



Eastern Illinois University's Reading Center Presents...

Tips to Help You Succeed When Taking the: Student Technology Proficiency

THE READING CENTER – 1320 Buzzard Hall – 518-7898

Here at the **READING CENTER**, we've come up with this tutorial handout that should help you familiarize yourself with computers by studying them independently. In addition to that, our trained staff is always willing to tutor you regarding any specific computer application or program you're having trouble with.

Below you'll find some step-by-step basic information that you can study to prepare for the hands on section of Student Technology Proficiency.



THE BASICS – PART 1 – HANDS ON DEMONSTRATION

Please note there are often many ways to accomplish the same tasks on computers. Below is one method.

FILE MANAGEMENT

To create a new folder on a computer's hard drive (Microsoft Windows)...

- (1) Doubleclick the "My Computer" icon on the Windows desktop.
- (2) Doubleclick the "Local Disk C:" icon.
- (3) Select "File" at the very top left hand corner.
- (4) Select "New" and then click on "Folder."

To copy a file from the floppy drive to a specified folder on the hard drive (Microsoft Windows)...

- (1) Doubleclick the "My Computer" icon on the Windows desktop.
- (2) Right click on the "3 ½ Floppy (A)" icon.
- (3) Select "Explore."
- (4) Hold down right mouse button on specific file to be moved.
- (5) Drag it over top of the folder it is to be moved to, and release the right mouse button.

To copy a file from the hard drive to the floppy drive (Microsoft Windows)...

- (1) Doubleclick the "My Computer" icon on the Windows desktop.
- (2) Right click on the "Local Disc C:" icon.
- (3) Select "Explore."
- (4) Find the file you wish to copy to the floppy drive.
- (5) Hold down the right mouse button on the specific file to be copied.
- (6) Drag it over top of the "3 ½ Floppy A:" drive to the left, and release the right mouse button.

BASIC WORD PROCESSING ACTIVITY

To create a new word processing document and save the document on the hard drive (Microsoft Windows)...

- (1) Click on the "Start" button at the far left bottom corner of your screen.
- (2) Select "Programs" from the Start menu.
- (3) Select "Microsoft Word" from the Programs menu.
- (4) Create your document.
- (5) Select "File" from the top left hand corner of your screen.
- (6) Select "Save As" from the File menu.
- (7) Select the location to save the file from the "Save In" prompt at the top of this box.
- (8) Click "Save."

*To **bold** text in a word processing document (Microsoft Word)...*

- (1) In your Word document, select the text to be bolded by holding down the right mouse button directly in front of said text and move the mouse from left to right.
- (2) Right click on the "**B**" icon at the top middle of your screen.

To underline text in a word processing document (Microsoft Word)...

- (1) In your Word document, select the text to be underlined by holding down the right mouse button directly in front of said text and move the mouse from left to right.
- (2) Right click on the "U" icon at the top middle of your screen.

To change the font of text in a word processing document (Microsoft Word)...

- (1) In your Word document, select the text that is to be changed to a subsequent font by holding down the right mouse button directly in front of said text and move the mouse from left to right.
- (2) Right click on "Format" at the top middle of your screen. Right click on "Font."
- (3) Select the font from the preview window that selected text is to be changed to.
- (4) Right click "Ok."

To copy and paste text in a word processing document (Microsoft Word)...

- (1) In your Word document, select the text that is to be copied by holding down the right mouse button directly in front of said text and move the mouse from left to right.
- (2) Release the right mouse button and select "Edit." from the top left of your screen.
- (3) Select "Copy" from the Edit menu.
- (4) Move the mouse cursor to the place that the copied text is desired to be placed.
- (5) Right click on "Edit" from the top left of your screen.
- (6) Click "Paste" from the edit menu.

To insert a graphic into a word processing document (Microsoft Word)...

- (1) In your Word document, right click on "Insert" at the top left of your screen.
- (2) Select "Picture."
- (3) Select "Clip Art."
- (4) Select "Search."
- (5) Right click on specific clip art you would like to insert.

To print a word processing document (Microsoft Word)...

- (1) In your Word document, right click on "File" at the top left of your screen.
- (2) Select "Print."
- (3) Configure any printing preferences desired (# of pages, quality of print.. etc.)
- (4) Right click on "Ok."

BASIC TROUBLE-SHOOTING

To shut down the computer properly...

- (1) Right click on the "Start" button at the bottom left of your screen.
- (2) Select "Shut Down" from the Start menu.
- (3) Click "Ok." The computer should automatically shut itself down.

To install a program...

- (1) Insert the software into the dvd-rom disk drive.
- (2) Double click on the "My Computer" icon on the Windows desktop.
- (3) Double click on the icon that represents the program to be installed.
- (4) Follow the on-screen installation instructions.

To uninstall a program...

- (1) Right click on the "Start" button at the bottom left of your screen.
- (2) Select "Settings" and then "Control Panel."
- (3) In Control Panel, double click the "Add/Remove Programs" icon.
- (4) Follow the on-screen instructions for removing any specific program listed.

BROWSING/SEARCHING the INTERNET

To go to a web site if given the URL...

- (1) Right click on the "Start" button at the bottom left of your screen.
- (2) Select "Programs" from the Start menu and right click on "Microsoft Internet Explorer."
- (3) Type the given URL in the "Address" box at the top of the screen.
- (4) Click "Go" at the end of the Address bar.

To search the Internet for a specific topic...

- (1) Open the Internet web site <http://www.google.com>
- (2) Enter your topic, with quotes (i.e. "space travel") in the search bar.
- (3) Hit "Enter" on your keyboard to display results.

Please be sure to study the vocabulary words given with the Student Technology Brochure. There will be a 25 question multiple-choice test on these terms.

You may call the Reading Center to setup an appointment for assistance to help you prepare for the Student Technology Proficiency at (217) 581-7898.

