

## LAPTTOP EXERCISES

Have a go!

### From the Start menu in the Help and Support Centre:

- Click on Music, video, games & photos
- Click on Music & sounds
- Click on Playing & copying music
- In overviews, articles & tutorials click on walkthrough: making music.

*Did you read it? Answer these questions....*

*What program processes and displays all media, such as music on the computer?*

*What term is used when creating a DVD or CD on the computer?*

### From the Start menu in the Help & Support Centre:

- Click on Windows Basic
- Click on core Windows tasks
- Click on Use a picture as a desktop background

*Did you read it? Answer this question....*

*List the 3 steps to set a picture as a desktop background.*

### Now open MS Word.

- Press F1, click on the help symbol or click on Help & select MS Office Word Help.
- In the search panel, type in "insert a picture" and click on the green arrow
- Find the subject "insert a picture" and click on it. Another window will open.
- In the Help window, click on "insert a picture from a file"
- Follow the instructions if you like. The help window may seem to disappear – it has only gone behind the window you are viewing and can be accessed again from the task bar that runs along the bottom of the screen.

*Did you read it? Answer this question....*

*There are 3 places from where you can obtain pictures to put in your document. What are they?*

### Now open Internet Explorer

- Press F1, the Help window will appear.
- In the Search tab, type favorites (note the American spelling!)
- Click on add a webpage to your list of favourites and click display.

*Did you read it? Answer this question....*

*What symbol is used for favourite web pages and what symbol is used to add to favourites?*