

Summary of the Windows Orientation

This session, designated W in the orientation schedule, is for those students assigned to work with software on the Windows Intranetwork in the ACRC; it is not for students who only intend to use the HP UNIX system or the Macintosh Intranetwork.

Locations of Windows areas in the Lab:

The Windows Intranet work can be accessed in PC Lab #2 (Hopper) and Turing (South). The Turing Room is the large room you find yourself in when you enter the ACRC. PC Lab #2 (Hopper Room) is the second room on the left after you enter the lab. (Please refer to the *Map of the ACRC*.)

Windows Orientation:

Lab rules and layout; logging onto/logging off the network; using the Desktop; guidelines for using the lab; saving to your home directory

- where things are
- lab staff: who does what
- what kind of help is available
- the Keyboard and the Mouse
- logging in to a Windows Intranet account; changing the initial password
- accessing software by way of the Desktop, the Taskbar, and the Start menu
- minimizing windows, changing the sizes of windows, and closing windows
- using WordPad: accessing the software; using menus; creating/saving/editing a document
- file menu options for saving to your home directory
- pay laser printing
- logging out

W Handouts:

- ⇒ Map of the ACRC
- ⇒ ACRC Lab Rules
- ⇒ CCSF Computer Usage Policy
- ⇒ Windows Intranet Login/Logout Procedure
- ⇒ Laser Printing from Windows
- ⇒ Back Up Your Windows Account