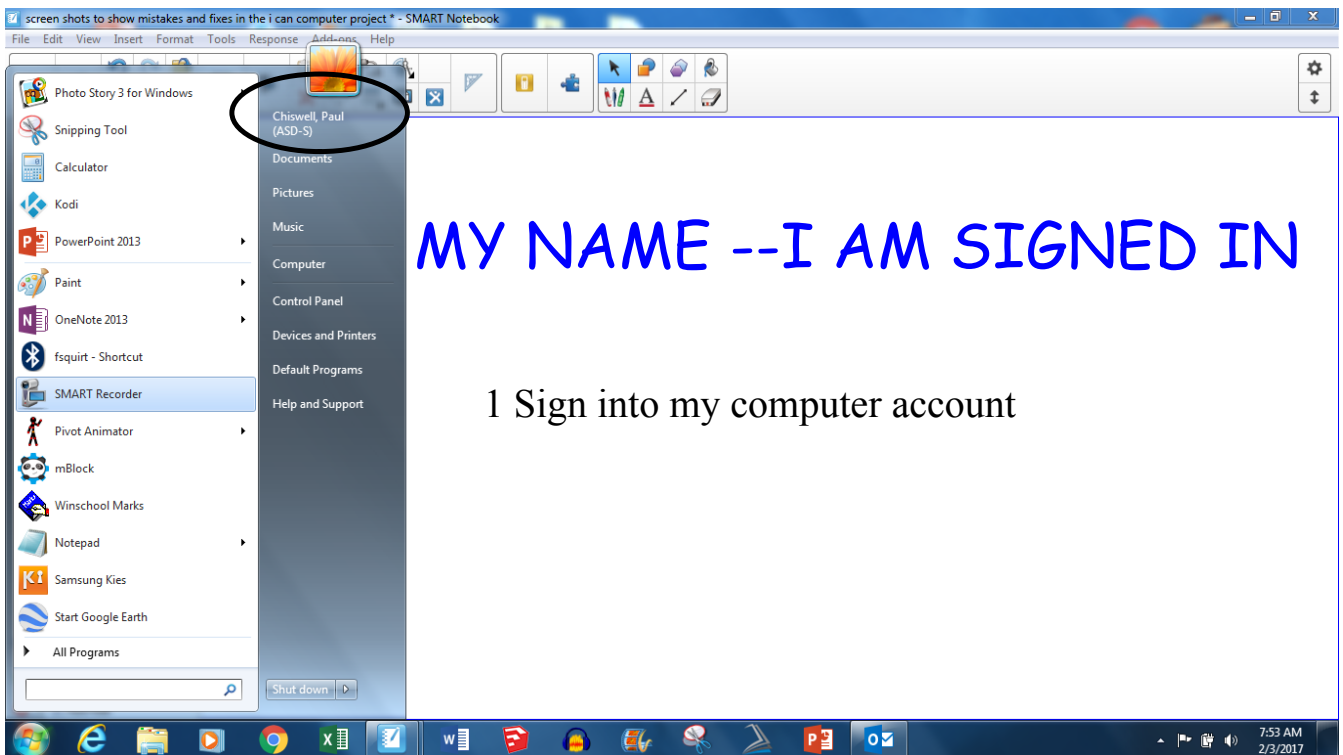
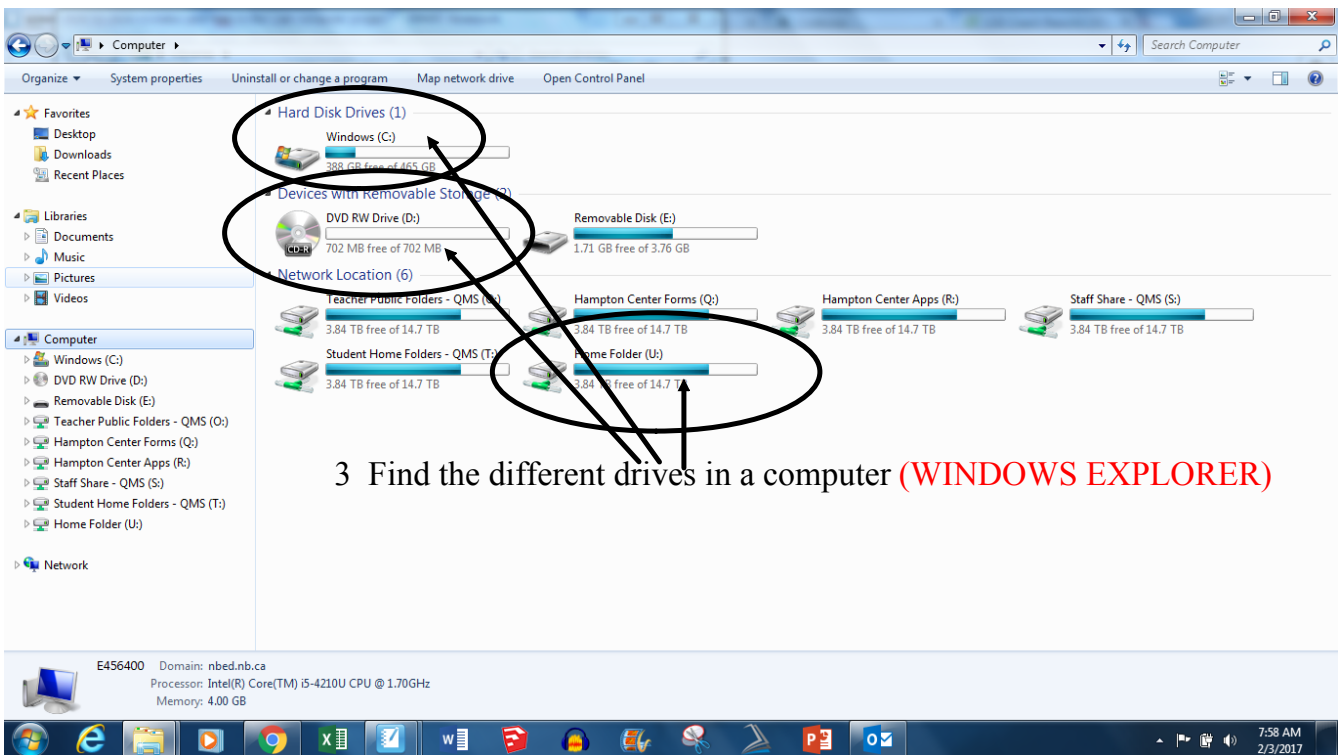
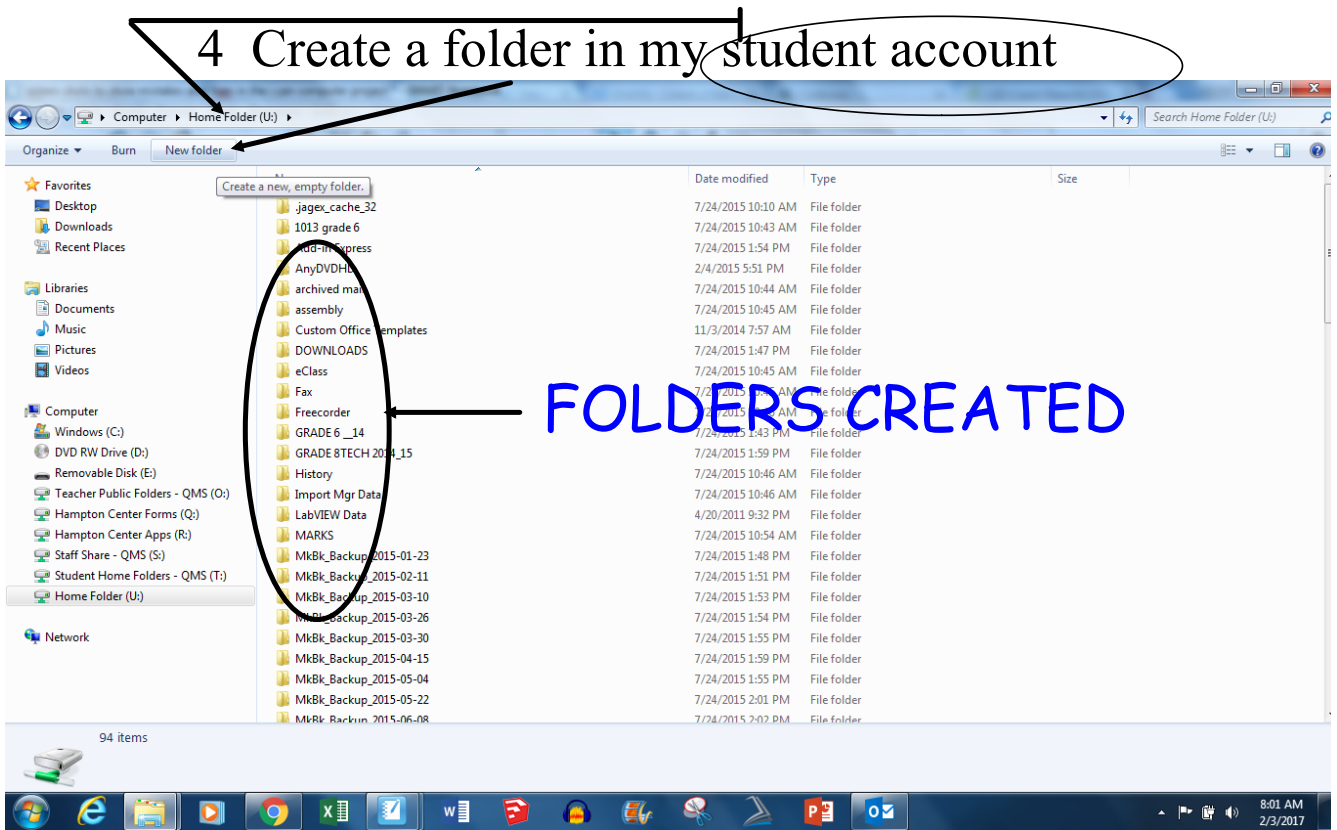


THIS IS THE LOGIN PAGE

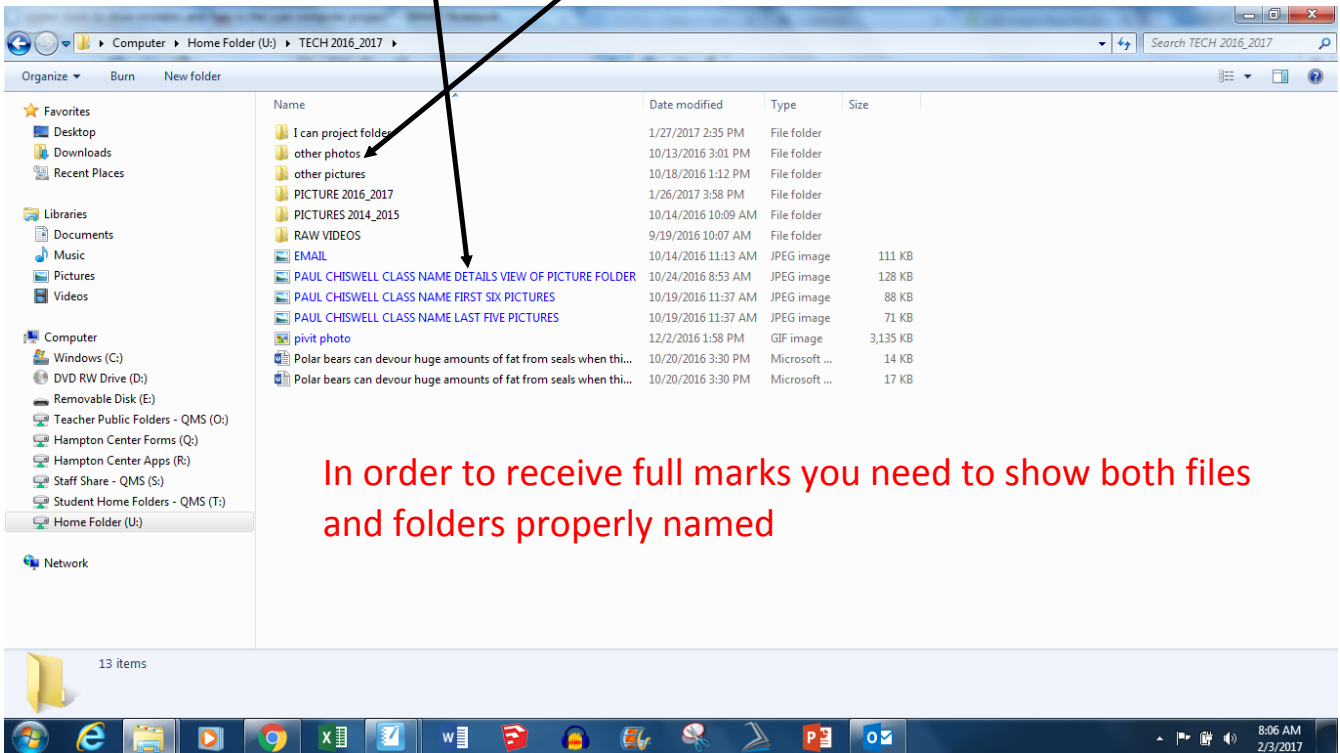
1. Sign into my computer account
2. Create an effective password



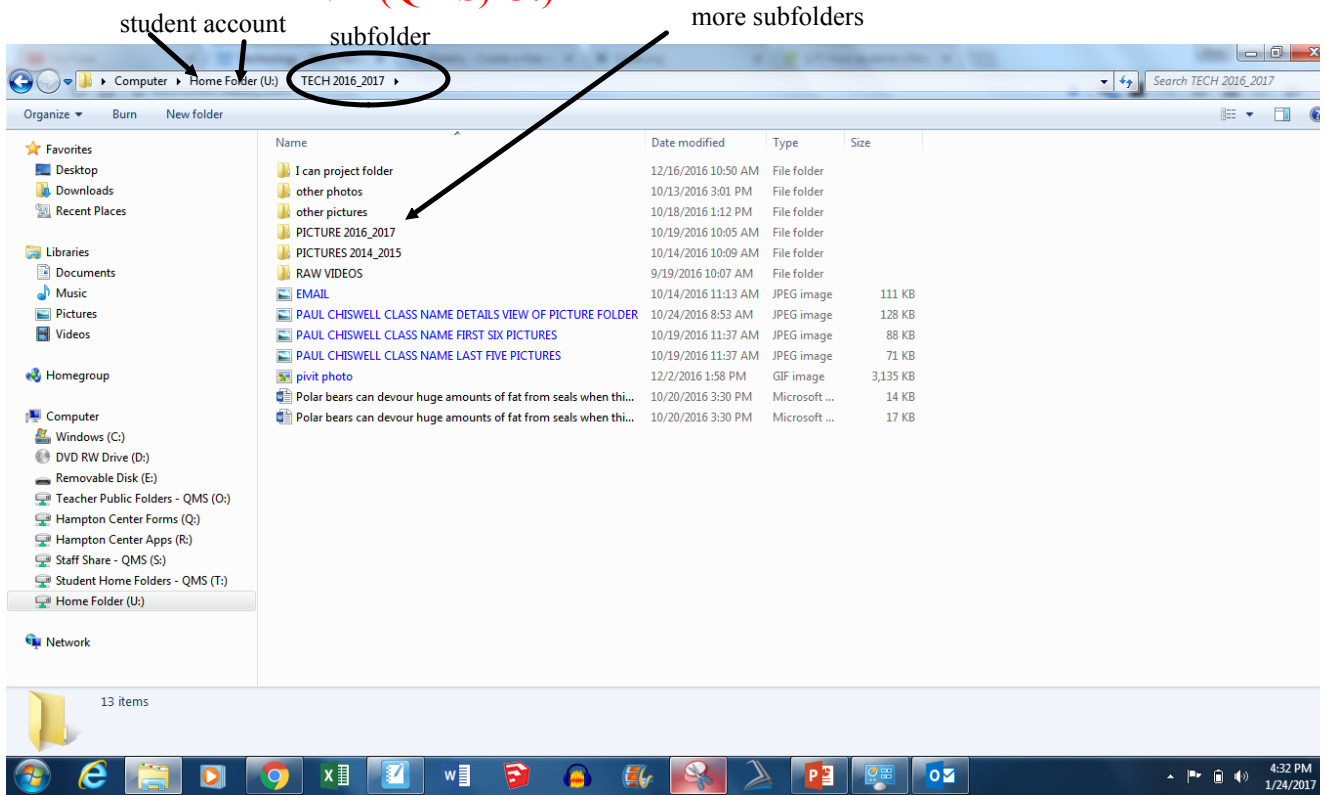




5. Effectively name projects and folders (FIRST NAME LASTNAME, CLASSNAME.....)



6. Create and name subfolders in my student account (HOME DRIVE (QMS) U:)



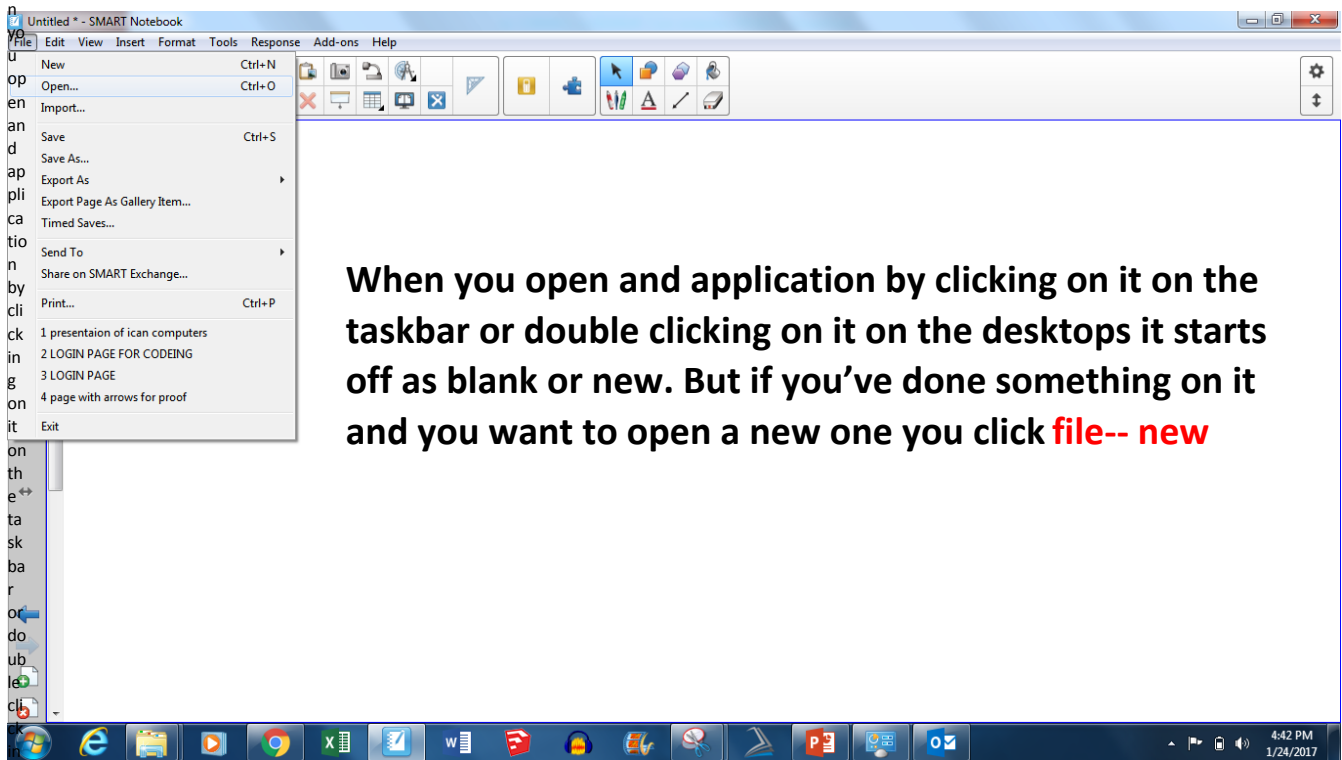
Identify hardware components of a computer(PERIPHERALS)

7



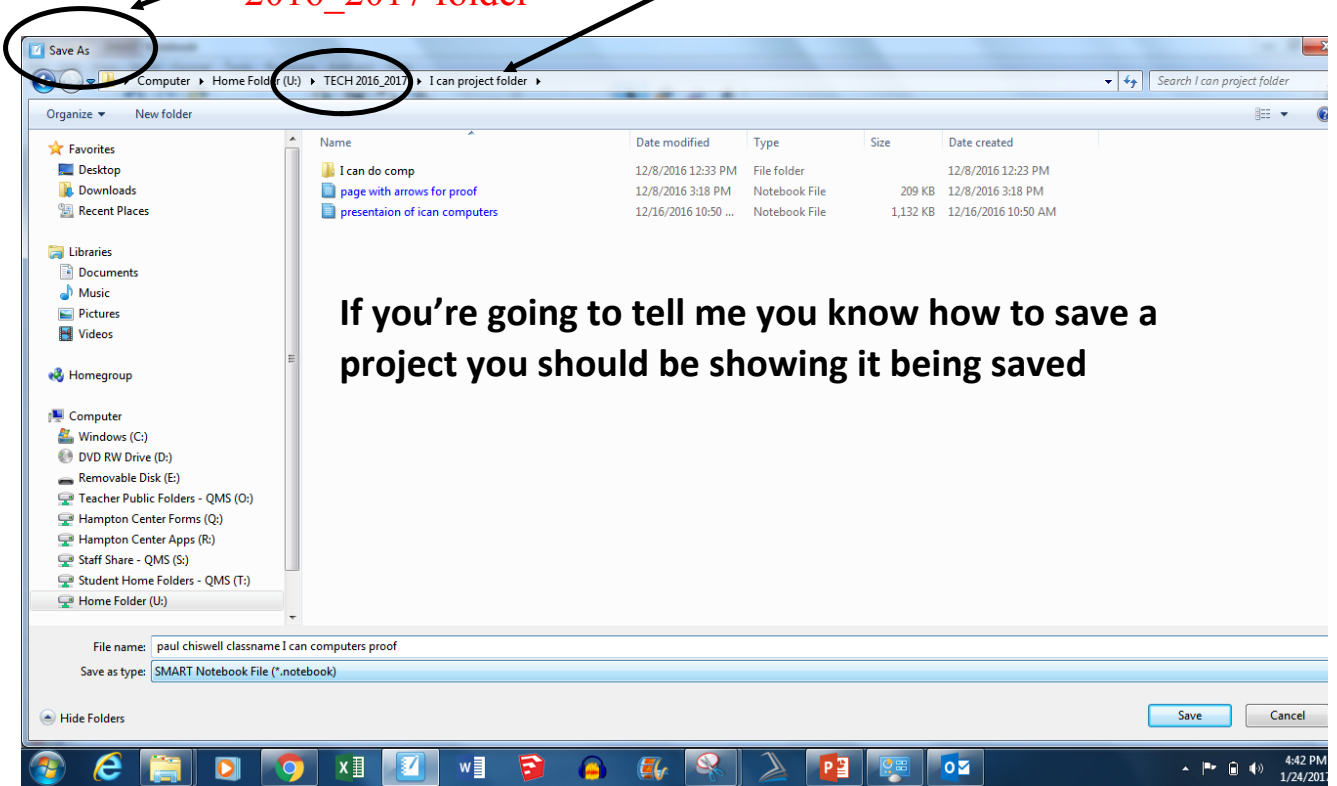
the computer is not a peripheral

W
he
n
8. Start an application (program) and create a new project

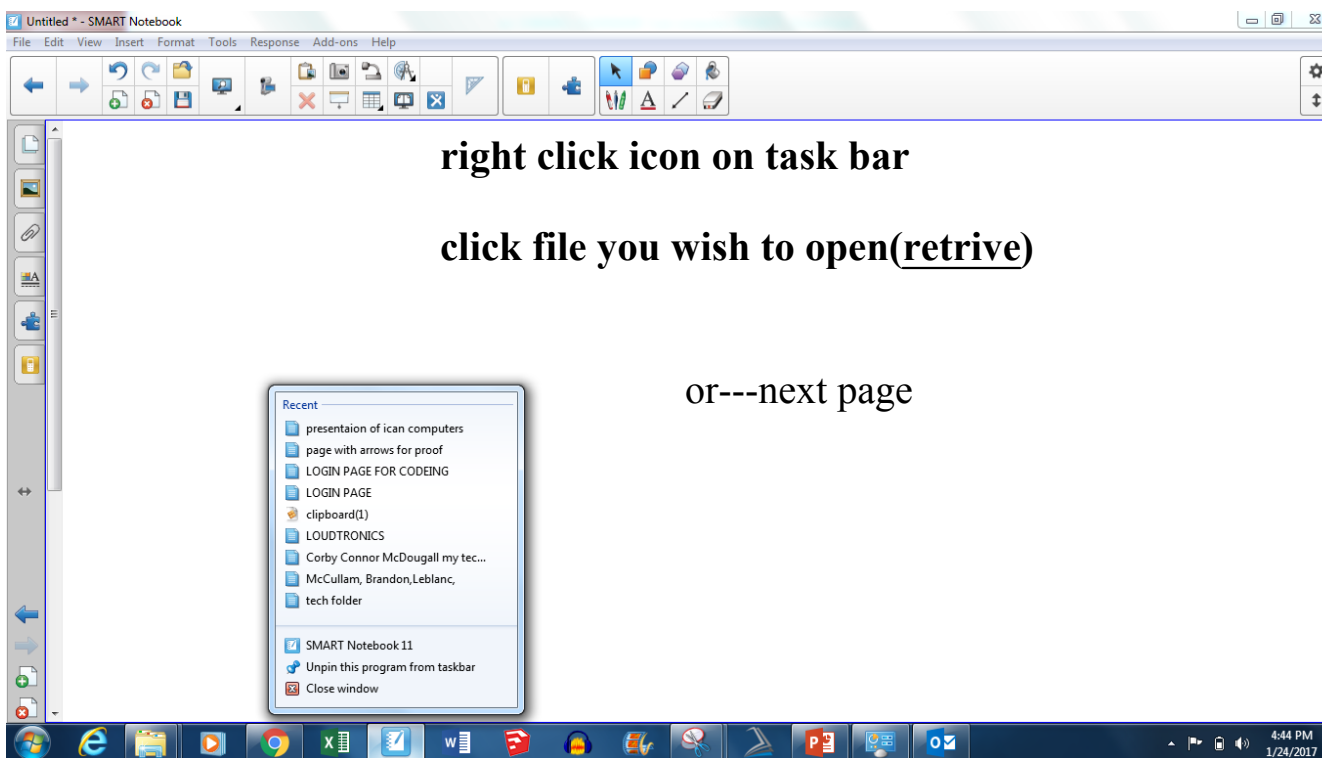


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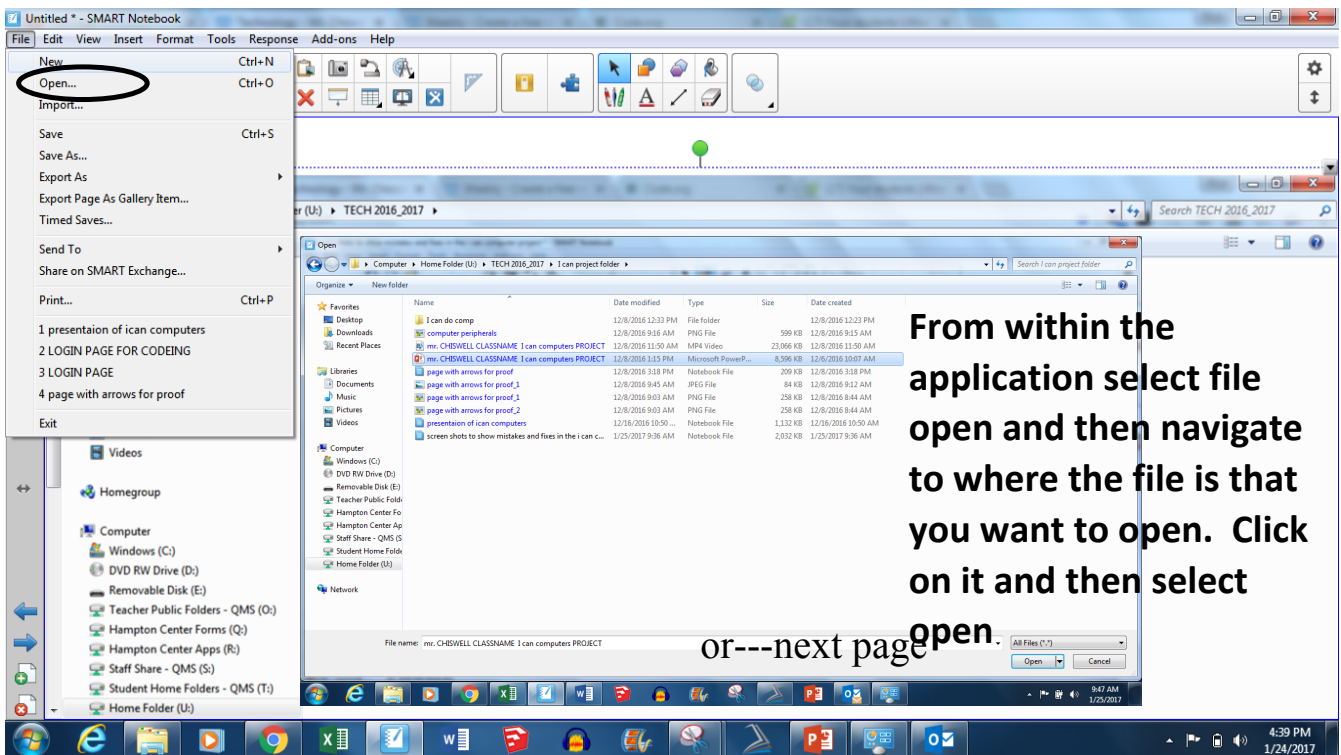
9. Save a project in the appropriate folder--**must be in a tech 2016_2017 folder**



10. Retrieve a project from the appropriate folder



10. Retrieve a project from the appropriate folder



10. Retrieve a project from the appropriate folder

The screenshot shows a Windows Explorer window with the address bar set to 'Computer > Home Folder (U:) > TECH 2016_2017 > I can project folder'. The main pane displays a list of files and folders:


Name	Date modified	Type	Size	Date created
I can do comp	12/8/2016 12:33 PM	File folder		12/8/2016 12:23 PM
computer peripherals	12/8/2016 9:16 AM	PNG File	599 KB	12/8/2016 9:15 AM
mr. CHISWELL CLASSNAME I can computers PROJECT	12/8/2016 11:50 AM	MP4 Video	23,066 KB	12/8/2016 11:50 AM
mr. CHISWELL CLASSNAME I can computers PROJECT	12/8/2016 1:15 PM	Microsoft PowerPoint Presentation	8,596 KB	12/6/2016 10:07 AM
page with arrows for proof	12/8/2016 3:18 PM	Notebook File	209 KB	12/8/2016 3:18 PM
page with arrows for proof_1	12/8/2016 9:45 AM	JPEG File	84 KB	12/8/2016 9:12 AM
page with arrows for proof_1	12/8/2016 9:03 AM	PNG File	258 KB	12/8/2016 8:44 AM
page with arrows for proof_2	12/8/2016 9:03 AM	PNG File	258 KB	12/8/2016 8:44 AM
presentaion of ican computers	12/16/2016 10:50 ...	Notebook File	1,132 KB	12/16/2016 10:50 AM
screen shots to show mistakes and fixes in the i can c...	1/25/2017 9:36 AM	Notebook File	2,032 KB	1/25/2017 9:36 AM

A text overlay in the center of the screenshot reads: **Go to the location in windows explorer and double click on that project you want to open**

The taskbar at the bottom shows the taskbar with various application icons and the system tray displaying the time as 9:43 AM on 1/25/2017.

11. Understand the difference between “Save” and “Save As”

What is the difference between SAVE and SAVE AS?



SAVE **SAVE AS**

- Save your work for the first time
- Save changes to your work and keep it in the same location
- Use when you have a document that you don't need to rename
- Save your work with a new name
- Save a second copy of your work to a different location (like a thumb drive)
- Save work from a template
- Use when you want to keep an original copy of your work without changes

Save and save as are exactly the same the first time you save

Save as also lets you change the type of file you save

13. Print a project

The screenshot shows the 'Print' dialog box in PowerPoint. On the left is a red navigation pane with options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The 'Print' option is selected. The main area contains: 'Print' button with 'Copies: 1' and 'print area' annotation; 'click print to print' annotation; printer selection: 'HP54359C (HP Officejet 574...)' with 'Ready' status and 'Printer Properties' link; 'Settings' section: 'Print All Slides' (dropdown), 'Print entire presentation' (checkbox), 'Slides:' (input field); 'Full Page Slides' (checkbox), 'Print 1. slide per page' (dropdown); 'Print One Sided' (checkbox), 'Only print on one side of th...' (dropdown); 'Collated' (checkbox), '1,2,3 1,2,3 1,2,3' (dropdown); 'Color' (dropdown); and 'Edit Header & Footer' link.

mr. CHISWELL CLASSNAME I can computers PROJECT - PowerPoint

12. Use the print view to view a document before printing

The screenshot shows a Windows File Explorer window titled 'Computer'. The address bar shows 'Computer'. The left sidebar has 'Computer' selected. The main area displays a list of drives: 'Hard Disk Drives (1)' with 'Windows (C:)' (375 GB free of 483 GB); 'Devices with Removable Storage (2)' with 'Removable Disk (E:)' (230 GB free of 376 GB); and 'Network Location (5)' with 'Teacher Public Folders - QMS (O:)', 'Hampton Center Forms (Q:)', 'Hampton Center Apps (R:)', 'Staff Share - QMS (S:)', and 'Student Home Folders - QMS (T:)', all showing 4.40 TB free of 14.7 TB. Annotations include: 'print preview area' with arrows pointing to the window; 'use scroll bar to preview' pointing to the scrollbar; '3 Find the different drives in a computer' with a '3' in a circle; 'use mouse wheel to preview' pointing to the mouse wheel; and 'use arrows to preview' pointing to the navigation arrows at the bottom.

14. Use keyboard shortcuts

These are ones that I actually use a lot. Don't give me a list of things that are not familiar to you and I know you don't use

CTRL C = copy

CTRL V = paste

CTRL X = cut

Alt tab = switch windows