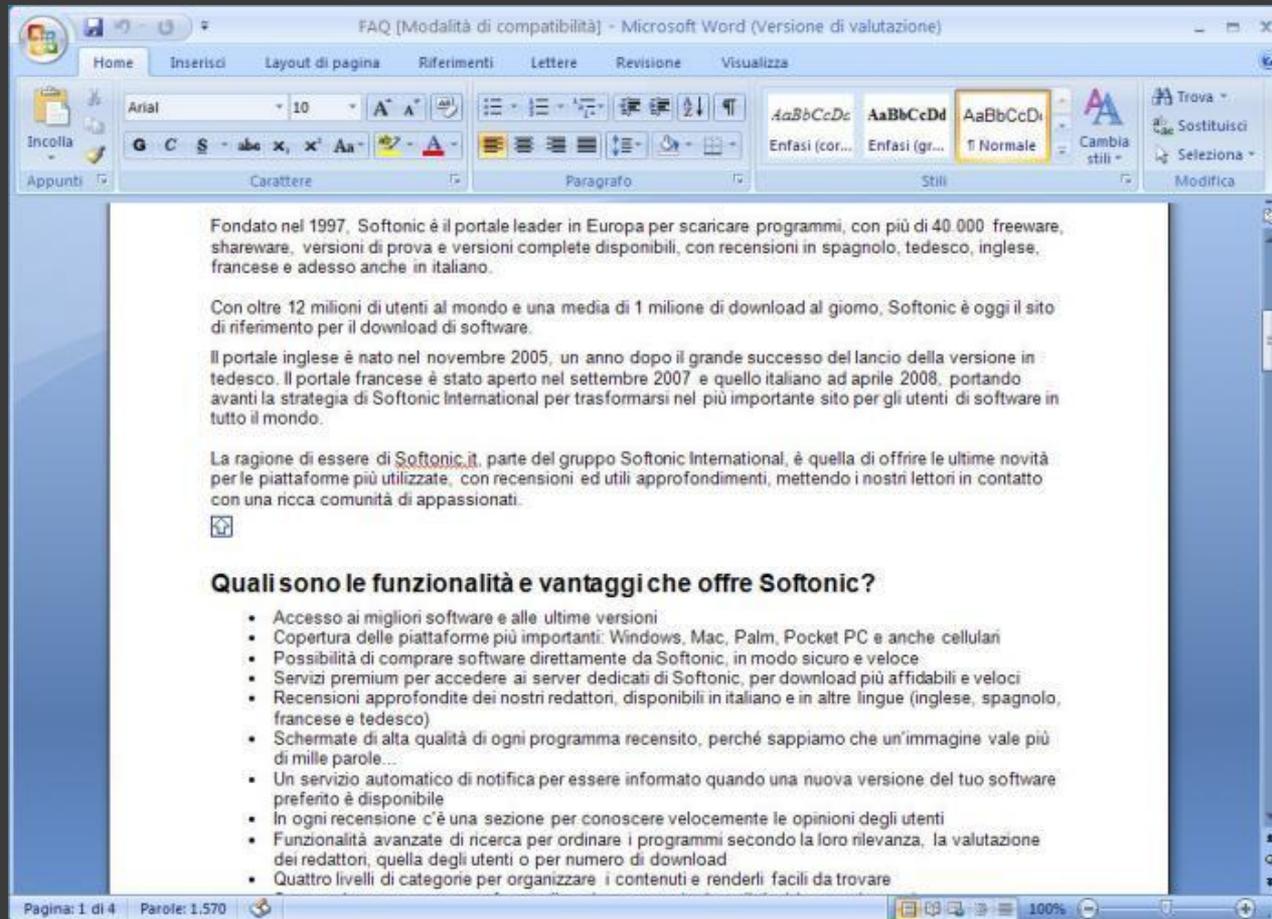


# Internet:

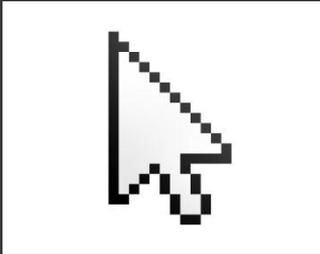
Le pagine web hanno estensione .htm oppure .html



# Iniziamo con WORD:



# Sguardo Veloce Internet e mail:



Softonic - Reviews and free software downloads - Windows Internet Explorer

http://en.softonic.com/

Softonic - Reviews and free software downloads

softonic  
Let's download!

Log in Free Registration!

WINDOWS MACINTOSH PALM OS POCKET PC PHONES BLOG

Search:  Go! Advanced search Popular search terms

**Categories**

- Audio
- Business
- Customize your PC
- Design & Photography
- Development
- Games
- Home & Hobbies
- Internet
- Productivity
- Science & Education
- Security
- Utilities
- Video

**Why use Softonic?**  
Europe's most popular download site is now available in English. Find out what makes us better... [More]

**Editor's Choice**

**IBM Lotus Symphony Beta 1**  
Completely free office suite for docs, sheets and presentations  
[Download Now](#)

**Kaspersky Internet Security**  
A fully integrated solution that protects your computer  
Price: **£35.14 GBP**  
[Download Trial](#) [Buy Now](#)

**Popular Searches**  
Most searched terms by our users  
ares characters converttoavi Download  
Mugen Characters download mugen characters  
Emule img limewire messenger msh msn photoimpression  
Utorrent vpn  
[See more](#)

**Community**  
Free signup  
 [Go](#)  
Bookmark your favorite programs  
Newsletters covering the latest software  
Receive alerts when new versions are available  
...and much more!

**User Opinions**  
**WinMPEG Converter**  
perfect convert , so good quantity and simple to use, it is best in the similar software

**Recommended**

- Virtual SMS Handset**  
Send SMS messages via the internet
- Napster**  
Discover and purchase millions of songs
- Velneo**  
Develop management and database applications
- LogMeIn**  
Get secure access to your PC from anywhere in a flash
- Roxio Easy Media Creator Suite**  
Easily transfer files to iPod, PSP or other device

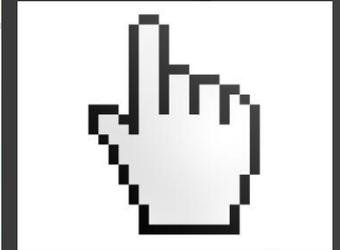
**Top Downloads**  
Current Week's Top Downloads

1. Windows Live Messenger
2. LimeWire
3. Adobe Photoshop
4. Icy Tower
5. VLC Media Player
6. Ares Galaxy
7. iTunes
8. Vista Transformation Pack
9. Google Talk
10. M.U.G.E.N

[See more](#)

**Latest Programs** Updated 43 minutes ago  
[Hot releases](#) [Hot downloads](#)

http://en.softonic.com/windows/show\_hot\_downloads=1



[Es : http://tamberlo.altervista.org](http://tamberlo.altervista.org)

# Link interessanti:

- ◉ <http://www.google.it/>
- ◉ <http://it.wikipedia.org>

RICERCA

Domande?  
Chiarimenti?  
Proposte?