Turn your computer off, turn it back on and you'll come to the POST (Power on self test) it will have some writing, press the pause button (Next to prnt scrn) and write down your CPU, Ram and anything else you deem important.

For example;

This is what it should look like. (Yours might have more to say)

http://www.mechbgon.com/build/POST1.jpg

Once you have that written down, turn the computer off and then on again and when its at post keep pressing del and/or F2 until you reach the BIOS screen. (Generally this is a blue screen with information)

Once in the BIOS, depending on your BIOS make/model you should either have details about the time, date, cpu, ram or have a list of option such as Standard CMOS features, PC Health Status etc..Using your keyboard press Enter on the first option (This generally is the Standard CMOS feature, if it isn't use your down key until you reach it)

In this window you should have details about your hard drives, ram etc...

If it lists what type of ram you have and the speed of it write this down as well.

For example;

Slot 1: 512MB DDR 133Mhz
Slot 2: None
Slot 3: None
Slot 4: None

Once you have all this lovely information post it here and we can assist you further.

Edit:

You could do it the easy way (sorry im real tired) and download CPU-Z and take a few SS's.

Either way you should have the information that we're looking for.