

## In-Class Sign-on Procedures:

- Confirm that the monitor is turned on, a green light will be flashing beside the power button, if it is not flashing, press the power button
- Press the power button on the computer, a green light will appear in the button. This button is located in the centre of the lower box
- Wait till the DSBN license screen appears on the monitor and using the mouse, left-click the **OK box**
- When the Sign-on screen appears, the insertion point will be in the password field, hold the **"Shift"** key down and press the **"Tab"** key once, the **"Username"** field will now be highlighted, type **"cenadun~~"** or **[slsint~~]** where **~~** represents the number assigned to you by your instructor, hit the **"Tab"** key and type **"Adu+~~"** or **[Int\*~~]** where **~~** is again the number assigned by the instructor, the **"+"** key is entered by holding the **"Shift"** key and hitting the **"="** key above the letters, please note that the password begins with a capital letter which is entered by holding down the **"Shift"** and then selecting the letter you want capitalized, **[the "\*" key is entered by holding the "Shift" key and hitting the "8" key above the letters]**  
**[ALL bracketed [] instructions are for Smithville].**
- The computer will now begin it's boot up routine, which may take a minute or so
- When the computer is ready, you will now see your computer's desktop where some shortcuts will appear which have been assigned by DSBN, now you can begin to use the computer.

The above instructions are to be used ONLY in class so that you can login to the School Board network. All instructions after this page will apply to your HOME computer.

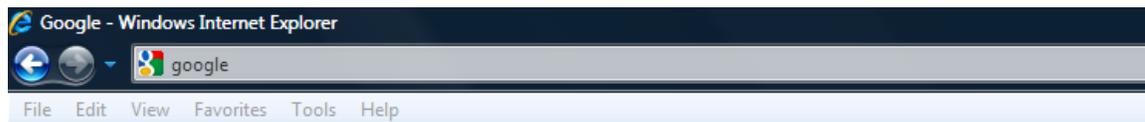
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## Accessing your Email Account at Gmail

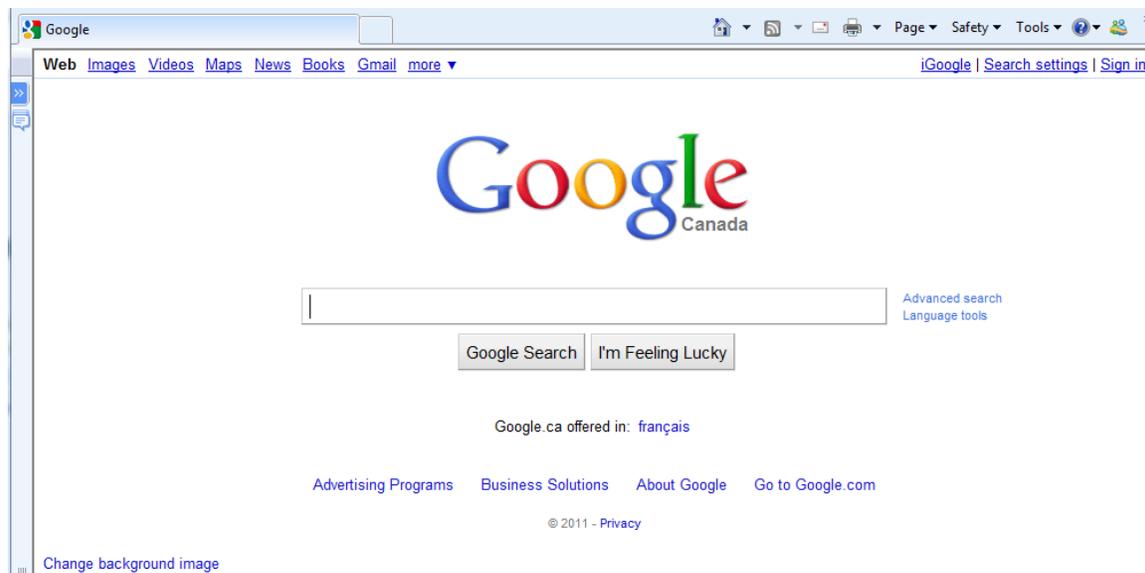


- On your desktop, you will see a symbol like:  which is a shortcut to **Microsoft Windows Internet Explorer**. This is just one of several types of browsers you can use to browse the internet
- Double-click with the left button on your mouse to start the program. The computer expects you to double-click rather fast so if the program does not start, try it again a little faster. Another option to open this program is to click it once and then hit the **Enter** key.

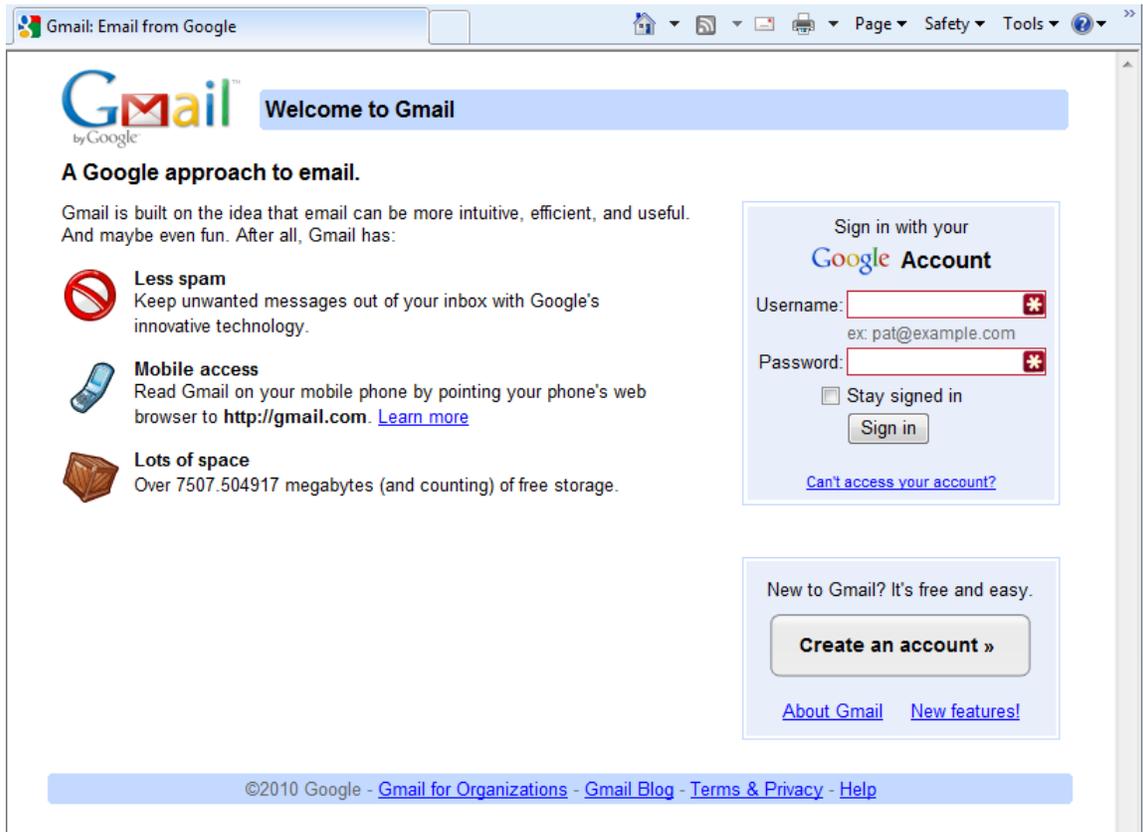
When the program starts, the top of the screen will something like this:



The heighted area (if it is NOT highlighted, just left-click the mouse in this part of the screen) is called the address bar, here you will type **google** then while holding the **Ctrl** key down, hit the **Enter** key and the program will automatically enter ***http://www.google.ca*** (normally, <http://www.google.com> but since we are in Canada, we will be directed to the Canadian version of Google) for you but will immediately switch to the Google home page:

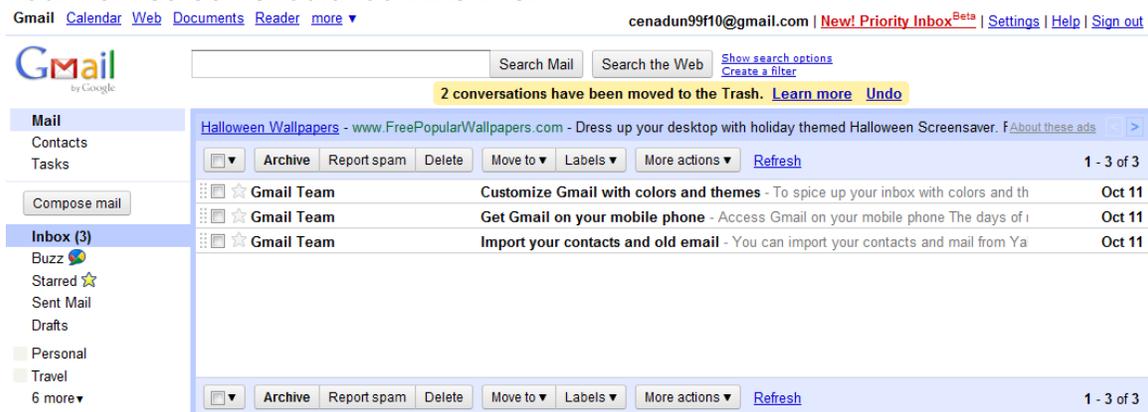


Just above the main Google logo, you will find links to the different features of Google, we will be selecting the [Gmail](#) tab:



In the Username field in the upper right-hand corner of the screen, for those that have created a Gmail email address, enter [cenadun~~s11@gmail.com](mailto:cenadun~~s11@gmail.com) where ~~ represents your class number. South Lincoln students will use [slsint~~s11@gmail.com](mailto:slsint~~s11@gmail.com) where ~~ represents your class number. Your password will be [Adu+~~s11](#) where ~~ represents your class number and [\[Int\\*~~s11\]](#) where ~~ represents your class number for the South Lincoln students.

Your next screen should look like this:



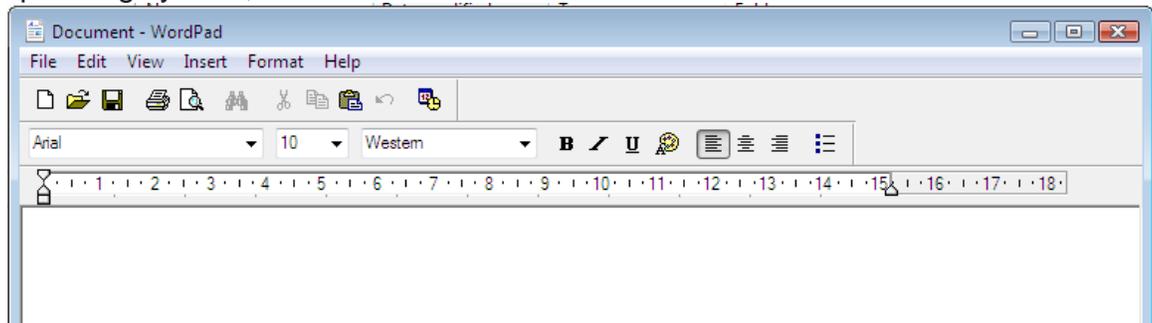
Please remember to send the teacher a test email message so that he can add your address to his contact list. If there are questions, we can answer them in class.

## Word Processors

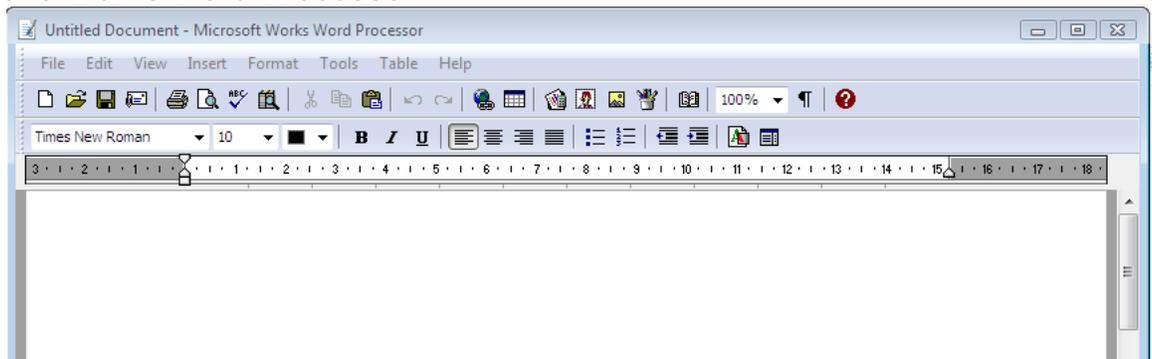
- Last week we were introduced to a word processing program called **Notepad** where we created a paragraph and saved this document under a name we chose in our **My Documents** folder on the computer. We then closed the program and then re-opened it and were able to open our saved document and add another paragraph and then saved it again. This exercise actually showed us the basic function of a word processor.
- **Notepad** is a very basic word processor which comes standard with the Microsoft Windows operating system that came with your computer. Here is a view of the program we used:



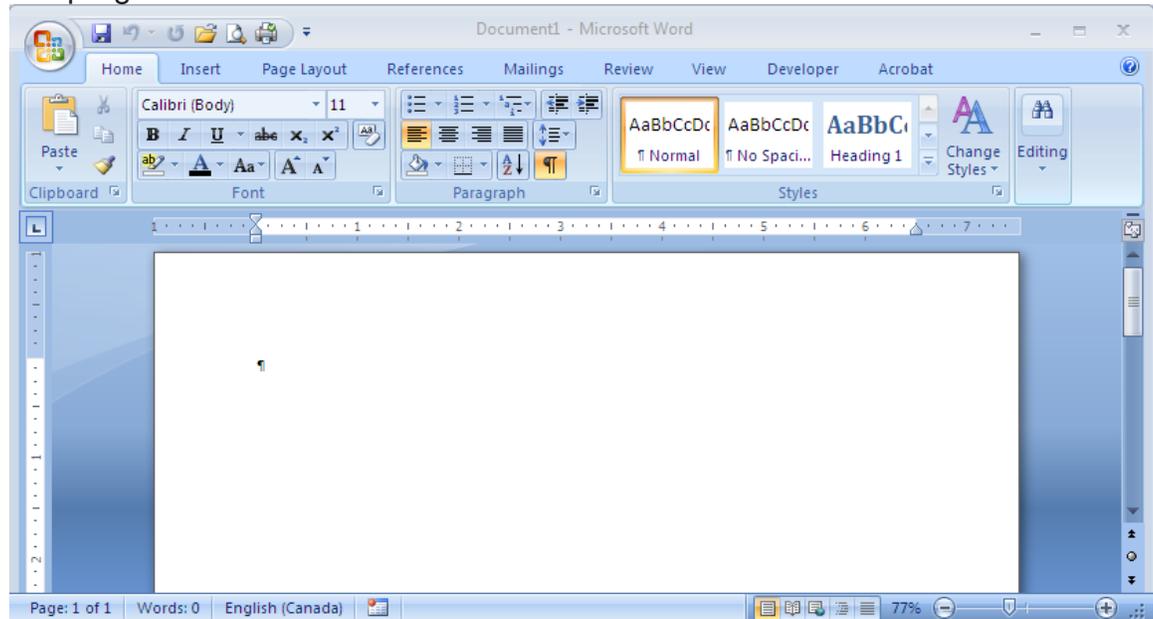
- There are two other word processing programs that are bundled with your operating system, **WordPad**:



and **Works Word Processor**:



- The most common word processor used here at school and in the office place is **Microsoft Word 2007** which must be purchased. Here is what that program looks like:



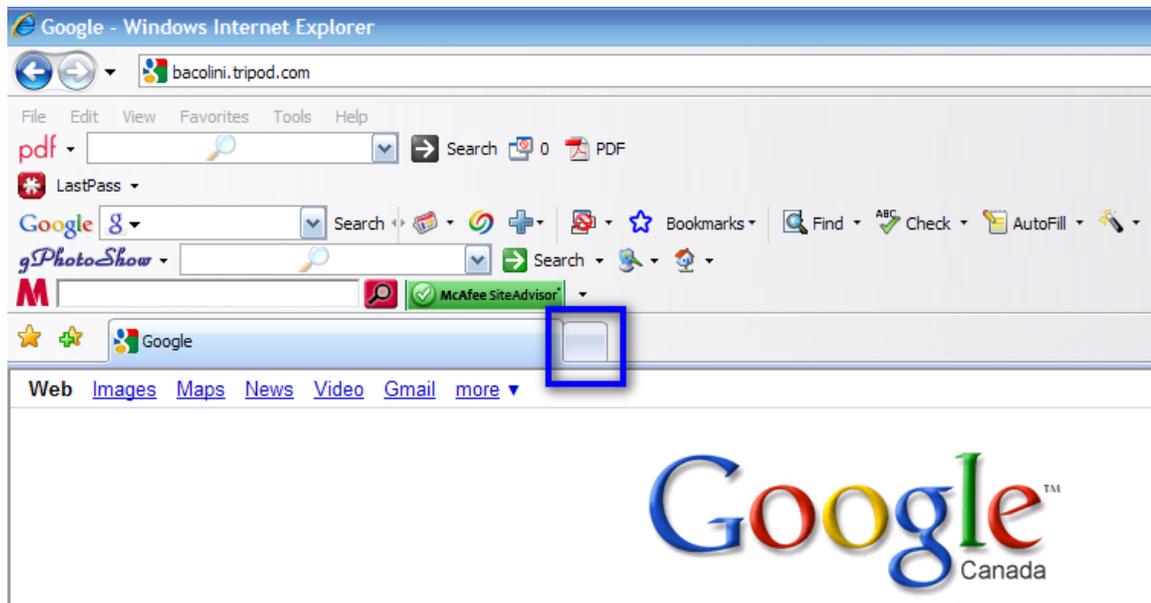
- As these are all word processors, as you move up the scale, each program has more options to pretty up your document. These lessons have all been created in **Microsoft Word 2007**.
- You can experiment with each of these programs to see which one you are more comfortable with.

## Windows Explorer

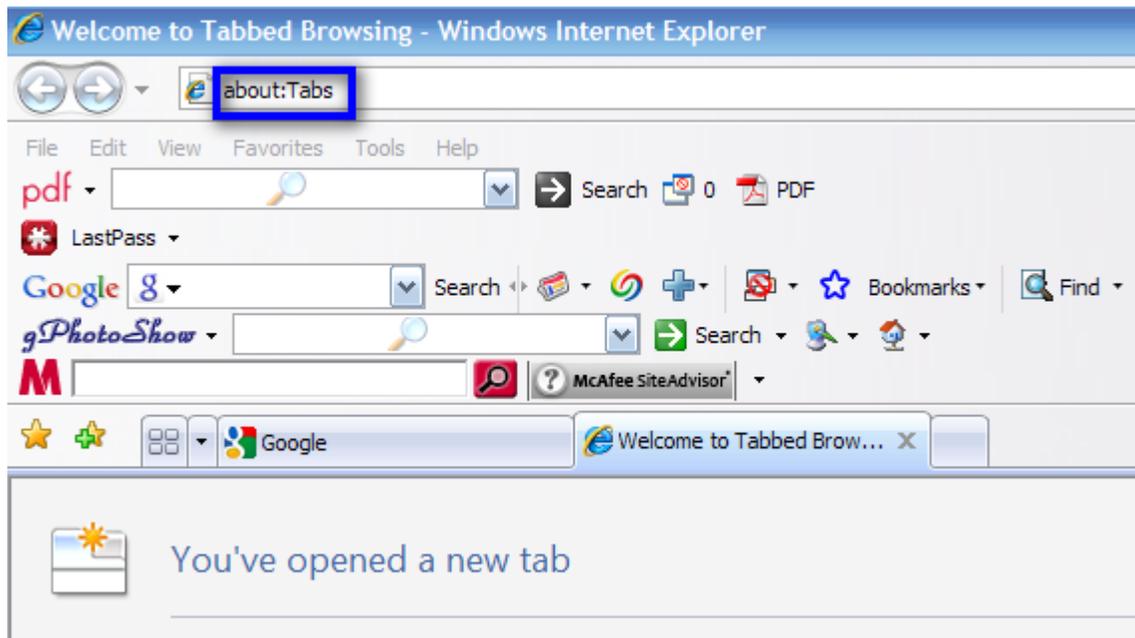
- This is another program that comes standard with your **Microsoft Windows** operating system and is probably the most versatile program in your computer; however it can be destructive if you inadvertently delete something. I will give a demonstration in class.

## Browsers

- The DSBN uses **Internet Explorer 8** but there several others you may want to investigate (Firefox, Safari, Chrome, Netscape...)
- Let's go to my website so that I can show you how to download any missed notes. I will also include other articles I come across and make them available on the **Class Handouts** tab.
- Since you have been using **IE8** to read your **Hotmail**, click on the **New Tab** section of the screen to open another window into the internet. Please remember I am using **IE8** from home and I have more options than what is allowed in class so the screens may appear a little different but they have the same functionality.



- Once you click this tab, this will be the next screen you see:



The highlighted area above will be shaded blue and this is your address line, type **bacolini.tripod.com** and then hit the **Enter** key and you will be transferred to the website. We will take a tour of this website in class to show you how to download the articles.

- One of the features you will see on my screen shots are **McAfee SiteAdvisor**. Now this box will take on different colours depending on the content of the website you are visiting. **McAfee** is a well known anti-virus

program that scans websites to see if there are any hidden dangers on the site. If the site has been checked and found to be clean of viruses or anything harmful to your computer, the **McAfee SiteAdvisor** box will appear **GREEN**, if they have not scanned the website yet, the box will be **GREY**, take caution when viewing these websites, if the box is **RED**, quickly move to another website as there has been reported viruses appearing on that site. While using the search engine **Google**, **McAfee SiteAdvisor** will also warn you of the websites by displaying a **green** checkmark or a **red** X. Here is an example:

[Free Samples / Freebies / Free Stuff](#) ✓

100% Real Freebies! Today's Free List is updated with a complete new list of Free Stuff every 24 hours, All the Free Samples you need!

[www.shop4freebies.com/](http://www.shop4freebies.com/) - 27k - [Cached](#) - [Similar pages](#)

[Free Stuff | Find Stuff for Free at AAA Freebies](#) ✗

AAAFreebies.com has free stuff & freebies in hundreds of categories. Find free games, free screensavers, free internet service, free email, free downloads, ...

[www.aaafreebies.com/](http://www.aaafreebies.com/) - 19k - [Cached](#) - [Similar pages](#)

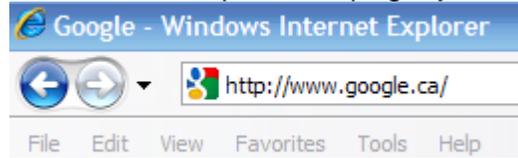
Although we cannot use this feature in school, I would highly recommend you install this feature at home. The website with more information about this feature can be found at: [www.siteadvisor.com](http://www.siteadvisor.com)

- We have talked about Google so let's try using it. Click on the **New Tab** section of the screen to open another window into the internet and in the address line type: **google** and then while holding down the **Ctrl** key hit the **Enter** key and you will be at the **Google** website:



in the box below the large **Google** title is where you can enter any subject you are looking for. Once you enter your word or phrase, left-click **Google Search** and you will be presented with a number of websites that contain the word(s) that you were searching for. The title of the website appears as a **blue underlined title** with your search word(s) in bold. There is a brief description of what is contained on that website just below the title. If you

want to visit that website, just left-click the [blue underlined title](#). If you want to return to the previous page, just left-click the back arrow



located just to the left of the address line on the top left corner of your screen.

## The Scavenger Hunt!!

1. **The Weather Network**, use Google to find this site
  - 1.1. What is the predicted temperature for tomorrow?
  - 1.2. Are there any weather warnings for Ontario?
  - 1.3. In the glossary, find what RDF stands for?
  - 1.4. Use conversions to find what 12° C is in Fahrenheit.
  - 1.5. How is the air quality in St. Catharines, Ontario today?
2. **Telephone Numbers**, use Google to find the Canada 411 website
  - 2.1. Find the address and phone number for D Beroud from Fort Erie.
  - 2.2. Who lives at 67 Bridlewood Drive, Welland, Ontario?
  - 2.3. Find the phone numbers for the Tim Horton's on Niagara Street, Welland.
3. **YMCA Welland**
  - 3.1. What times are the lane swims on Sunday?
  - 3.2. How much is a member plus membership in Welland?
  - 3.3. What are the regular hours Mon-Fri?
  - 3.4. Who is the Centre Manager for the Welland YMCA and does he/she have an email address?
4. **Seaway Mall Welland**

- 4.1. Find contest! Enter the contest to win \$25.
- 4.2. Mall walkers! Where can you get a sign-up sheet?
- 4.3. What are the store hours?
- 4.4. What is the customer service phone number?
5. **Movies**, go to [www.tribute.ca](http://www.tribute.ca)
  - 5.1. How many movies are playing in Welland?
  - 5.2. How many movie theatres are in Windsor, Ontario?
  - 5.3. What is the current top rated movie?
6. **Recipes**
  - 6.1. Find a recipe for curry chicken. Write down the name of the website, or better yet, email it to me: [bacolini@live.ca](mailto:bacolini@live.ca)
  - 6.2. How long do you cook a 16 pound turkey?
  - 6.3. Find 4 cooking tips that are new to you!

When you have the answers to the scavenger hunt, please send them to me in an email message using your Gmail account.

Here is a very useful website: [www.allmyfaves.com](http://www.allmyfaves.com)

## **SEE YOU NEXT WEEK!**

<b>Week 1: Hotmail</b>	<b>Week 2: Browsers</b>
<b>Week 3: Google, Scavenger Hunt</b>	<b>Week 4: Email, attachments</b>
<b>Week 5: Windows Explorer</b>	<b>Week 6: Windows Media Player</b>
<b>Week 7: Digital Cameras</b>	<b>Week 8: Word Processing</b>
<b>Week 9: Blogs, Email Forwards</b>	<b>Week 10: Review</b>