

Welcome to Computer Training

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

The training material incorporates instructions 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 2003 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 under the E-Mail tab. Specifically it details how to change your MIX password and how to access your Mix E-mail account.

Software Documentation

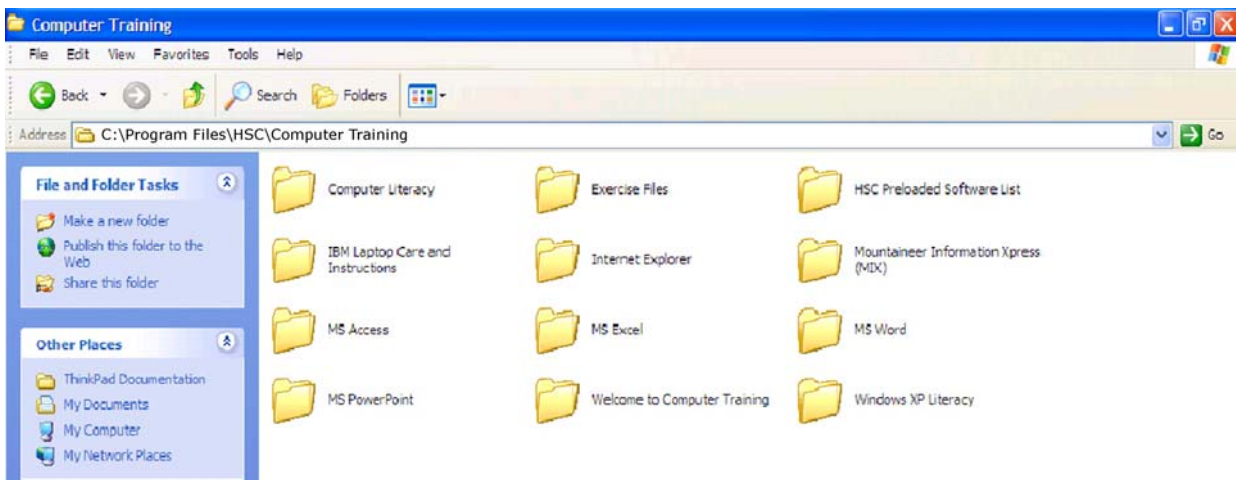


On the **Quick Launch bar**, there is a **Computer Training** icon that when clicked opens the **Computer Training** folder. This folder contains the instructional information for the software installed on your new computer.

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.

To access the documentation:

1. Place your cursor over the **Question Mark** to the right of the **Start Button**. A balloon appears that says Shortcut to Computer Training.
2. Click on the **Computer Training** button.
3. The Computer Training folder opens. Click on the appropriate folder.



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

4. 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.