Present Perfect vs Simple Past

Present Perfect	Simple Past
Unfinished actions that started in the past and continue to the present I've lived in Rio de Janeiro for ten years (I still live there)	Finished actions I lived in Rio de Janeiro for ten years (but then I moved away and now I live somewhere else)
A finished action in someone's life (when the person is still alive: life experience) My brother has been to Mexico three times	A finished action in someone's life (when the person is dead) My great-grandmother went to Mexico three times
A finished action with a result in the present I've lost my keys! (The result is that I can't get into my house now)	A finished action with no result in the present I lost my keys yesterday. It was terrible! (Now there is no result. I got new keys yesterday)
With an unfinished time word (this week, this month, today) I've seen John this week	With a finished time word (last week, last month, yesterday) I saw John last week

Present Perfect vs Simple Past

Time expressions

Present Perfect	Simple Past
 ever never since (with a point of time) so far until now for (+ a period of time)* already* yet* just* 	 yesterday last week/month/year two hours/one week/six months ago in 1983 at three o'clock on Sunday in March when I was born for (+ a period of time)* already* (only in American English) yet* (only in American English) just*

Been and Gone

In present perfect we use both "been" and "gone" as the past participle of the verb ""go" but in different circumstances:

Been

We use 'been' (often when we talk about 'life experience') to mean that the person being talked about has visited the place, and come back. Notice the preposition 'to':

- I've been to Paris (in my life, but now I'm in London, where I live).
- She has been to school today (but now she's back at home).
- They have never been to California.

Gone

We use 'gone' (often when we are talking about an action with a result in the present) to mean that the person is at the place now:

- 'Where's John?' 'He's gone to the shops' (he's at the shops now).
- Julie has gone to Mexico (now she's in Mexico).
- They've gone to Japan for three weeks (now they're in Japan).