

A Home Computer Station

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January 2026





The Home Office

What's Important about a place to do Computing

- Somewhere for a
 - Computer
 - Printer
 - Area for a mouse & keyboard
 - An area for writing
 - Storage for accessories
 - A comfy chair

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Size is not important



- Enough space for your needs
- Perhaps just a laptop on a table
- Don't forget empty wall space.



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Keep clutter to a minimum....

Where did I put that mouse ???





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Lighting....

- Make sure there is enough light to read
- Position of screen so no glare
- A dark room with a bright screen is not good



- Screen should not face a bright light
- You should not face a bright light

The image shows a home office desk. On the left, there is a silver metal mug. Next to it is a green cutting mat with a grid pattern. In the center, a laptop is open, displaying a pie chart on its screen. The pie chart has three segments: a large orange one, a medium teal one, and a small light blue one. A line points to the orange segment, which is labeled '12%'. To the right of the laptop, there are some papers and a small blue object. The background is a light-colored wall.

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Power Requirements

You'll need to ensure you have enough power sockets for your needs

- A Laptop only needs one.
- A Tower PC needs one for the Tower and one for the Monitor.
- A Printer needs one
- If your router is nearby then this will need one
- If you have 2 monitors then a power outlet for the 2nd monitor.
- If on your station you have a tower and a laptop then another socket
- Key SAFETY RULE - NEVER plug a plugboard into another plugboard.

A photograph of a home office workspace. In the foreground, a silver metal mug sits on a green cutting mat. Behind it, a laptop is open, displaying a pie chart on its screen. The pie chart has four segments in orange, teal, light blue, and dark blue, with a label '12%' pointing to the orange segment. To the right of the laptop, there are some papers and a small blue object. The background is slightly blurred, showing more of the desk and some green storage boxes.

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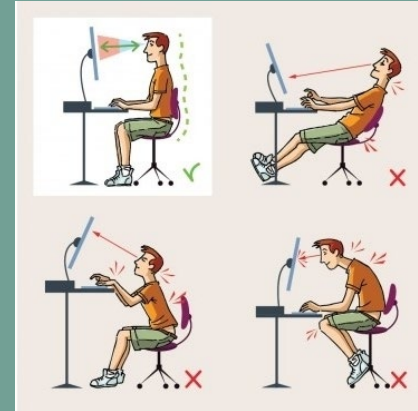
Computer

- Whatever is your preference needs to fit into your set up.
- A Laptop is the most flexible
 - Smaller size
 - Portable
 - Few peripherals
 - Recent CPU's will support almost all your needs
- A tower PC is ok if you have the space.
 - The main box can go on the floor /under the table
 - Expandable - easy to increase storage / upgrade
 - Working area needs a monitor, keyboard & mouse

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Computer Monitor

- As we get older, a larger screen works better for us
- A screen should be sized to allow us to be able to read comfortably
- A minimum of 27" screen with a 1440p resolution and IPS panel
- Check the monitor stand for height and tilt adjustment
- You need the correct position in front of the monitor
- Consider 2 monitors side-by-side to take advantage of multiple windows
- Set screen brightness to suit your environment



The background image shows a home office workspace. On the left, there is a silver metal mug. In front of it is a green cutting mat with a grid pattern. To the right, a laptop is open, displaying a pie chart on its screen. The pie chart has three segments: a large orange one, a smaller teal one, and a very small white one. A label '12%' is next to the teal segment. The laptop keyboard is visible. A teal banner with yellow text is overlaid on the right side of the image.

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Keyboard & Mouse

- A wireless keyboard and mouse gives you less clutter from wires
- Keyboard types are Membrane, Mechanical & Chiclet (laptops)
- Laptop ? Establish how comfortable the keyboard is, a full-size separate keyboard may be better for the home use
- Full size keyboard has a side number pad and some have additional controls like sound volume and backlit keys
- Logitech is a good brand to evaluate
- Unless you are a gamer, don't consider gaming mice.

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Expanding Computer Functionality

Docking station

- Need more USB ports, perhaps a DVI and HDMI that allow you to add multiple displays, keyboard/mouse interfaces, printers, usb sticks etc.
- A docking station is an add-on that provides a single connection to your laptop computer but multiple port (in and out)
- The example here provides :-
 - 3 x USB-A, 1xUSB-C, 1xUSB-C Power
 - 2 x HDMI, 1x SD Card, 1 x TF Card, 1x Ethernet

A photograph of a silver UGREEN docking station. It is connected to several cables: two HDMI cables, one USB-C cable, one USB-A cable, one Ethernet cable, and one power cable. There are also two small memory cards (SD and TF) and two USB-A connectors lying next to it. The docking station has the UGREEN logo and 'BR017' printed on its side.

Docking station

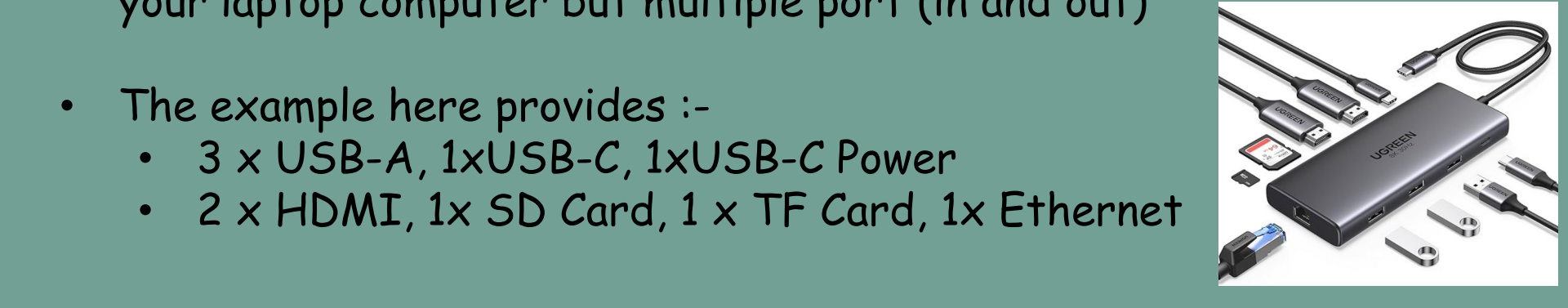
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A photograph showing a silver-colored rectangular docking station labeled "UGREEN". It has several cables plugged into its rear ports: two black HDMI cables, one blue Ethernet cable, one white USB-A cable, one grey USB-C cable, and a power adapter. In front of the dock are various accessories: three small metal USB-A flash drives, one red SD card, one gold TF card, and another grey USB-C cable.

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- 
- The image shows a silver UGREEN docking station with several cables plugged into it. On the left, there are two blue Ethernet cables. In the center, there are three black USB-A cables and one black USB-C cable. On the right, there are two black HDMI cables. Below the docking station, there are two small memory cards (SD and TF) and two small metal USB drives.



The background image shows a home office desk. On the left is a silver thermal mug. Next to it is a green cutting mat with a blue pen. In the center is a laptop. The laptop screen displays a pie chart with a segment highlighted in orange and labeled '12%'. To the right of the laptop, there are some papers and a small green box. A semi-transparent teal banner is overlaid on the right side of the image, containing the title 'The Home Office' in yellow text.

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Expanding Computer Functionality

Printer

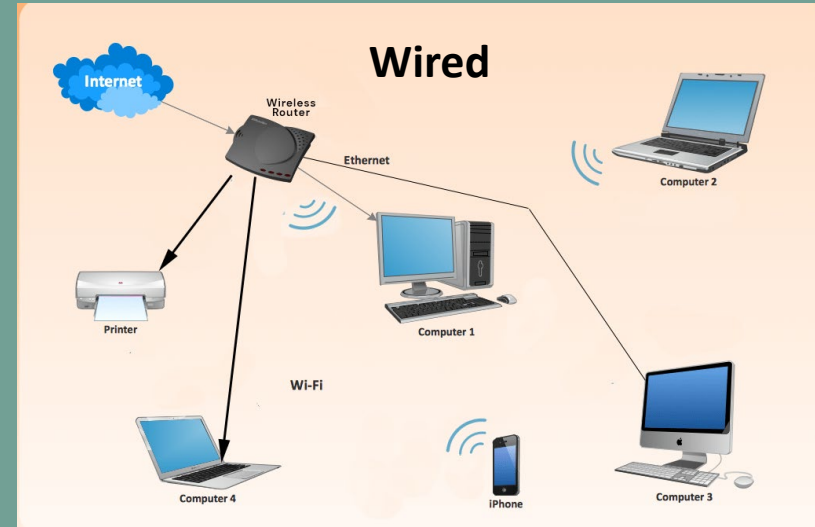
- Everyone needs a printer as we still use paper in many ways.
- This can connect directly to the computer by.....
 - A USB cable (USB-A connector to USB-B connector)
- Or via your local network using.....
 - An Ethernet cable to your local network (router)
 - Wireless to your local network (SSID)

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Expanding Computer Functionality ...

Local (or Home) Network

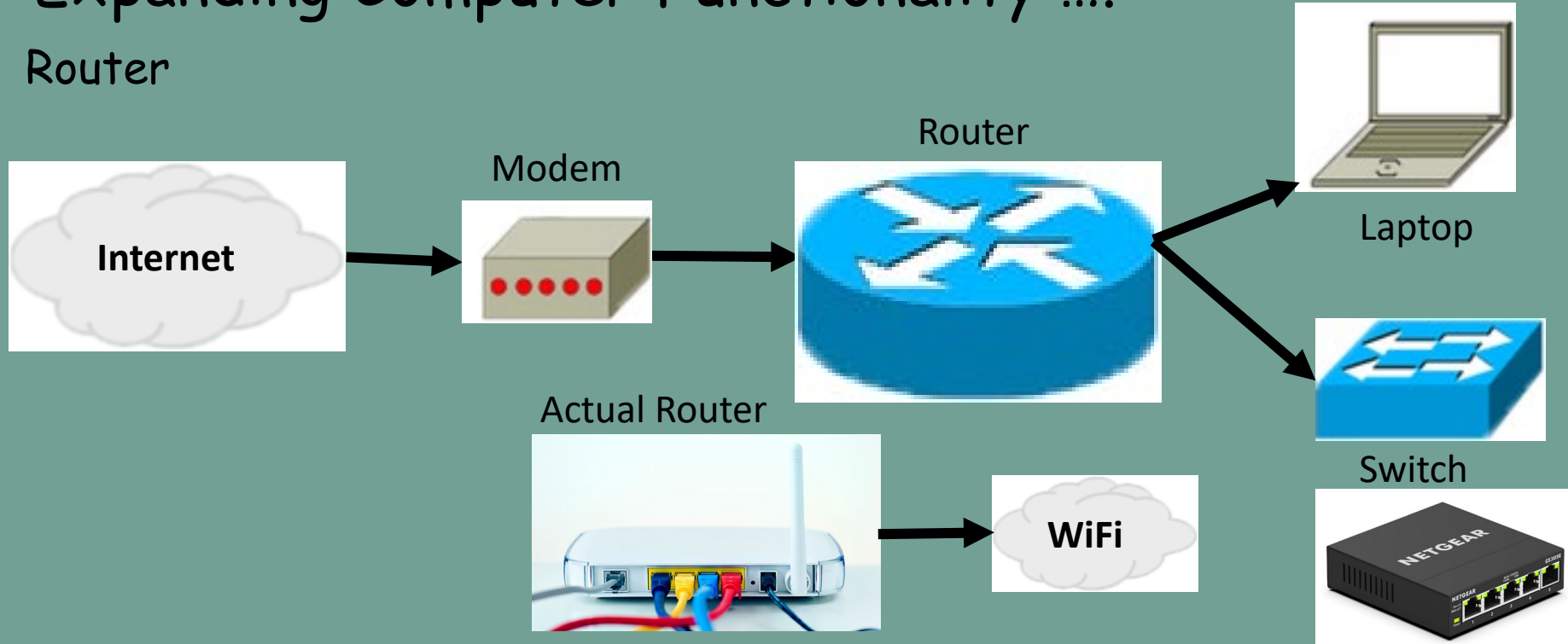
- Everyone needs a local network to connect devices to the internet.



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Expanding Computer Functionality ...

Router





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Expanding Computer Functionality

Router & WiFi

- WiFi is part of your local network and should have a strong password
- WiFi operates on 2 Frequency bands - 2.4GHz & 5GHz
- Position of your router can be significant.
- Use WiFi repeaters if find signal problems in parts of your house.
- Your router has a guest network to let guests access your internet with a different & simple password but not any of your network.



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Expanding Computer Functionality

Scanning

- Don't file all that paper, scan them and file on the computer.
- A lot of printers come with a built-in scanner
- Software supplied with printer or use free software (Win10/11)
- Save the scans to your Documents location & throw away the paper
- Be sure to back up your computer regularly.



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Expanding Computer Functionality

Backing Up

- I've been using the Free Hasleo Backup Suite and very impressed.

Where to back up to.....

- USB Stick - 2TB wasn't that expensive
- Cloud Storage - consider iDrive if your concerned about security. iDrive lets you pick the encryption phrase and only you know how to access the data. About £8/yr for 500GB. Don't forget the KEY.
- USB Drive about £100 for 1TB
- Use an old drive and a Docking station



Less that £30



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Expanding Computer Functionality

Audio

- You might want a good set of speakers if you play music, Spotify or YouTube.
- USB or 3.5mm jack connections are available to plug-and-play
- If you use a Bluetooth speaker, most Laptop/PC's have Bluetooth built in but you can get cheap Bluetooth adaptors either to add or convert.

CD/DVD

- Want to play those old DVD's then USB CD/DVD players are available as Plug-and-Play.

A photograph of a home office workspace. In the foreground, a silver glass pitcher sits on a white surface next to a green cutting board and a blue sponge. Behind it, a laptop is open, displaying a pie chart on its screen. The pie chart has three segments: a large orange one, a medium teal one, and a small light blue one. A label '12%' points to the small segment. The laptop keyboard is visible. To the right of the laptop, a teal rectangular box contains the title 'The Home Office' in yellow text.

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Summary

- Find the best location for your computer
- Choose a monitor size that best meets your needs
- Get the peripherals you want to ease your tasks
- Get the software to make things easier



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The End