

Tips to Help You Succeed When Taking the Student Technology Proficiency

The Instructional Technology Center | 1440 & 1430 Buzzard Hall | 581-3823
Test Location: Buzzard Hall, Room 2445

This tutorial will further familiarize you with computers by allowing you the freedom to independently practice your technology skills. In addition to this brief reference guide, our trained staff is always available to aid you in the use of any computer hardware or software application.

Below you will find step-by-step instructions which are useful when preparing for the skills assessment portion of the Student Technology Proficiency.

Please note: When using computers, there are often many ways to accomplish the same task. These instructions provide only one way in which to accomplish each task. Additionally, all methods described below apply only to computers that utilize Windows operating systems.

Basic Processes

To shut down a computer properly:

- 1) Right-click on the "Start" button, located on the bottom taskbar.
- 2) Select the "Shut Down" option from the Start Menu."
- 3) Click "OK," the computer should automatically turn off.

To install a program:

- 1) Insert the software CD into the CD or DVD disk drive.
- 2) Double-click on the "My Computer" icon on the Windows desktop.
- 3) Double-click on the icon of the installation program.
- 4) Follow the on-screen installation instructions.

To uninstall a program:

- 1) Right-click on the Start button, located on the bottom taskbar.
- 2) Select the "Settings" option.
- 3) Select "Control Panel" from the Settings menu.
- 4) In the Control Panel, double-click the "Add/Remove Programs" icon.
- 5) Follow the onscreen directions for removing specific programs from your hard drive.

File Management

To create a new folder on a computer's hard drive:

- 1) Double-click the "My Computer" icon on the Windows desktop.
- 2) Double-click the "Local Disc (C:)" icon.
- 3) Select "File" from the menu bar.
- 4) Select "New" from the File menu, and then click on the "Folder" option.

To copy a file from the floppy drive to a specified folder on the hard drive:

- 1) Double-click the "My Computer" icon on the Windows desktop.
- 2) Right-click on the "3½ Floppy (A:)" icon.
- 3) Select "Explore."
- 4) Hold down the right mouse button on the specific file to be copied.
- 5) Drag it directly over the folder where you would like to relocate the item, and then release the right mouse button.

To copy a file from the hard drive to the floppy drive:

- 1) Double-click the "My Computer" icon.
- 2) Right click on the "Local Disc C:" icon.
- 3) Select "Explore." Find the file you want to copy to the floppy drive.
- 4) Hold down the right mouse button on the specific file to be copied.
- 5) Drag it directly over the "3½ Floppy A:" icon, and then release the right mouse button.

Word Processing

To create a new word processing document:

- 1) Click on the “Start” button, located on the bottom taskbar.
- 2) Select “Programs” from the Start menu.
- 3) Select “Microsoft Word” from the Programs menu.
- 4) Create your document.

To save your document on the hard drive:

- 1) Within Microsoft Word, select “File” from the menu bar.
- 2) Select the “Save As...” option.
- 3) Choose the location in which to save your document by choosing from the “Save in:” drop down menu.
- 4) Name your file.
- 5) Click Save.

To use the bold function in order to emphasize text:

- 1) Within Microsoft Word, highlight the text to be emphasized.
- 2) Right-click the “B” icon on the taskbar.

To use the underline function in order to emphasize text:

- 1) Within Microsoft Word, highlight the text to be emphasized.
- 2) Right-click the “U” icon on the taskbar.

To change the font of text in a word processing document:

- 1) In your document, highlight the text that is to be changed to a different font.
- 2) Select “Format” from the menu bar.
- 3) Select “Font...” from the drop down menu.
- 4) Select a new font, and then right-click on the “OK” button.

To copy and paste text in a word processing document:

- 1) In your document, highlight the text that is to be copied.
- 2) Select “Edit” from the menu bar.
- 3) Select “Copy” from the Edit menu.
- 4) Place the cursor in the preferred location for the copied text.
- 5) Select “Edit” from the menu bar.
- 6) Select “Paste” from the Edit menu.

To insert a graphic into a word processing document:

- 1) In your document, right-click on the “Insert” option on the menu bar.
- 2) Select “Picture.”
- 3) Select “Clip Art” if you want to insert an archived image. Select “From file...” if you want to select a graphic from an alternative source.

To print a word processing document:

- 1) In your document, right-click “File” on the menu bar.
- 2) Select the “Print” option from the File menu.
- 3) Configure your printing preferences.
- 4) Right-click on the “OK” button.

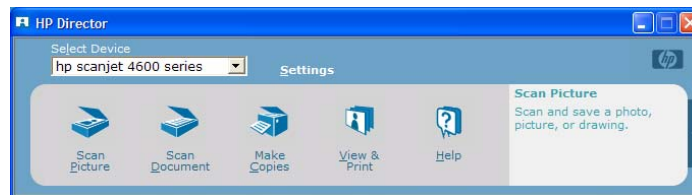
Scanning

To scan a picture:

Locate the scanning software in the Programs menu.

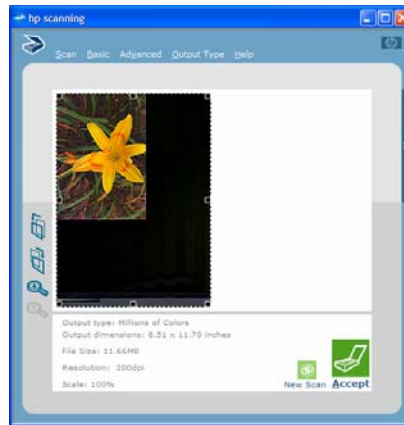
Start button>All Programs>Hewlett-Packard>Scanjet Scanner 4600 Series>Photo & Imaging Director.

The following window will open:

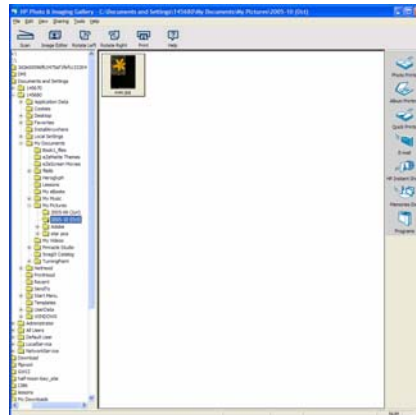


Place your picture between the two glass panels of the scanner, with the picture facing you. Click on the “Scan picture” icon.

After the lamp warms up, your scanned picture will be displayed:

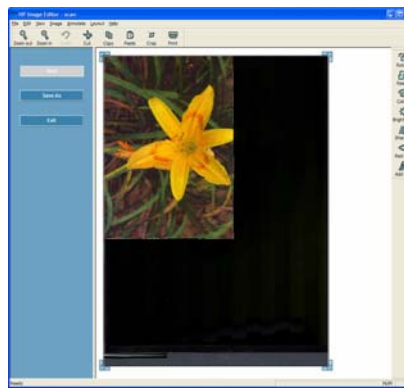


If you are pleased with the way your picture scanned, click the “Accept” button. If you would like to make changes or reposition your picture between the scanner’s panels, make any necessary changes and then click “New Scan.” After you click the “Accept” button, the picture will be scanned again. You will be asked if you would like to scan another picture. If not, the HP Photo & Imaging Gallery will open:



From the HP Photo & Imaging Gallery, you can Edit, Rotate, Print or Email your picture.

To crop your picture, Click “Image Editor” on the toolbar. Click the “Crop” button from the toolbar in the HP Image Editor window.



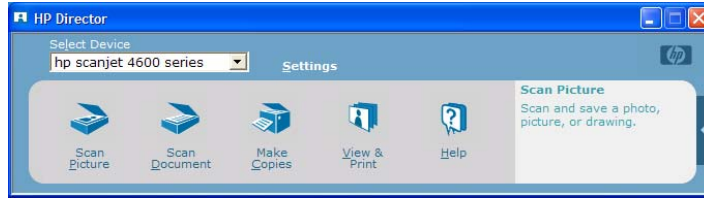
Draw a box around the image you would like to keep, and click the “Crop” button again.

To save your final picture under a specific filename click “Save As” on the left sidebar. Select the location where you want to save the picture and click “Save.”

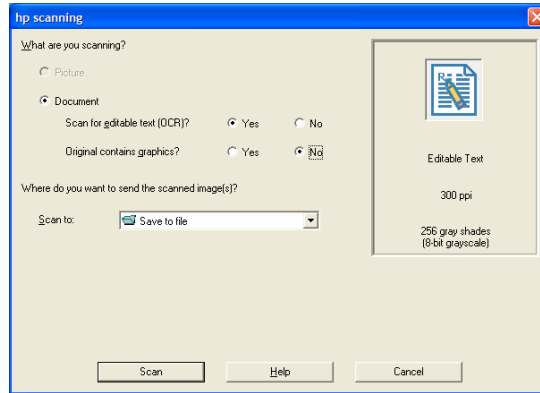
To scan a document:

Locate the scanning software in the Programs menu.

Start button>All programs>Hewlett-Packard>Scanjet Scanner 4600 Series>Photo & Imaging Director. The following window will appear:



Click on “Scan Document.” The hp scanning window will appear:



Click “Yes” when asked, “Scan for editable text (OCR)?”

When asked, “Original contains graphics?” Click “Yes” if the original contains an image, click “No” if it does not.

Your scanned document will appear:



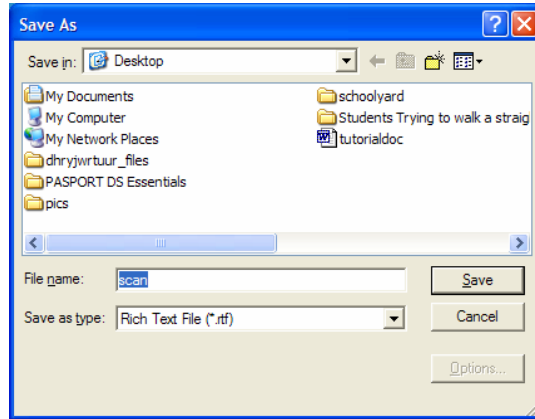
If you are pleased with the way your document scanned, click the “Accept” button.

If you would like to make changes or reposition your document between the scanner panels, make any necessary changes and then click “New Scan.”

If you click the “Accept” button, the picture will be scanned again.

You will be asked if you would like to scan another image.

If you are finished scanning, you must then save your scanned document. You may rename the file at this time. Click “Save.”



You may now open your scanned document from its saved located. It will open in a word processor and the scanned text can be manipulated like any other word-processing document (i.e., bold, underline, font size, font color, bullets, alignment)

Query Search for Faculty, Staff and Students

To access Eastern Illinois University’s Online Phonebook:

- 1) Open Internet Explorer.
- 2) Type the following URL in the Address field: www.eiu.edu
- 3) Click within the second search field (“Search Our Phonebook”) on the Eastern banner.

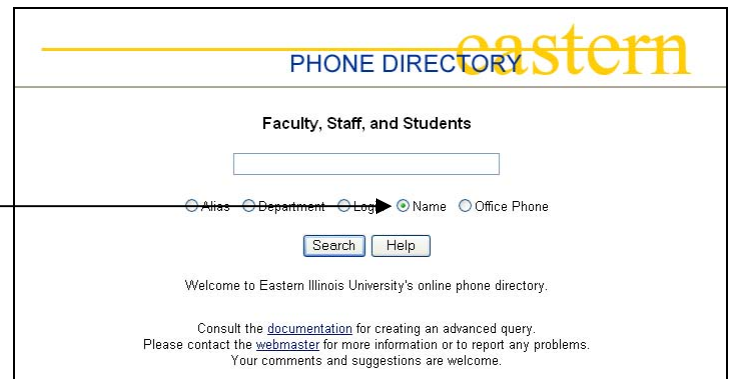


- 4) Type in the last name of the person for whom you’re searching. Press enter or click “go.”
The following page will appear with your search results:

The initial search defaults to the name option.

To further narrow your search, use a person’s first and last name.

Name



Additional searches can be performed by selecting different search criteria:

Alias



Department

The screenshot shows the 'PHONE DIRECTORY' page for Eastern Illinois University. The page title is 'PHONE DIRECTORY' with the 'eastern' logo. Below the title is the heading 'Faculty, Staff, and Students'. There is a search input field. Below the field are radio buttons for search criteria: 'Alias', 'Department', 'Login', 'Name', and 'Office Phone'. The 'Department' radio button is selected. There are 'Search' and 'Help' buttons. Below the buttons is a welcome message: 'Welcome to Eastern Illinois University's online phone directory.' followed by instructions: 'Consult the [documentation](#) for creating an advanced query. Please contact the [webmaster](#) for more information or to report any problems. Your comments and suggestions are welcome.'

Login

The screenshot shows the 'PHONE DIRECTORY' page for Eastern Illinois University. The page title is 'PHONE DIRECTORY' with the 'eastern' logo. Below the title is the heading 'Faculty, Staff, and Students'. There is a search input field. Below the field are radio buttons for search criteria: 'Alias', 'Department', 'Login', 'Name', and 'Office Phone'. The 'Login' radio button is selected. There are 'Search' and 'Help' buttons. Below the buttons is a welcome message: 'Welcome to Eastern Illinois University's online phone directory.' followed by instructions: 'Consult the [documentation](#) for creating an advanced query. Please contact the [webmaster](#) for more information or to report any problems. Your comments and suggestions are welcome.'

Office Phone

The screenshot shows the 'PHONE DIRECTORY' page for Eastern Illinois University. The page title is 'PHONE DIRECTORY' with the 'eastern' logo. Below the title is the heading 'Faculty, Staff, and Students'. There is a search input field. Below the field are radio buttons for search criteria: 'Alias', 'Department', 'Login', 'Name', and 'Office Phone'. The 'Office Phone' radio button is selected. There are 'Search' and 'Help' buttons. Below the buttons is a welcome message: 'Welcome to Eastern Illinois University's online phone directory.' followed by instructions: 'Consult the [documentation](#) for creating an advanced query. Please contact the [webmaster](#) for more information or to report any problems. Your comments and suggestions are welcome.'

Browsing/Searching the Internet

If given the URL:

- 1) Right-click the "Start" button located on the bottom task bar.
- 2) Select "Programs" from the Start menu.
- 3) Select the web browser of your choice.
- 4) In the "Address" field, type the URL. Press the "Enter" button or the "Go" icon located near the Address field.

If required to search for specific information:

- 1) Open the search engine of your choice.
- 2) Type your topic of interest in the "Search" field. Press the Search button or the Enter key.

To Limit Search results:

- 1) Add quotation marks to desired terms or phrases to return exact matches.
- 2) If multiple unrelated terms are desired, type "AND" between terms. **Example:** Cats AND Dogs
- 3) If one term is closely related to another undesired term type "NOT" between the terms.
Example: Cats NOT Kittens

To Expand Search results:

- 1) If different terms exist that refer to the same subject, type "OR" between terms. **Example:** Cats OR Felines
- 2) If many related terms are wanted, use wildcards to further expand your search. Depending on your search engine, a * symbol, ? or ! may be the appropriate addition to the end of a term. **Example:** The term Child* will return such results as "Children," "Child's" and "Childish."

Please Note: Different search engines may use Boolean logic in different ways.