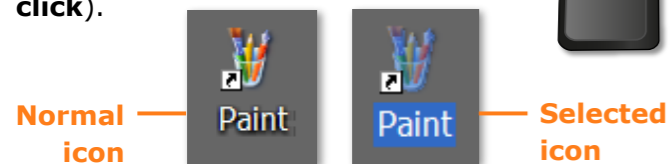


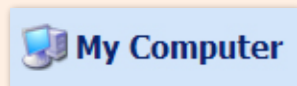
Recycle Bin - With a shared computer, your files are stored on a memory stick so if you delete a file it will **not** go into the Recycle Bin, but will be deleted permanently so cannot be retrieved!

Desktop icons - these are shortcuts to applications, web pages or files. To open the icon you want: **click once** to select and **press** the *Enter* key (or **double click**).



Start Menu (for a shared computer) -

From here you can **click** on "My Computer" to see your memory stick and/or digital camera and "Log Off" the computer:



Try out the Windows key!



Start button -

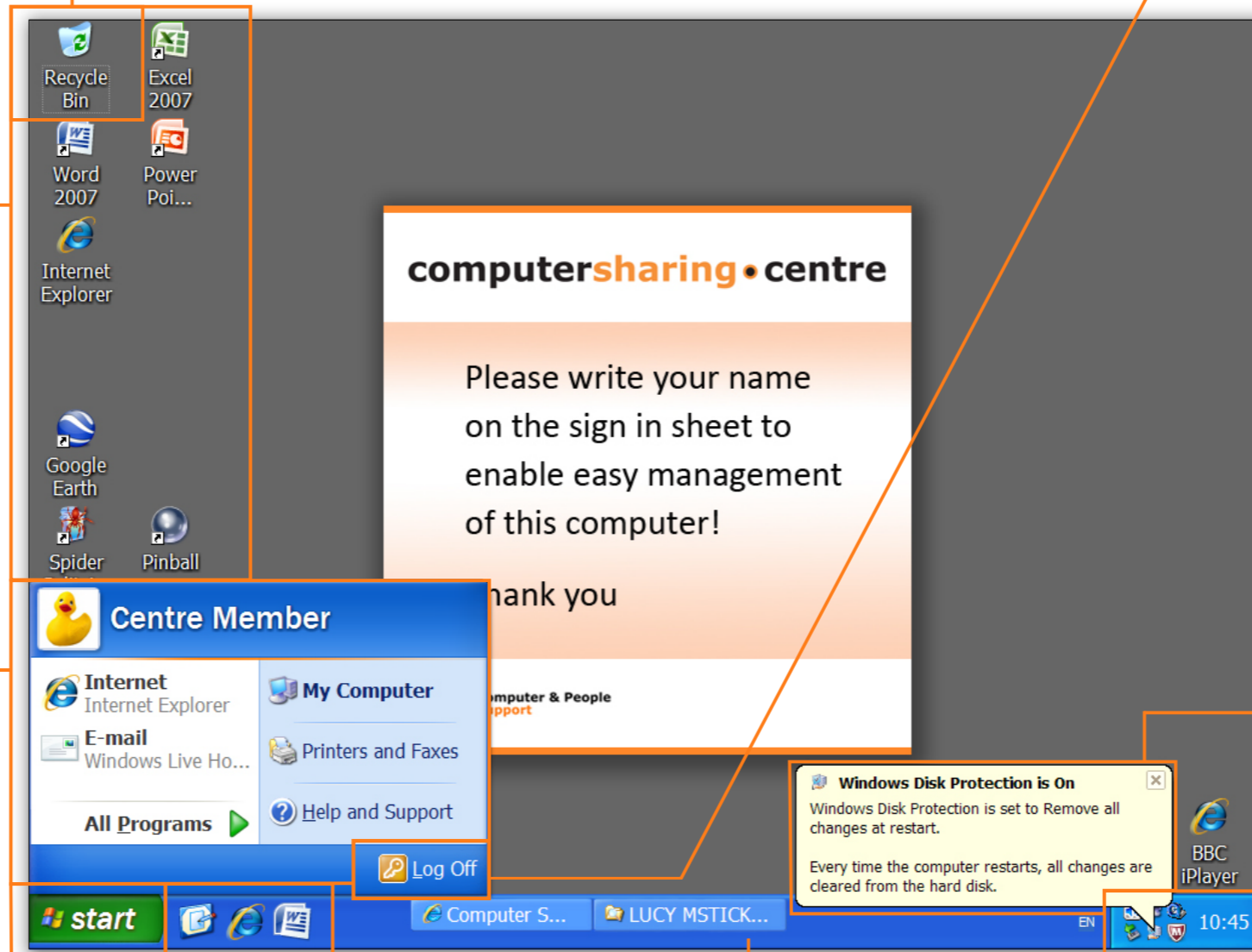
To open the Start Menu, **click once** on the button:



or **press** the *Windows* key:



Do it again to close the Start Menu!



Quick Launch Toolbar - A **single click** on any of these icons will open the application:



Show Desktop - this minimises all open windows to reveal the Desktop.

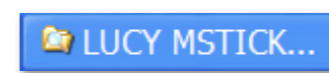


Internet Explorer - this opens the Topsites page on the internet.



Word - this opens Microsoft Word.

Taskbar - As you open new windows they appear as buttons on the Taskbar. You can reduce or 'minimise', an open window to a button on the Taskbar so that you can see other things. To re-open the window, **click** on its associated button on the Taskbar.



Log Off the computer - using the mouse:

- 1 Click on **start** to open the Start Menu
- 2 Click on **Log Off**
- 3 Click on **Log Off**

Or:

Log Off - using the keyboard:

- 1 Press the *Windows* key to open the Start Menu
- 2 Press the *L* key
- 3 Press the *L* key again



Disk Protection - When your session at the computer is finished and you have logged off (this happens automatically after 8 minutes) the computer returns to its previous state, regardless of any changes that have been made. This ensures reliability, consistency and privacy.

Notification area - Holds useful icons, the volume control and clock. Move the mouse over the time and see the date pop up.

