

Instructions for Starting Computers
All Classes

STUDENTS ARE NOT AUTHORIZED TO MAKE ANY CHANGES ON
COMPUTERS IN THE AOT LAB

Starting the Computer

1. Turn the computers and monitors on. If printers aren't on, turn them on.
2. When the window opens with the **Icons** on the left side of the screen, **double click** with the left mouse button on the icon representing the software you want to use.

Keyboarding—Go to the Internet and enter the GDP 11 Web site address provided

AOT 106 Class—GDP Classes

Access 2010--Microsoft Access

Excel 2010--Microsoft Excel

Word 2010--Microsoft Word

PowerPoint 2010--Microsoft PowerPoint

Publisher 2010—Microsoft Publisher

3. Once you have **double clicked** on the correct icon, the software will open. **Put your flash drive and/or CD in the disk drive(s).**

Exiting the Computer

1. Exit the software you're using by clicking with the left mouse button on **File**, then **Exit**.
2. Make sure you take your flash drive and/or CD out of the disk drive before leaving.
3. Leave the computers on.

**REMEMBER: DO NOT SHUT THE
COMPUTERS OFF AT THE END OF THE
DAY!**