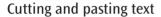
## **COMPUTERS**

## **Installing software**

- boot up/start up the computer
- insert the program disk/CD-ROM or download the software from a website
- follow the set up instructions
- reboot/restart the computer

#### Creating a document

- select the new document option from the drop-down menu or click on the new document icon
- type, edit, and format the document
- print (out) the document
- save and close the document



- scroll down the text to find the block of text you want to move
- **position** the **cursor** at the beginning of the block of text
- hold down the left mouse button and drag the mouse to highlight the block of text
- · release the left mouse button
- click on the right mouse button and select the cut text option from the pop-up menu
- move the cursor to where you want the text to go
- select the paste text option

## Looking up something on the Internet

- go on the Internet
- type in the website address or click (on)/follow a link
- · access the website
- **browse/search** the **website** to find the information
- · if necessary, download the information





# Running several applications at the same time

- double-click on the different program icons
- move and resize the program windows as required
- click on a program's window to use that program
- when finished, close the windows

## Backing up a file

- if saving data onto a CD-ROM, insert a blank disk and format it if necessary
- if using an old disk, wipe the disk or delete/ erase some of the files to create space
- compress/zip the file if it is too large
- copy/save the file onto the disk
- · eject/remove/take out the disk
- alternatively, back-up or upload the data onto a server or save it on a memory stick