

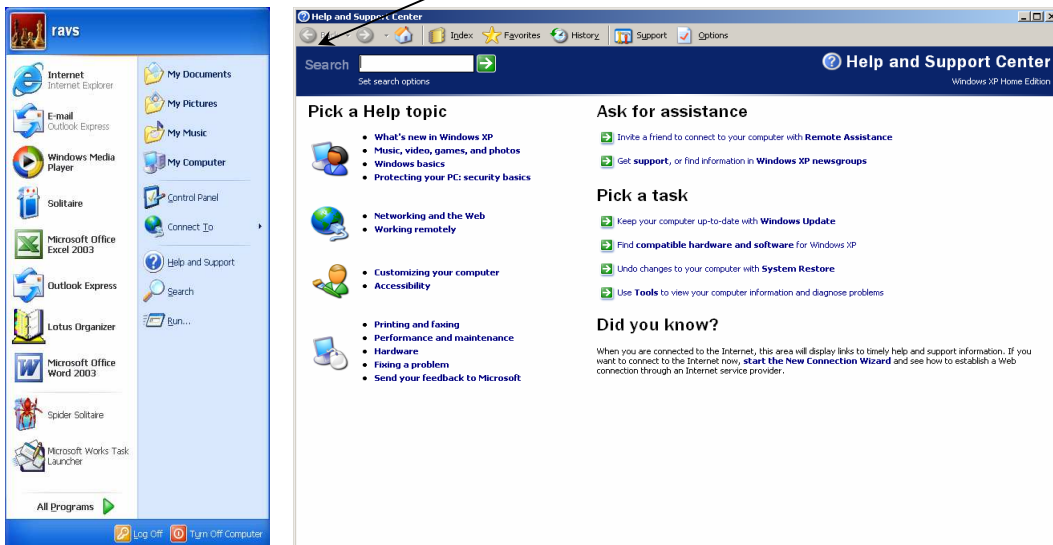
LAPTTOP EXERCISES

BASICS: Getting started: Using the help files.

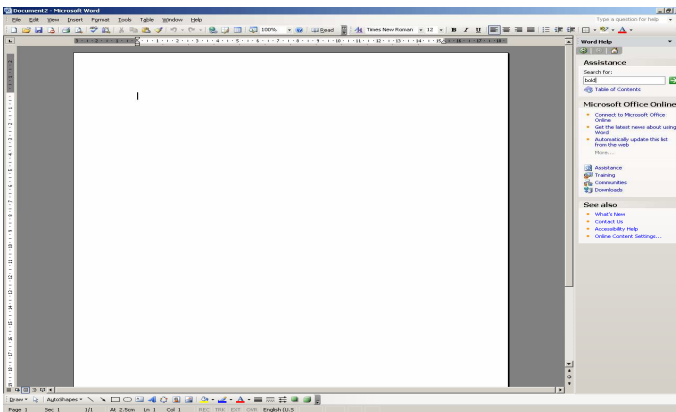
There are files pre-loaded onto the computer to help you when you are not sure. Firstly there is help available on the operating system, in this case Windows XP Home.

Click **Start** and click on **Help and Support**.

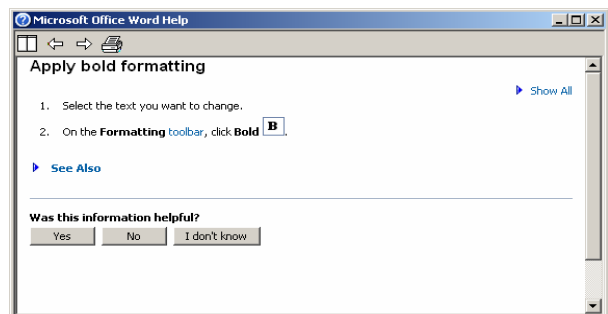
Move the mouse over the subject on which you need help. The words will underline and the mouse will turn into a hand. Click when the words appear underlined and the subject index will appear. This is a little like using a reference book; you need to keep clicking to choose the subject depending on what you want help with. The **Back** button will allow you to return to the previous pages one at a time with each click of the button.



This symbol is available in the toolbar of a lot of programmes. Click it to get help or click on the Help menu available in each programme. This example is using MS Office Word.



A panel or window will appear allowing you to search through the contents as described above or to use the search facility. In this example, type 'bold' in the search box and click on the green 'GO' button. A list of results will be shown. Click on the result that suits you or, if you are not sure, click on the first result as this is likely to be the best result.



A window will appear with instructions, links to similar subjects and hints and tips.

Help files are useful, although sometimes you won't know the right words as sometimes jargon is used! If this is the case, try going through the contents instead.

