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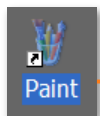*Deleting files from a memory stick is permanent!*

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**).
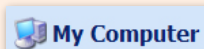
Enter

Normal icon — Paint

Selected icon — Paint

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:

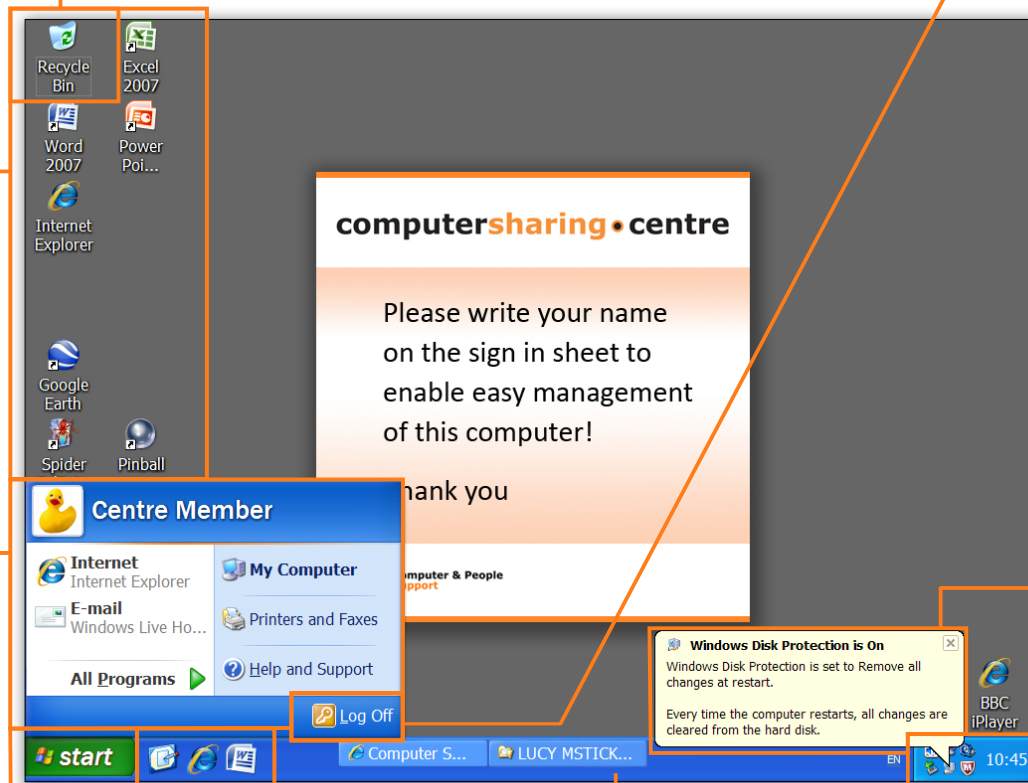**My Computer**

Try out the Windows key!

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

start

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

Do it again to close the Start Menu!

Recycle Bin

Excel 2007

Word 2007

Power Poi...

Internet Explorer

Google Earth

Spider

Pinball

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Please write your name on the sign in sheet to enable easy management of this computer!

Thank you

Computer & People Support

Centre Member

Internet — Internet Explorer

E-mail — Windows Live Ho...

My Computer

Printers and Faxes

Help and Support

All Programs ▶

Log Off

start

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

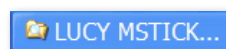**Show Desktop** – this minimises all open windows to reveal the Desktop.

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

LUCY MSTICK...

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

Use the keyboard to Log Off!

⊞ then **L** then **L**

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.

Windows Disk Protection is On
Windows Disk Protection is set to Remove all changes at restart.
Every time the computer restarts, all changes are cleared from the hard disk.

Computer S...   LUCY MSTICK...   EN   BBC iPlayer   10:45

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

24 June 2010
17:25