



Using The CD “**Getting To Know Your PC**” Insert the disk.
A dialogue box will appear. Click on the option **open Folder to view files**.
Click on the presentation “**Getting to know your pc**”.

Click on **SHIFT + F5** to begin the slide show from the current position.
This will allow you to minimize the show when you are using it as a resource.

1. Create a ShortCut folder of our directory folder.

Following the link to our file structure:
<C:\Users\motec-life\Documents>

Press CTRL and put your pointer over the link.
[Adding shortcuts to your desktop.ppt](#)

2. Using pen drives safely.

Press CTRL and put your pointer over the link
[Using external hardware safely.ppt](#)

3. Create a new folder “Internet”

Press CTRL and put your pointer over the link
[Creating a cabinet.ppt](#)

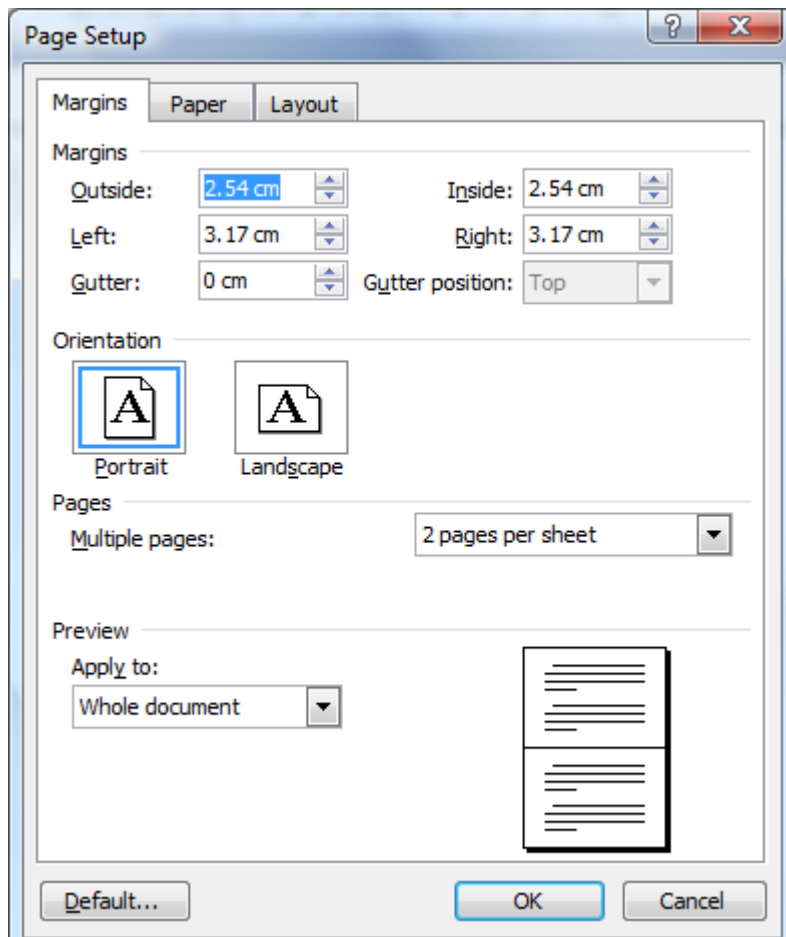
In your file structure - <C:\Users\motec-life\Documents\Username>
This will be a sub folder of your own Username Folder.

4. Creating a word doc and changing the Page Set up option.

Open a Word document and save it in your directory as YourName005
[Creating a Word doc.ppt](#)



To change The **Page Set up**. Click on **File** then **Page Set up**. A dialogue box appears. Click on **Margins Tab**. Change the orientation to **Portrait**.



Notice the 2 pages per sheet.

Click on the **Paper Tab**. You will see the paper is **A4**.

Using the Format option on the menu bar, we will have the option to change how the writing appears on the card.

Adding happy birthday – fonts, size, colour. Also Character spacing Tab. Click on Expand. This will expand the space between each character.

Copying and pasting text to new documents

Browsing safely using avg or tell them how to download

Create an e-mail in outlook and attach a picture

Creating an excel spreadsheet with our analysis of our classes

Create a chart from the data collection.

Getting To Know Your PC – Learning Checklist Week 2
Accompany The PowerpointPresentation “Getting to know your PC”



Log off from you PC safely when you have finished.

Logging off safely

[Logging off safely.ppt](#)