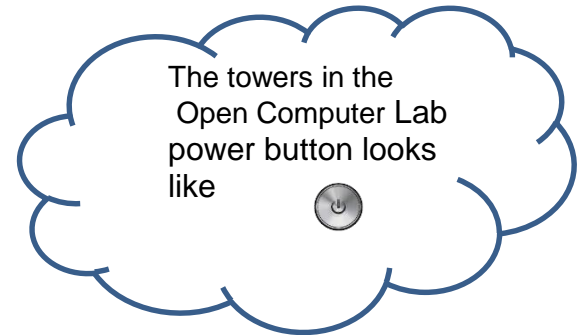
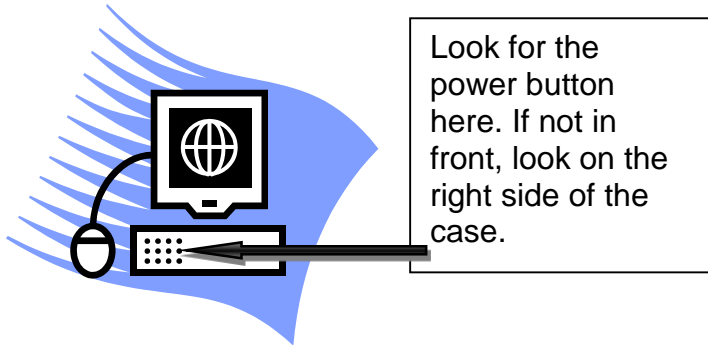
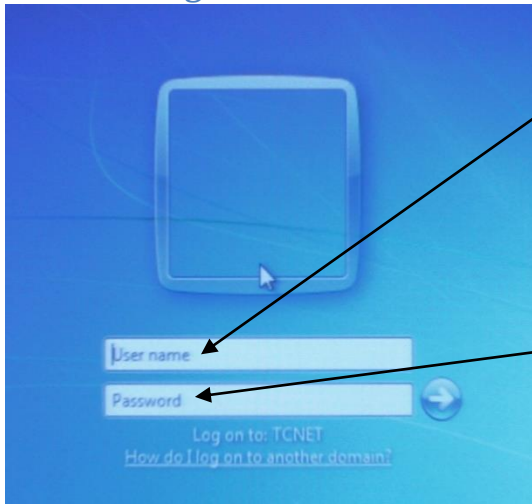


How to turn on the computer:

In most of the computer labs at Temple College, you'll find the on/off button on the front of the computer's system box. It is not marked and is flush with and the same color as the case.



How to log on to the TC network:



User name: Last Name, First Initial of First Name, and Last Three (3) Digits of Student ID #

Example: Your Name is Bob Jones, and Your Student ID # is 0012345

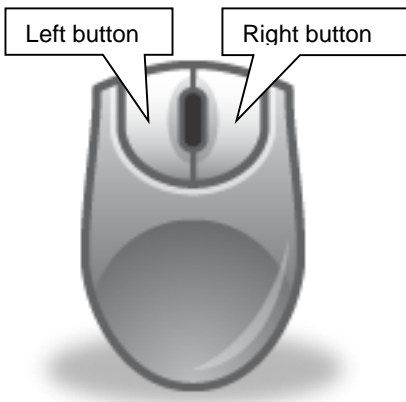
User name would be: **jonesb345**

Password: Your Birthday (format mmddyyyy)

Example: Your Birthday is March 3, 1982

Your password would be: **03031982**

How to use the mouse:



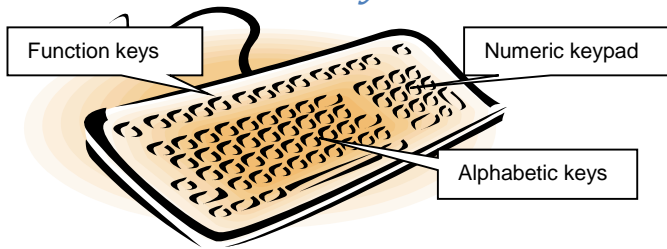
Left mouse button:

- Click it once to select something
- Click it twice to open a file, folder, or start a program
- Click, hold down, and drag across text to select a group of words and/or graphics

Right mouse button:

- With the mouse pointer on an area of the screen or a specific icon, click the right mouse button once to open a "context sensitive menu"

How to use the keyboard:



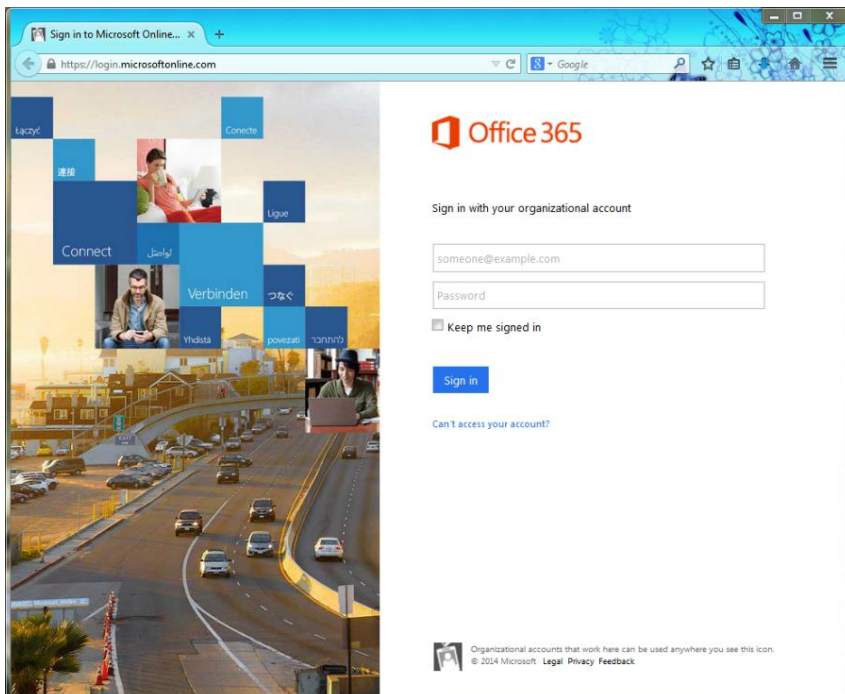
The computer keyboard has number keys, alphabetic keys, and special keys on it. If you have never learned to type by touch, there is free software that can teach you! Just ask for it.

How to use TC email:

- First go to the TC website at www.templejc.edu. Under the eResources column, click on TC Email.
- Select TC Office 365 for students
- This takes you to the log in page for your TC Office 365.



Starting with Fall 2014 classes, students will have access to TC Office 365, which gives students access to a **condensed version** of MS Word 2013, Excel 2013, Power Point 2013, a calendar feature as well as Outlook for emailing.





Sign in with your organizational account

someone@example.com

Password

☐ Keep me signed in

Sign in

For the first box

Use your TC email address

username@stu.templejc.edu

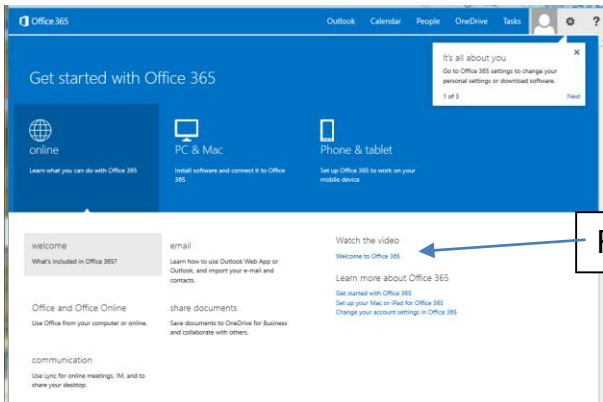
The Password is

Tc m m d d y y y y

T is upper case and **c** is lower case
mmddyyyy is your date of birth

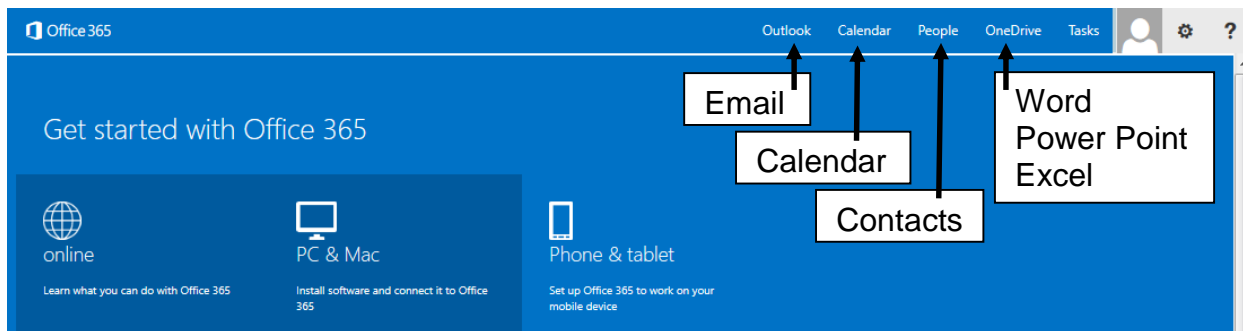
Then click the Sign In button.

FIRST TIME LOGGING INTO OFFICE 365:



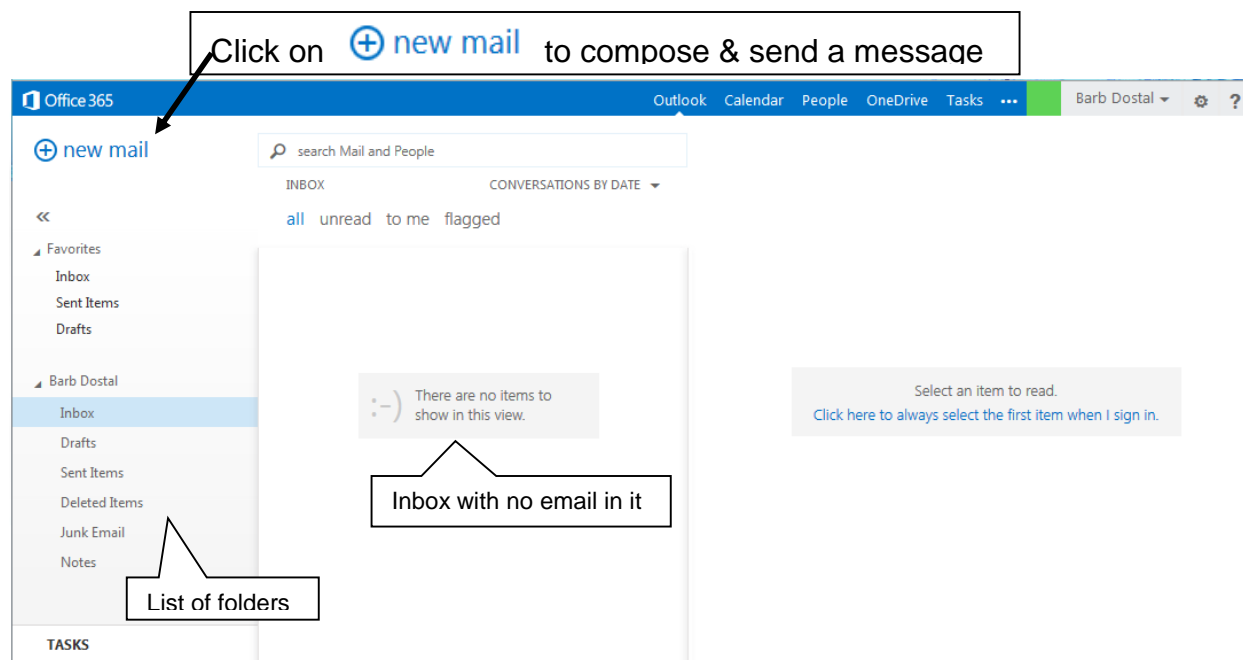
Recommend watching the video

The top navigation bar is how you get to your email, calendar, and other applications

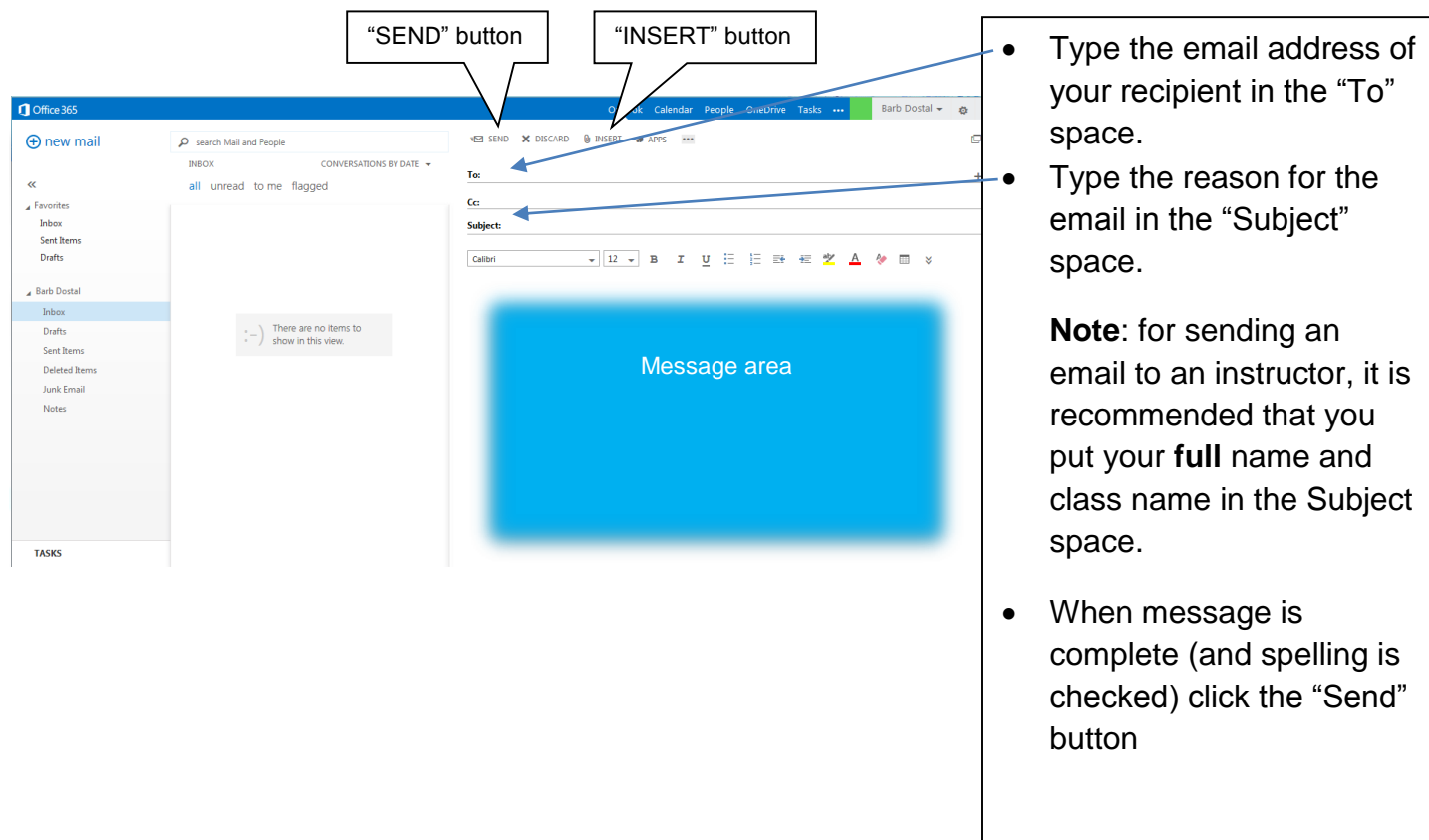


CLICK ON **OUTLOOK** TO GO TO YOUR EMAIL

OUTLOOK – *IN OFFICE 365*

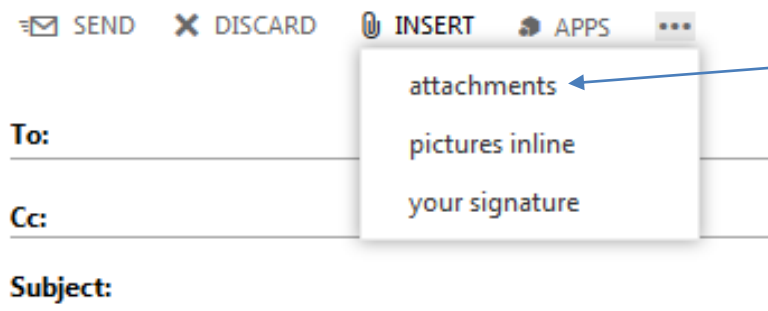


Click **+ new mail** to start a new email. The following window will open:

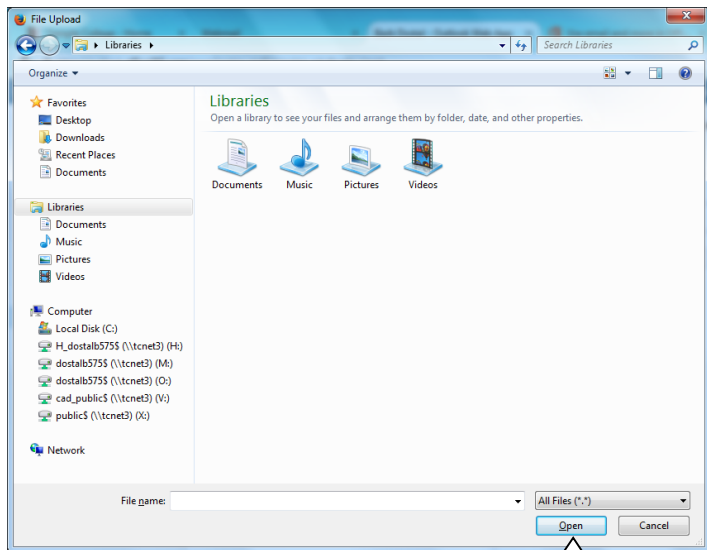


HOW TO ADD AN ATTACHMENT TO YOUR EMAIL:

Clicking the “INSERT” button opens the following selection menu:



- Click “attachments” to find the file on your computer that you want to send along with the email. The window (below) opens.



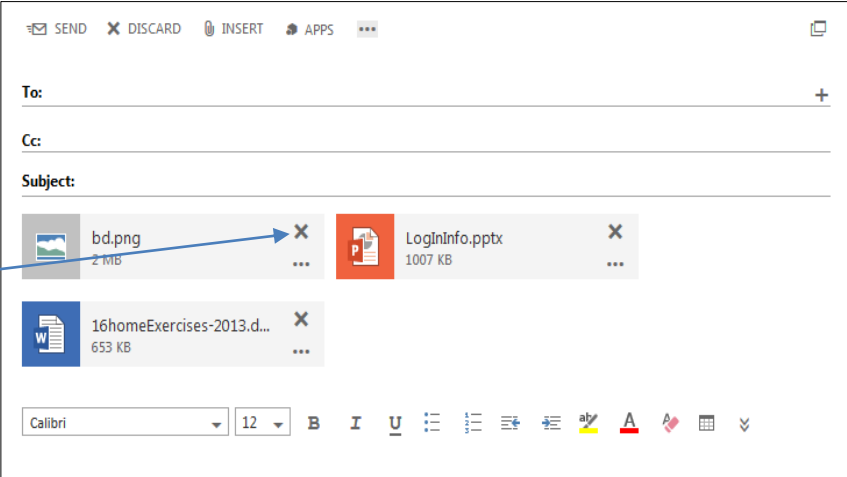
- Navigate through your files and folders until you find the name of the file you wish to attach.
- Double-click the file name or click once then click the Open button to close this window.

“Open” button

The attachment will appear below the subject line with a corresponding icon showing its file type

To remove an attachment click the file's X

This X belongs to bd.png



- **Picture inline** adds a picture into the message section of the email
- **Your signature** will add your signature block

discard message

This message will be deleted.

[Return to the message for further editing.](#)

A misspelled word will have a red wavy underline.

i went to the store. notice there are no **green wavy underlines** for grammar checking. Nor is there an automatic correcting feature that will capitalize the first word of a sentence.

I two went to the store. There are no blue wavy underlines either.

SEND DISCARD INSERT APPS



To:

Cc:

Subject:

Right click on a misspelled word when it has a red wavy underline to see spelling options

Calibri 12 B I U

When a word is misspelled, a red wavy underline appears.

- misspelled
- miss spelled
- miss-spelled
- misspelling
- misspell
- Add to Dictionary
- Undo
- Cut
- Copy
- Paste
- Delete
- Select All
- ☒ Check Spelling
- Languages
- Inspect Element (Q)

How to use MS Word:

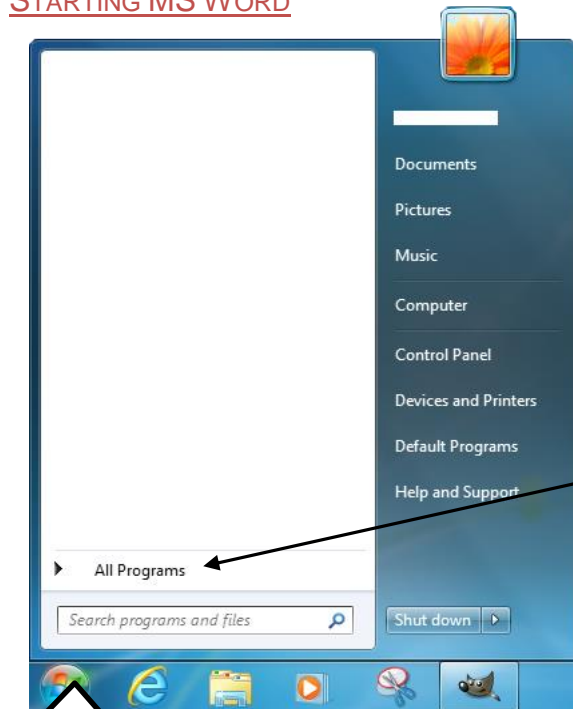
MS Word is word processor that allows you to create documents, edit them, format them, and add graphics and other objects. All the computer labs at TC have MS Word available.

STARTING MS WORD

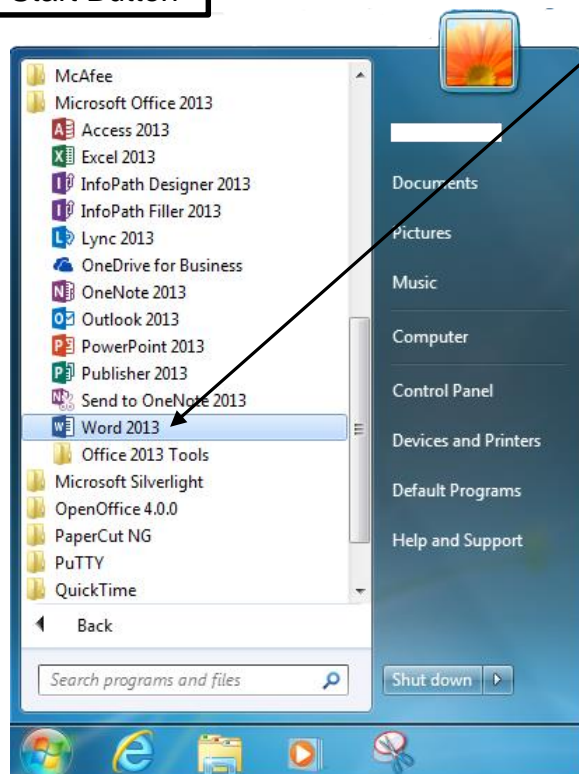
NOTE:

MS Word 2013 installed on the Campus computers is the complete version.

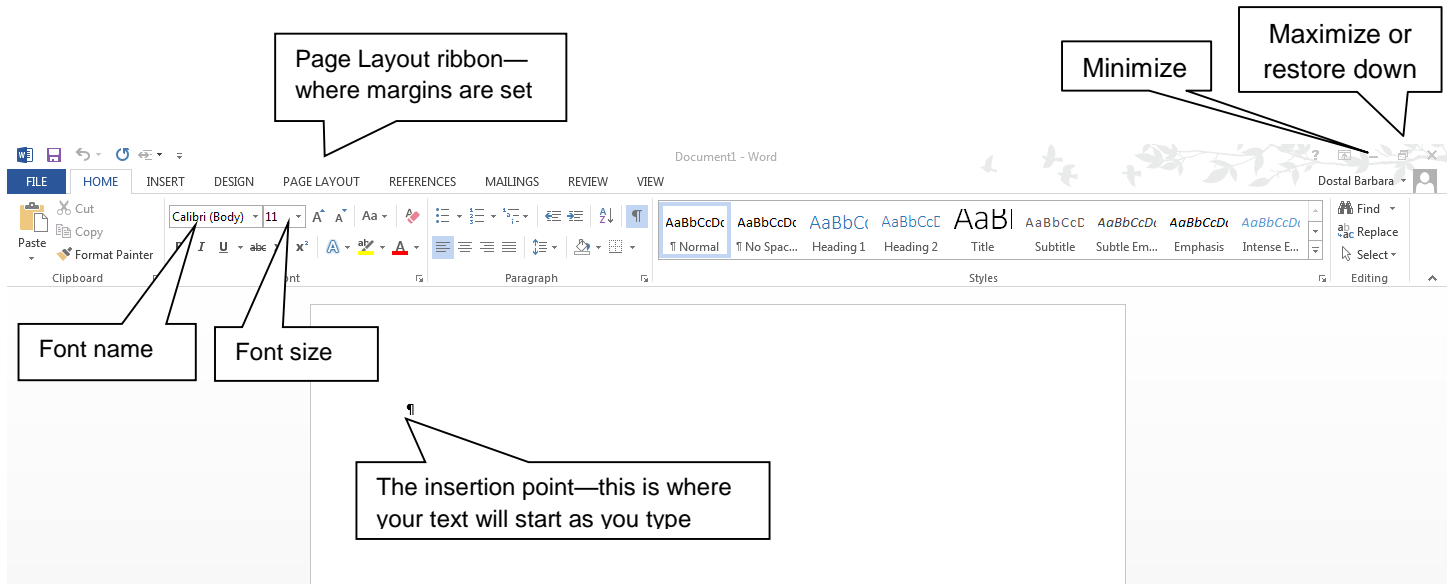
TC Office 365 is scaled down and does **not** have all the features available for use



- Click the Start button on the Windows taskbar to display the Start menu
- Point to All Programs on the Start menu to display the All Programs submenu
- Point to Microsoft Office on the All Programs submenu to display the Microsoft Office submenu
- Click Microsoft Office Word 2013 to start Word and display a new blank document in the Word window
- If the Word window is not maximized, click the Maximize button next to the Close button on its title bar to maximize the window.



Your screen should like this:



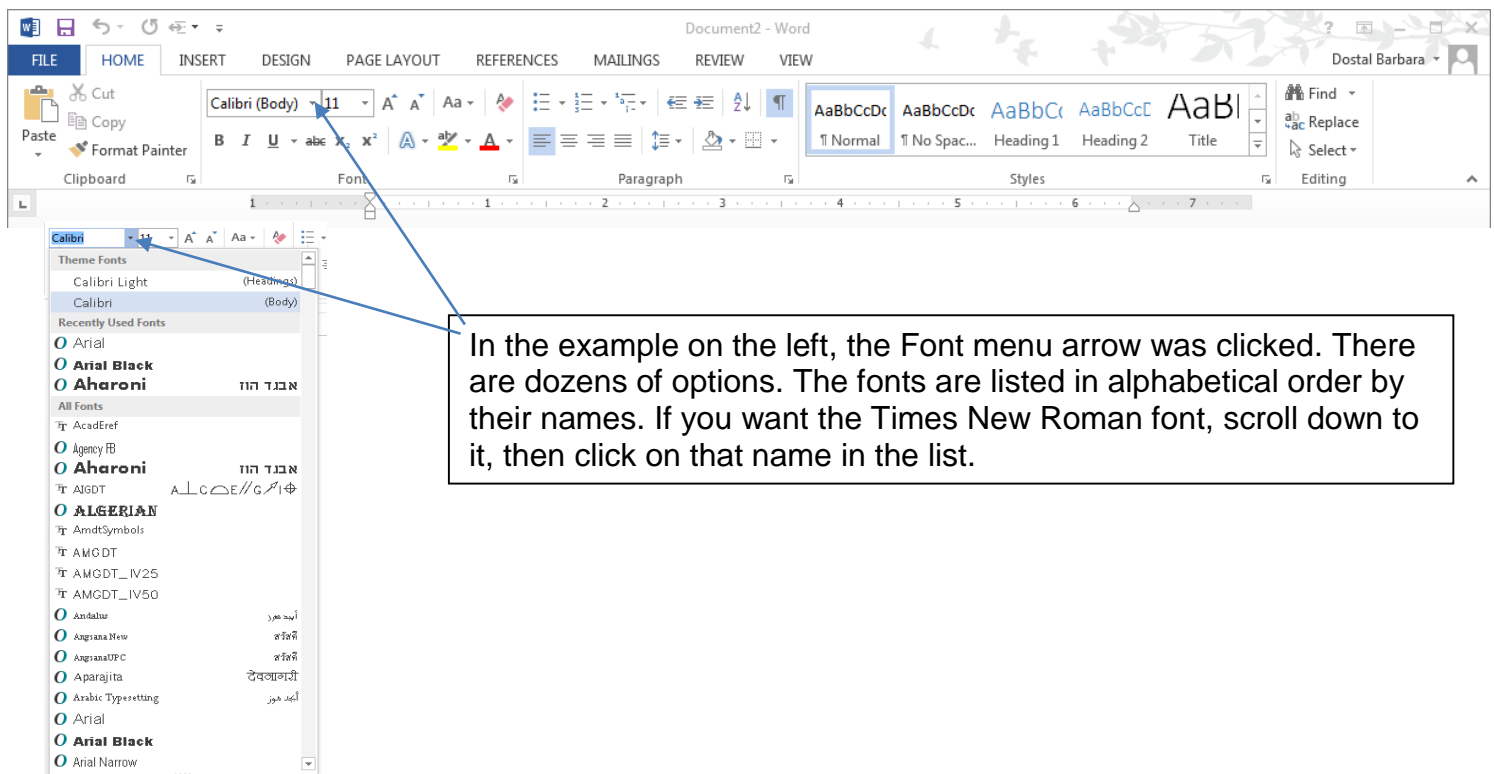
There is no need to press ENTER (or RETURN) at the end of a normal sentence. A feature called “**Wordwrap**” will sense the end of a line and start the new line as you type. Only press ENTER at the end of paragraphs and short lines.

SETTING MARGINS AND SPACING:

In MS Word 2013 the default (pre-set) margins are one inch all the way around (top, bottom, left and right). If margins need to be changed, click the Page Layout ribbon and then the Margins dropdown menu to choose your settings.

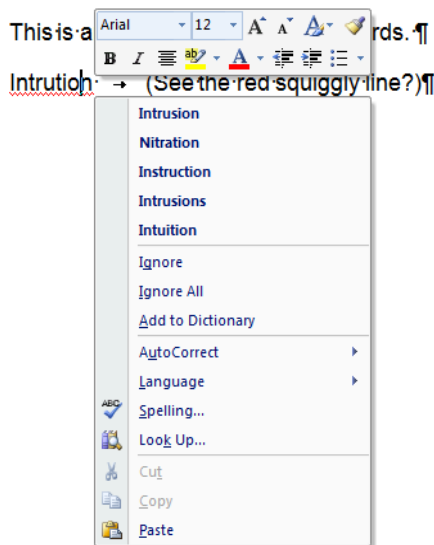
See the small arrow at the right side of some of the areas below?

By clicking any of those arrows you open a menu allowing you to make a change



USING SPELL CHECK:

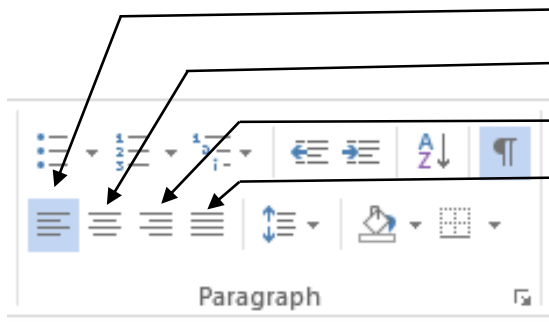
MS Word 2013 will check your grammar and spelling as you type. Misspelled words are underlined with a red, squiggly line. Potential grammar errors are underlined with a green squiggly line. Look at the example below:



There are two ways to check your spelling and grammar:

1. As per the example, left click on the underlined word then right click for the context sensitive menu. If the correct spelling is in the list, left click on it.
2. Ignore the underlines while you create your document but, when finished, press the F7 (Function 7) key on your keyboard to start spelling/grammar checking.

CHANGING TEXT ALIGNMENT:



The graphic to the left shows the part of the Home ribbon used to change text alignment. Alignment is in the "Paragraph" group and consists of:

- Left align
- Center align
- Right align
- Justified

If the text is already typed, select the text first (by left-clicking and dragging across the text) then left-click on the desired alignment button.

If the text is not typed, left-click on the alignment button first, then type the text. When done remember to click the alignment you now want or all text typed will be the same (centered, right aligned, etc.).

INDENTING PARAGRAPHS:

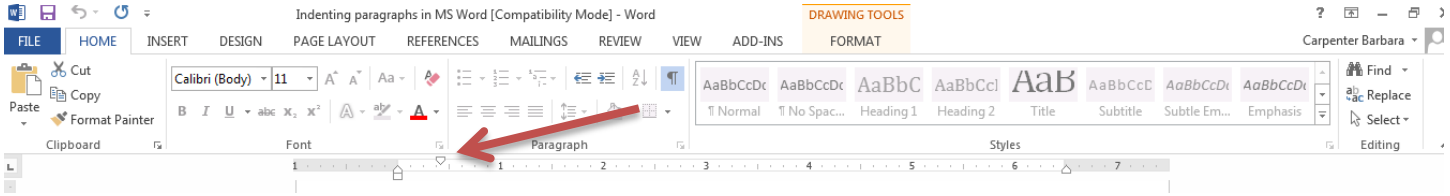
Standard indent is to indent the first line of **each** paragraph 5 spaces.

Do not press the space bar 5 times. Do not use the TAB key.

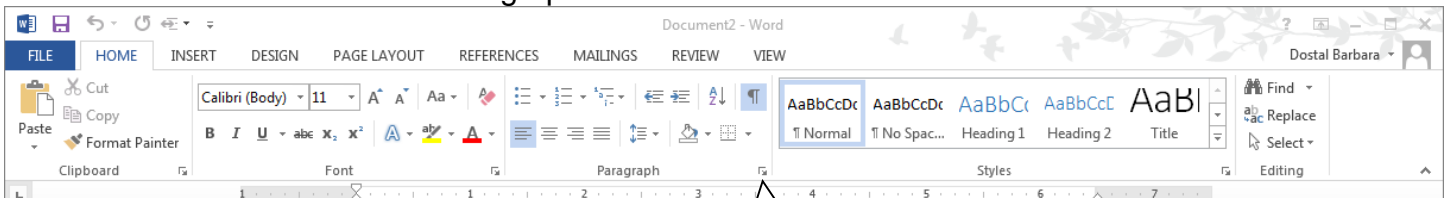
1. Select the paragraph you want to indent **OR** set the indentation before typing so all paragraphs will be indented at the set indentation mark.

2. If you don't see the horizontal ruler, click **Ruler** on the **View** menu.
3. On the horizontal ruler, drag the **First Line Indent** marker to the position where you want the text to start.

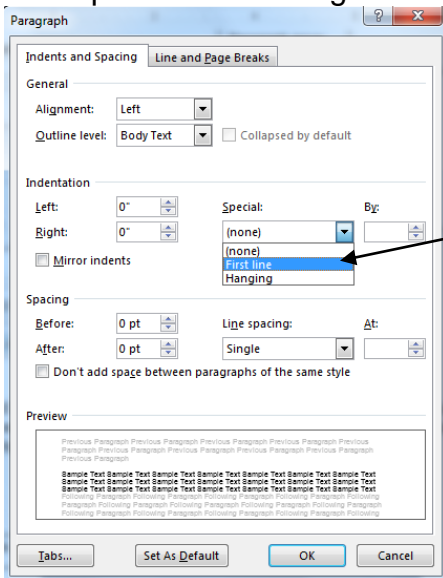
First line indent marker:



Another method is to click the Paragraph down-arrow on the Home ribbon.



This opens the following menu:



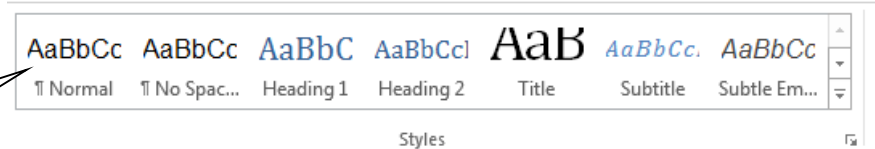
Down arrow on the Paragraph group.

In the "Indentation" area click the down arrow for the "Special" section, and then choose the "First line" option. Now, Word will automatically indent the first line of a new paragraph by .5"

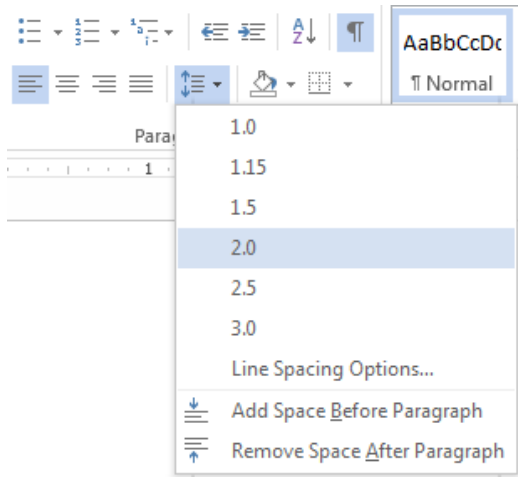
CHANGING SPACING:

My default, MS Word 2013 inserts extra spacing (8 pts) after every paragraph. This is usually not desired for most writing so you will want to remove this spacing. To do this click the "No Spacing" option in the Styles group of the Home ribbon before you start to create a new document.

The "No Spacing" style.



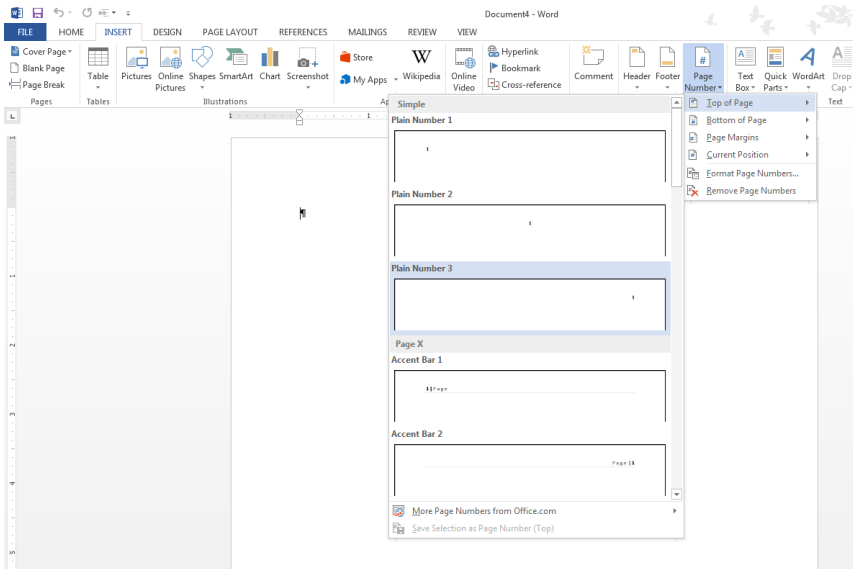
After removing the extra spacing after paragraphs you will want to turn on double-spacing for most papers you will type in English.



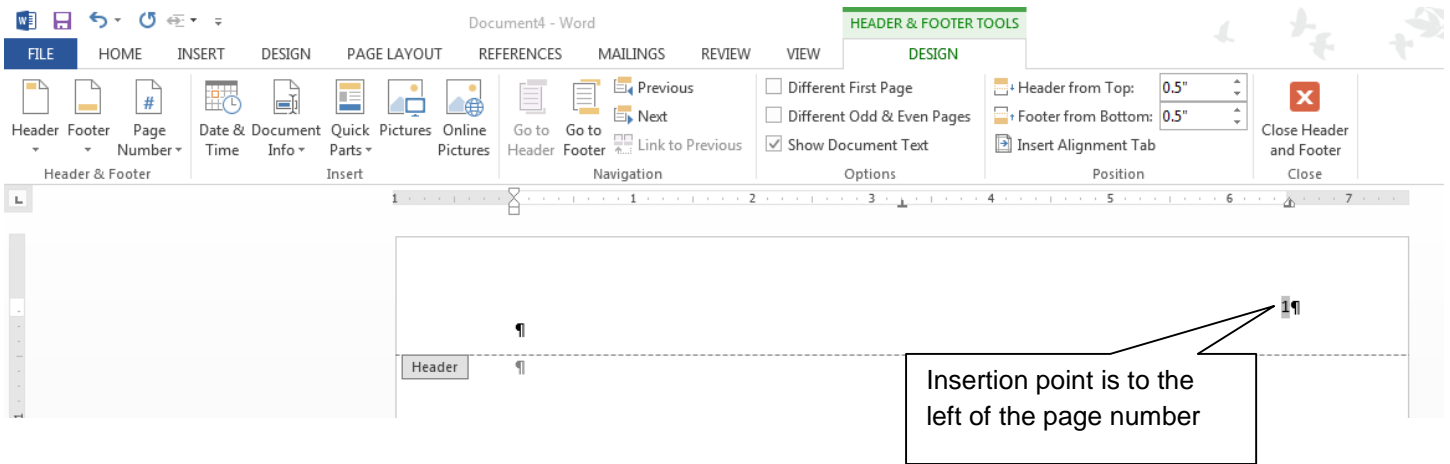
- On the Home ribbon, the Paragraph group, click the down arrow on the Line Spacing icon.
- Click the desired spacing option (2.0 is double spacing).

INSERTING A PAGE NUMBER INTO A HEADER:

In many documents your instructor will want you to put your last name and the page number in a header that will appear on every page. In this sample your last name and page number will be in the upper right corner.

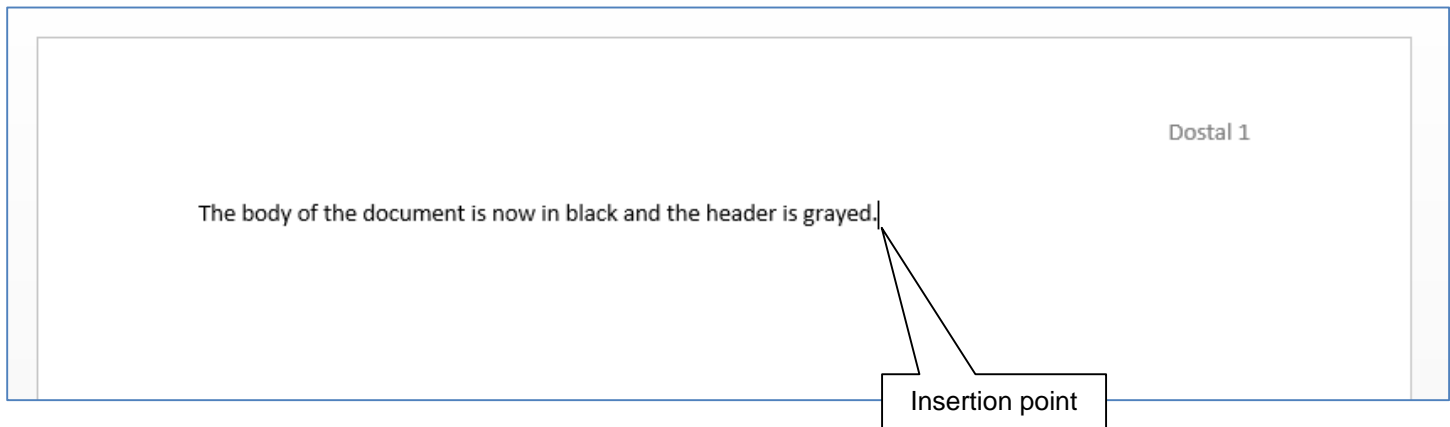


- On the Insert ribbon, in the Header & Footer group, click the down arrow under Header.
- Select where on the page – in this case select Top of Page
- Then select “Plain Number 3”
The page number will be shaded in gray indicating it is a field. The insertion point is to the left of the page number.
- Type your last name then a space
- Double click below the header area to return to the body of the document



Note: when working in the header or footer areas the type is in black and the body of the document is grayed.

Double clicking into the other area will make that area active. Its text will be black and the non-active area will be gray



Using D2L

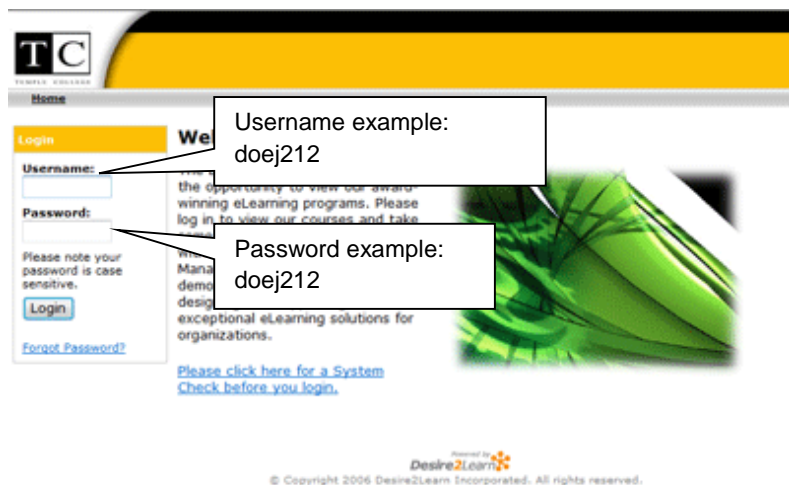
D2L is a course management program that Temple College uses for online classes, hybrid classes, and web enhanced classes. If you are enrolled in a course that has one of these designations then you will have an account built for you in that class at the beginning of the semester.

You will receive an email to your Temple College email account (remember how to log in that?) giving you your username and password right before the semester starts. Be sure and check for that email frequently. If you haven't received it and the semester has begun, please contact your instructor ASAP.

LOGGING IN TO D2L:

You can navigate to D2L (Desire2Learn) from the Temple College home page by clicking the eLearning link then Desire2Learn.

The screenshot shows the Temple College eLearning website in a Mozilla Firefox browser window. The address bar displays <http://www.templejc.edu/elearn/elearn.htm>. A callout box points to this address bar with the text: "Web address (URL) to the D2L link and the eLearning Tours." The website header features the Temple College logo and the text "eLearning Distance Education". A navigation menu on the left includes links such as "Getting Started@TC", "Admissions", "Financial Aid", "Class Schedule", "Testing Center", "TC Library", and "Technical Support". Below this, a "TC eLearning" section lists various resources. A callout box points to the "eLearning Tour" link with the text: "Link to eLearning tour about D2L." Another callout box points to the "Desire2Learn (D2L)" link with the text: "Link to D2L." The main content area includes a photo of a student, the slogan "Class. Your Time. Your Place.", and descriptive text about distance education. On the right side, there is an "EVENTS CALENDAR" for December 110 and a sidebar with logos for "Desire2Learn", "TConnect", "TC WEB MAIL", "SMART THINKING", and "Transfer 101". The browser's taskbar at the bottom shows several open applications, including "TOSHIBA (H+)", "Inbox - Microsoft ...", "Essential Comput...", and "Temple College - ...". The system clock indicates 11:22 AM on 12/29/2010.



- Your **username** (log-in ID) typically is your **last name + first initial + the last three digits of your student ID**
Example: John Doe, ID 5551212 would be **doej212**.
- Your **password** (until you change it to something else) is the same as your **username**. In other words you would type **doej212** into the space for your username **and** your password.

NAVIGATING D2L:

Once you are logged in to D2L you need to know how to get around the course pages. The best way to learn that is to go to the following Web address (URL) and read through Mr. Craig Collin's D2L guide:

<http://www.templejc.edu/elearn/DEtour/d2l.htm>

Until you are able to log in to a class, D2L can appear overwhelming. Please remember that workshops are given at many times and locations before the start of every semester to help students learn to navigate D2L. You would be well advised to sign up for one of those.

I hope this guide to learning essential computer skills has been helpful. Here are some phone numbers that can help you with computer or D2L problems:

Help Desk:	298-8450
D2L Help	298-8388 or 298-8319

Also, there is always someone available to help you in the Open Computer Lab at 501 Watson Technical Center from 7:30 am – 9:30 pm Monday – Thursday and 8:00 am – 12:00 noon on Friday.