

# Welcome to Computer Training




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## Welcome to Computer Training

A variety of training documents have been placed on the hard drive of your computer, so you may expand or enhance your knowledge of the software programs, which have been pre-loaded on your machine.

The training material incorporates instruction for the care and use of your IBM Notebook Computer, as well as self-study curriculum for Computer Literacy, Windows XP Operating System, the Microsoft Office XP Suite: Word, Excel, PowerPoint, and Access, and the exercise files required for each instructional module. Additionally, more detailed information regarding the use of the Student e-mail system, MIX (Mountaineer Information Xpress) is included in the Student Computer Program Training and Resource Documentation Guide under the E-Mail tab. Specifically it tells how to change your MIX password and how to access your Mix E-mail account.

### ThinkPad Documentation

On the **System Tray**, there is a **ThinkPad Documentation** icon  that when click contains three folders: Computer Training, ThinkPad Policies and Network Access. Each folder contains the instructional information for software use and printing, Accessing the HSC Network, and the policies and procedures for using your Notebook Computer.

In the **Computer Training** folder each software documentation folder has been labeled for easy identification. Within each folder there will either be a document or additional folders labeled with the corresponding material. If you have any questions concerning the software documentation or require assistance with the exercises, you may contact the Computer-Based Learning Center at 293-6128.

**Network Access** contains documentation regarding connecting to Health Sciences Center resources using local and remote access. Additionally, it covers the procedures to print using a HSC printing location, directions for connecting to your home printer and setting a default printer.

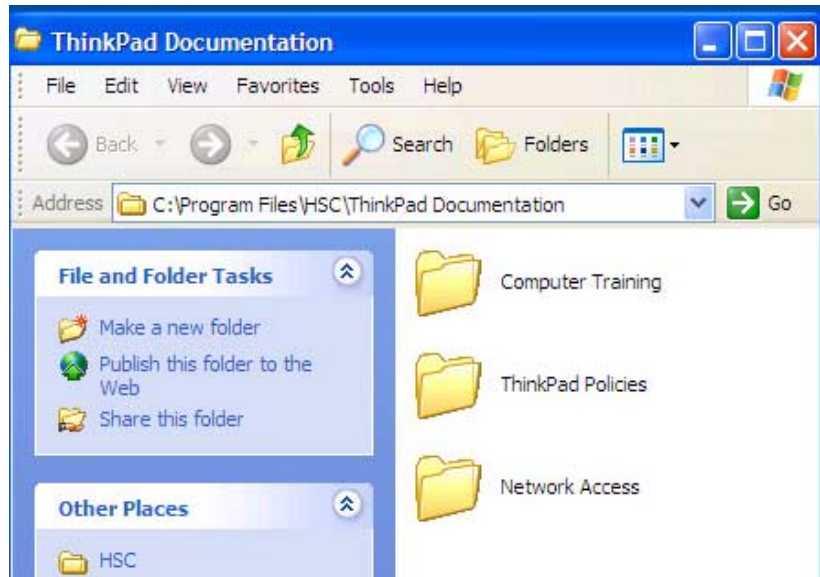
The folder labeled **ThinkPad Policies** is a copy of the WVU Health Sciences Center Student Computer Program Policies and Procedures. You received a hard copy of this document in the mail prior to receiving your Notebook Computer.

### To access any of the documentation:

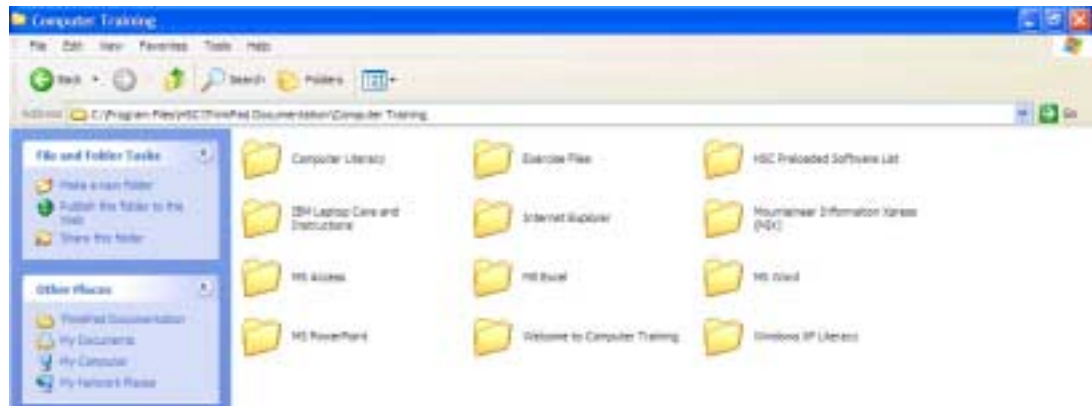
1. Place your cursor over the **Question Mark** to the right of the **Start Button**.  
A balloon appears that says Shortcut to ThinkPad Documentation.
2. Click on the **ThinkPad Documentation** button.



3. The ThinkPad Documentation Folder opens, double click on Computer Training.



4. Double click **the appropriate folder**.



**NOTE:** If more sub-folders are present, continue to select the pertinent folder until the document is available

5. Then **Double click on the file name** to open the document.

If you have any questions regarding any of this documentation enclosed in this packet, please contact the Computer-Based Learning Center or visit our labs on the Second Floor of Health Sciences South just off the elevators.

If you feel that you may benefit from further instruction, classes will be available day and evening throughout the fall semester. To register for a CBLC workshop, please call 293-6128 or stop by the CBLC. If you have specific questions regarding a program, the CBLC Computer Lab Consultants are always available for personal consultation.

You will find a copy of the fall schedule for the Computer-Based Learning Center in the HSC Student Computer Program Resource guide provided with your computer.