

Basic Procedures

Basic Computer Information

- Turn the computer on with the power button on front of the tower.
- The password is: _____
- **Click** means left-click. If a **right-click** is called for it will be so stated.
- **Double-click** means click the left mouse button twice rapidly.
- Open a program by going to **Start** and **All Programs**, find the program in the list and click it.
- The **mouse pointer** takes on many shapes depending on the program or the area of the window you are in.
- The **cursor** (a flashing bar) is the insertion point.
- **Selecting/Highlighting** is accomplished by one of the following:
 - ◆ Double clicking a word
 - ◆ Holding the mouse button down and dragging forward or backward over the items you want to select/highlight.
 - ◆ To select a line bring the mouse out to the left margin until it becomes an arrow pointing back at the line you want to select and clicking once.
 - ◆ To select a paragraph either move the mouse out to the left margin until it becomes an arrow pointing toward the paragraph you want and double clicking or triple clicking in the paragraph itself.
- **Drag and Drop** is accomplished by clicking on an item and holding the mouse button down and dragging the item with mouse to a new location then letting go of the mouse button.
- **Turn off** the computer by going to **Start** and **Turn Off Computer** and clicking **Turn Off**.

NEVER turn off the computer by just pressing the power button.

Do not turn off the monitor as we leave them on at the Center at all times.

Opening Files

Open File/Lesson from CD

1. Insert CD into drive.
2. If the **CD-Drive Wizard** opens, click **cancel** to close it.
3. Open **My Computer**; double-click the drive with the CD in it.
4. Find the file/lesson you want to open and double-click it.

If your file/lesson is in a folder you must double-click the folder to open it to locate your file/lesson. You can also copy a folder and all its contents.

Open File/Lesson from My Documents

1. Open **My Documents**
2. Find the file/lesson you want to open and double-click it.

Open File/Lesson from a Program

1. Open the program
2. Go to **File**, click **Open**.
3. In the **Open Dialog Box** find the location of the file/lesson, (**My Documents**) and double-click it.

Make a New Folder

- You can make a new folder by right clicking on the **Desktop** and choosing **New** and then clicking **Folder**.
- In the **My Documents** folder you can click on **Make a New Folder** under **File and Folders Tasks** view.

You can make a new folder in most programs by clicking the **File** menu, then clicking **New** and then clicking **Folder**.

Creating YOUR Folder on a Learning Center computer, for keeping your Student Files used in class.

- Double click **My Documents** on the Desktop, or if not showing, click the **Start** button and in the upper right of the new window that opens, click **My Documents**.
- In the left hand pane, under **File and Folder Tasks** (click the **Folders** button on the **Tool Bar** if this option does not show), click on **Make a New Folder**.
- A new folder is created, named **New Folder**. Type your name to replace the highlighted **New Folder**.
- Press the **Enter** key.

You now have a folder with *your name* in **My Documents** on the hard drive.

Copying files

Copy/Write Files from CD-Drive to the Hard Drive

1. Insert CD into the CD-drive.
2. If the **CD-Drive Wizard** opens, click **cancel** to close it.
3. Open **My Computer** and find the drive that contains the CD and double click the icon to open the drive.
4. Select the files you want to copy to the hard drive.
5. Click the **Edit** menu, then click **Copy**
6. Open **My Documents**. Open the folder into which you want to copy the files.
7. Click the **Edit** menu, and then click **Paste**.

If you have made a Folder in My Documents to save your files in you will need to double click that folder in Step 6 to open it and then paste your files into it.

Copy/Write Files from the Hard Drive to the CD-Drive

1. Insert blank CD into the CD-RW drive.
2. If the **CD-Drive Wizard** opens, click **cancel** to close it.
3. Find and select the files you want to copy/write to the CD.
4. Click the **Edit** menu, then click **Copy**
5. Open **My Computer**, and find the drive that contains the CD and double click its icon to open the drive.
6. Click the **Edit** menu, and then click **Paste**.
7. Click **Write these files to CD** under **CD Writing Tasks** in the blue task pane on the left.
8. In the wizard screen that comes up, name your CD if you want and follow the directions to copy/write the files.
9. Click **Finish** when the CD pops out to clear the temporary files.

Selecting Multiple Files/Folders

You can select a sequential list of files by clicking on the top file and while holding down the **Shift key**, click on the last file you want to select.

You can select random (non-sequential) files by clicking on one file and, while holding down the **Control key**, click the other files you want. Alternatively, you can click one file, hold down the **Control key**, use the **Cursor Movement keys** to move to the next file you want to select, and then press the **Space Bar**.