

# Introductory Practical: Introduction to Computer Labs

To be completed in your own time before Practical 0.

## Introduction

The material in this handout should be completed in the relevant computer room before you attempt Practical 0. This practical is designed to introduce you to **Windows** and **Word**, and also to introduce you to our computer system.

If you are familiar with this material you may find it unnecessary to work through this session.

## 1. Using Windows



Note: Never turn off the computers in the Student Labs.

If you are a confident Windows user you may choose to skip this section.

Make sure both your computer and monitor are switched on by checking that an indicator light is illuminated on each of them. If the screen light is on, but the screen is blank, press any key on the keyboard to restore the screen. If there is still no display, ask for help, or use a different computer. You will need to enter a username and password. You will find instructions in the student lab.

The screen you will see on start-up has a background menu. If you do not see this menu, click the icon on the taskbar at the bottom of the screen and the menu will appear. The menu contains a tree-like structure showing the available items/applications on the computer.

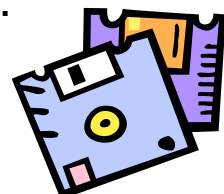
If you click on **Departmental Programs** you will have access to the programs used in EFS departments.

If you click on **General Programs** you will have access to programs such as **Internet Explorer**.

If you click on **Microsoft Office** you will have access to programs such as **Word**, **Excel**, **Powerpoint**, and **Access**.

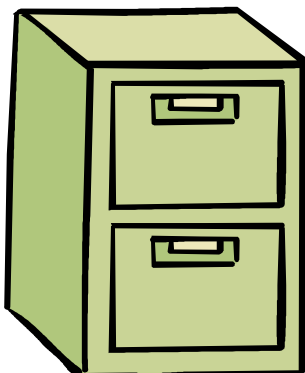
The following tasks will give you an introduction to the word-processing package **Word**, and will show you how to operate more than one program at the same time.

For this exercise you will need a floppy disk.



## 2. Using Word to view the file intro.doc

1. Run Word by clicking on **Microsoft Office** → **Word**.



2. You are going to open a Word file called **intro.doc**. From the menu at the top of the Word screen select **File** → **Open**. Click on **Look in:** (top left hand corner of the dialog box) and then select:  
**Courses\_ugr on EFS02\Usr(I:) → Courses → STAT170 → intro.doc.**
3. Read the contents of the document **intro.doc**. You may wish to amend this document.

## 3. Saving the file intro.doc onto a floppy disk

You could copy this file to a floppy disk. Insert your disk into the floppy disk drive. Select **File** → **Save As**, then click on **Save in:** (top left hand corner of the dialog box). To select the floppy disk drive, click **3½ Floppy (A:)**. Type a name for your file into the **File name** box (eg **intro**). If you do not include a file extension, **.doc** will automatically be appended to the file name. This means that the file will be saved in a document format.

## 4. Moving between programs

At the bottom of the screen you will see a Task Bar. This should contain two bars, one for the applications menu and one for the **Word** document. This tells you that these are the programs/menus which are active. You can move from one to the other by clicking on the bar indicating the one you wish to use. If you click on the icon for the background applications menu, you can open other programs to run at the same time as **Word**. You could try running **Internet Explorer**.

Click on **General Programs** → **Internet Explorer**. You should now have three bars on the task bar to move between.

## 5. Exiting programs

If you are viewing the document **intro.doc** in Word and you have finished with it you can close it. To close this document and exit from Word go to the **File** menu and select **Exit**. To exit from Internet explorer select **Exit** from the **File** menu in Internet Explorer. Alternatively, you can just click the cross on the top right hand corner of the screen.

Remove your floppy disk from the disk drive.

### When you leave the computing room...

Remember to take your disk and student ID card with you when you have finished your session, and to clean up the desk before you leave.