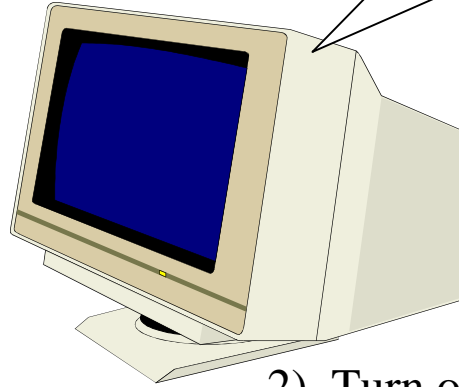


Hhhmmm...there's a computer on my desk! Now what do I do with it!?

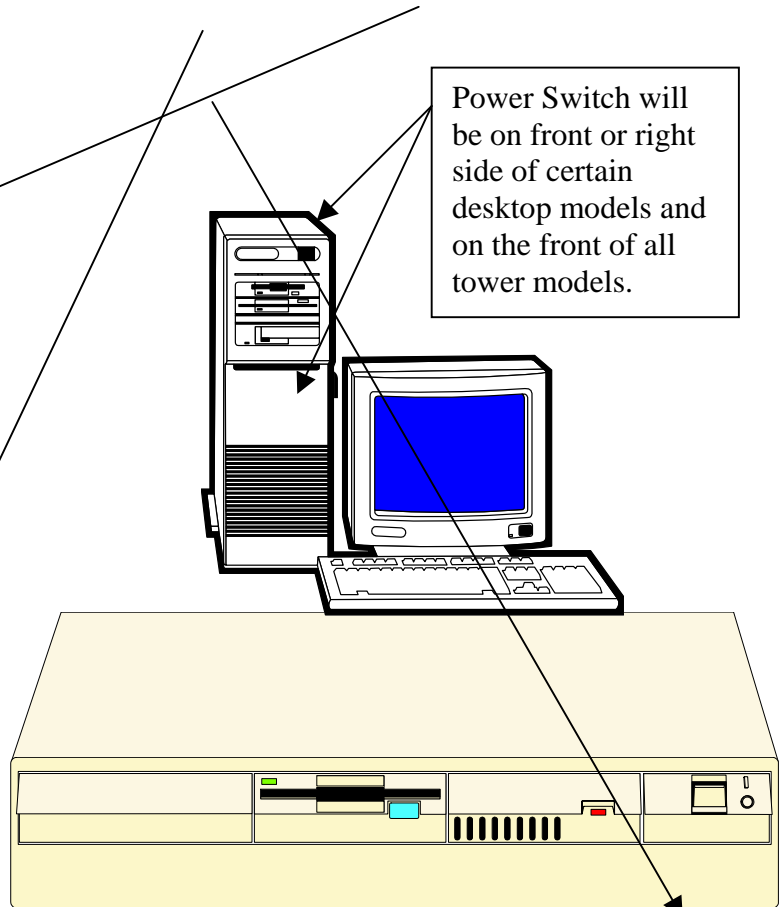
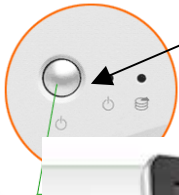
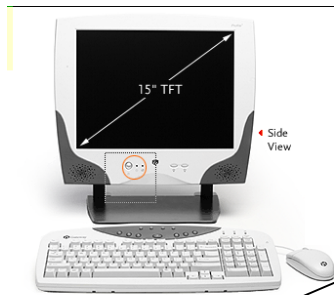
Turn It On...

- 1) Turn on the monitor.
The switch is on the front, right side or back of the monitor.



Remember, only clean your screen with a dry cloth or tissue, or with an approved anti-static screen cleaner.

- 2) Turn on the CPU.



CPU (Central Processing Unit)

The Mighty Mouse...



CLICK - One stroke of the left mouse button.

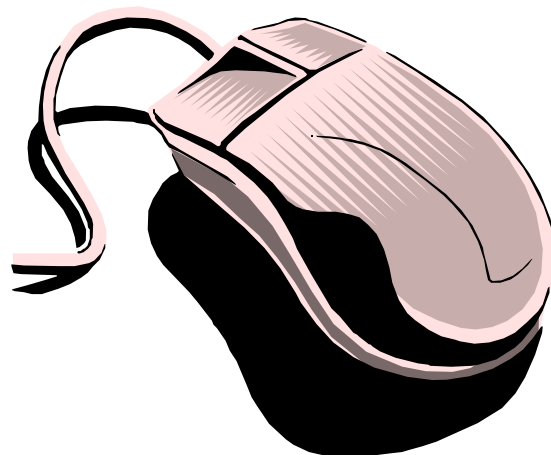
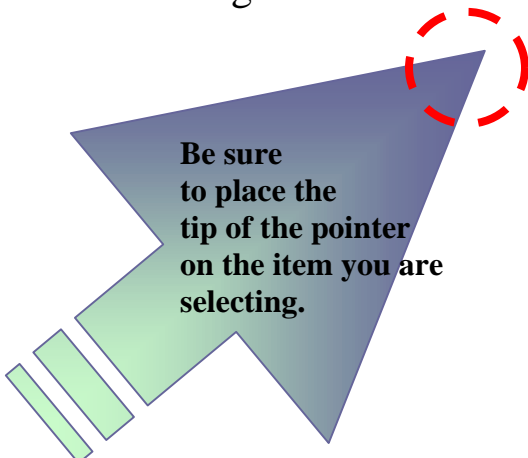
DOUBLE CLICK - Two rapid strokes of the left mouse button.

DRAG - Depress and hold the left mouse button, while moving the mouse.

CURSOR - The flashing symbol that indicates your location in a line of text or on a document.

POINTER - The symbol that moves as you move the mouse to select buttons, icons or place the cursor on a text page.

CLICK & DRAG (a.k.a. **HIGHLIGHTING**) - Click the left mouse button to set the cursor at the starting position for the area which is to be highlighted. Depress and hold the left mouse button while moving the mouse over the selected area.

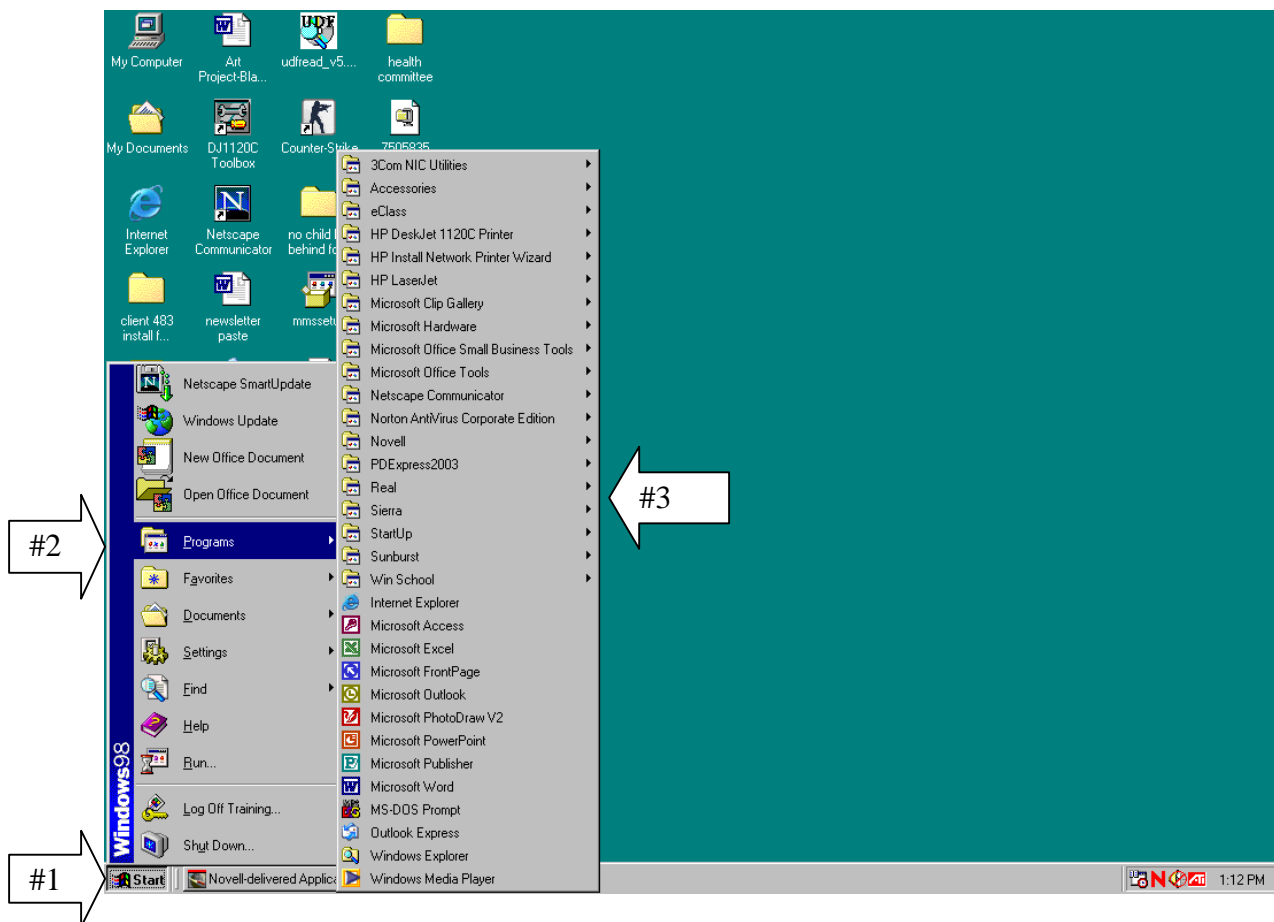


Ready? Set? Start! (Starting an Application)....



Applications are delivered from the Start Menu.

- 1) Click on 'Start'
- 2) Click on 'Programs'
- 3) Click on the category (Accessories, Microsoft Word, etc.) or specific program you wish to run.



START MENU SELECTIONS

‘Programs’ displays programs and applications in your computer.

‘Documents’ provides quick access to documents that you’ve recently opened.

‘Settings’ contains the **‘Control Panel’**, **‘Printers’** and **‘Task Bar’** menus. These menus allow you to customize the desktop, edit settings for printers and customize menus.

‘Find’ or **‘Search’** help you to search the system for files.

‘Help’ gives you access to the Windows Help Program.

‘Run’ provides assistance with installing or running software.

‘Shut Down’ enables you to shut down your computer or restart it.

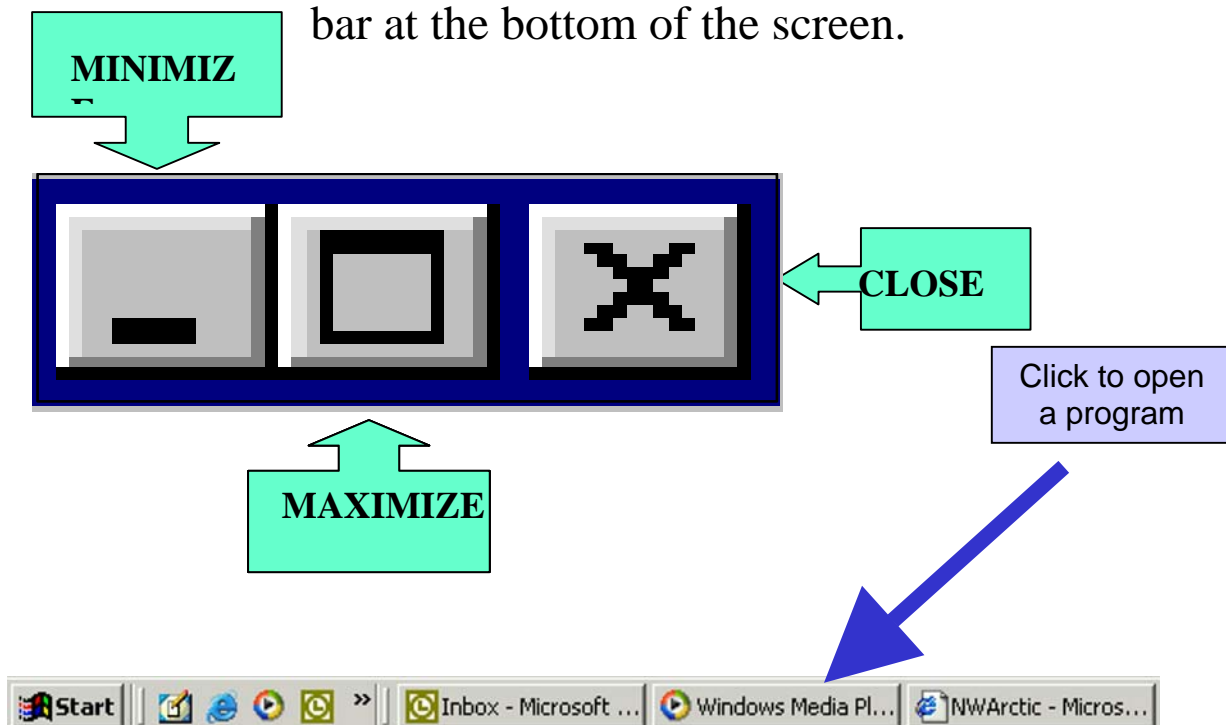


Closing an Application...

To close an application, first save your work, then click on the 'X' in the upper right hand corner of the program window.

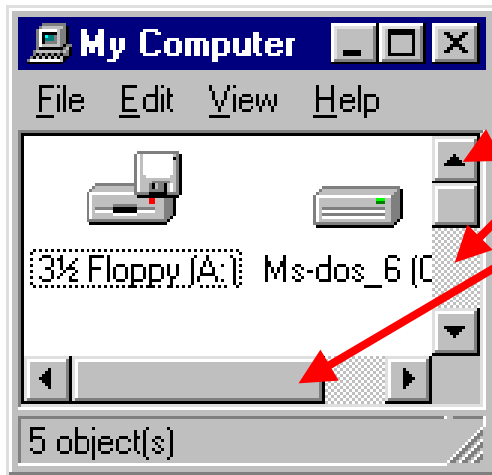
Maximizing and Minimizing Windows...

To Maximize a window, click on the '□' in the upper right corner of the window. To minimize the window, click on the '_' in the upper right corner of the window. When a window is minimized, its title will appear on the program bar at the bottom of the screen. To open the window while in the minimized position, click on the title on the program bar at the bottom of the screen.



SCROLLING...

If the contents of a window exceed the visible area, vertical and/or horizontal scroll bars will appear to allow you to



view the hidden area. To use these scroll bars, you can:

- a) click on the arrow button,
- b) click on the scroll area, or
- c) click and drag the scroll button.

TURNING IT OFF...

- 1) *Before turning off your computer, SAVE all work.* The “J:” drive is a storage space on the network file server. Each user has what we call a “home directory” which is a folder in the “J:” drive with their username on it. Saving to the network drive will allow a user to access his/her files from any workstation on the network.
- 2) Click on the ‘Start’ button.
- 3) Select the ‘Shut Down’ option.
- 4) Select the ‘Shut down the computer?’ option.
- 5) Most of the computers will shut down completely or wait for the screen to read; “It is now safe to turn off your computer”.

Turn off your monitor, computer (CPU), and speakers, if you have any.