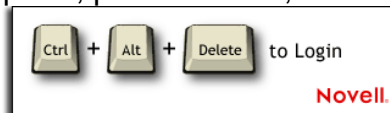


What is the College Network?

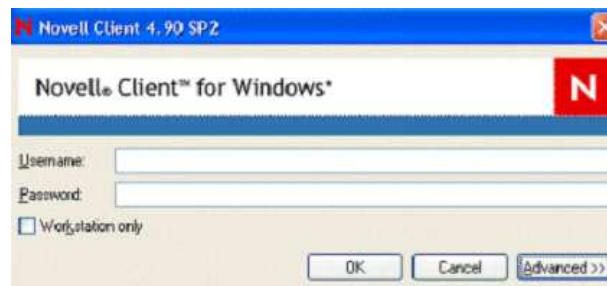
The College Network provides access for staff and students to computing facilities including a variety of programs, printing and access to information sources.

1. How can I access it?

- To log on to a College computer, press the Ctrl, Alt and Delete keys:



- You will then be shown a login window:



- Your User ID is your **Student Number**.
- Your initial Password is your date of birth in the format **ddmmyy**.
You must change your password to something else as soon as you log on.

If you have any problems with logging on, or with anything else relating to the College computers, please ask at the Library desk.

2. Commonly Used Programs

Once you have logged on, you will be shown the College desktop which has number of shortcut icons to useful programs. Here are some of them:



Internet Explorer – lets you search the internet



Word – lets you type up your assignments



Excel – lets you analyse sets of figures



Powerpoint – lets you create presentations



Moodle - The College's Virtual Learning Environment

Double-click on an icon to open a program.

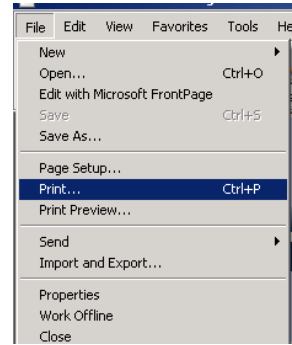
Printing

- Most programs will have a 'Print' option listed in the File menu:

- And/or a print icon looking like this:

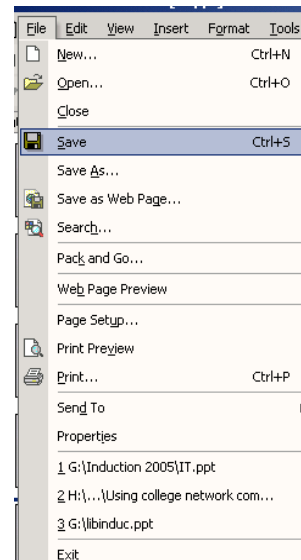


- Choose one of these options, then select number of pages as appropriate. Click on OK.
- Your work will then be sent to the nearest printer. Please save paper by only printing what you need.



Saving your work

- To save a piece of work, choose the 'Save' option listed in the File menu:
- Your personal area on the College Network is the F: drive, and your work should be saved there. The contents of your F: drive will remain the same no matter which College computer you log on to.
- If you want to take work home you can save a copy onto a disc (the A: drive) or a memory stick.
- Save your work regularly to avoid losing it.



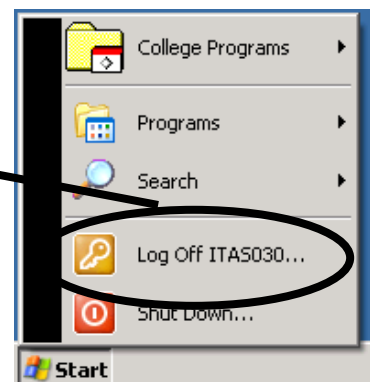
Closing a Program

- To close a program, choose the 'Exit' option from the File menu or click on the



Logging Off

- When you have finished using the College computer, choose the option 'Log off' from the Start menu:
- Please don't use the 'Shut Down' option, or switch the computer off – if you do, you may not log off properly.



<http://library.hull-college.ac.uk>

This document is available in an alternative format upon request.