

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--GDP classes            Access 2007--Microsoft Access  
Excel 2007--Microsoft Excel    Word 2007--Microsoft Word  
PowerPoint 2007--Microsoft PowerPoint**

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 unless you're the last class for the day.

**REMEMBER: SHUT THE COMPUTERS OFF  
AT THE END OF THE DAY!**