



On your **desktop**, find My Computer and click on it to open it
OR
Go to the next slide to find My Computer in your **start menu**



- Set Program Access and Defaults
- Windows Catalog
- Windows Update
- New Office Document
- Open Office Document
- Netscape 7.2
- WinZip
- Stella
- Control Panel
- Google Earth
- Microsoft Update
- My Computer**
- Programs
- Documents
- Settings
- Search
- Help and Support
- Run...
- Shut Down...

health care
act check

QuickTime
Player

The
Weather
Channel

The Weather
Channel D...

PICT0167 PICT0273

ccreed

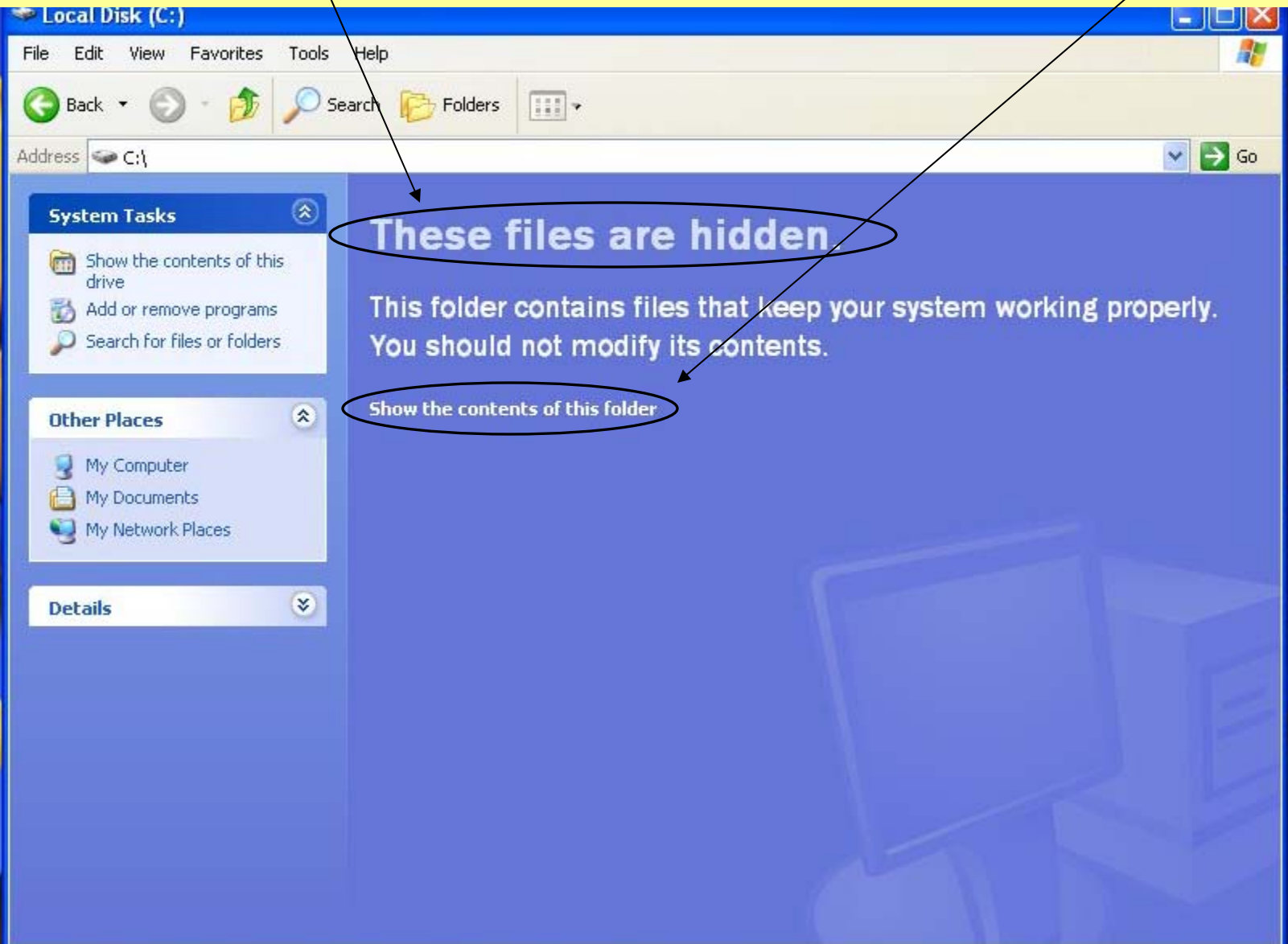
Google Earth setup-spbv...

note_M1... GoogleEarth...

Note: Clicking My Computer may take you directly to the screen on slide 4

- Local Disk (C:)
- DVD/CD-RW Drive (D:)
- LACIE (E:)
- Control Panel

You may not get this message, but if you do, click on Show the contents of this folder



- System Tasks
 - View system information
 - Add or remove programs
 - Change a setting

- Other Places
 - My Network Places
 - My Documents
 - Control Panel

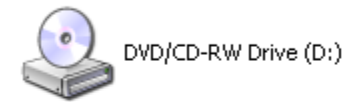
Details

LACIE (E:)
Local Disk
File System: FAT32
Free Space: 228 GB
Total Size: 232 GB

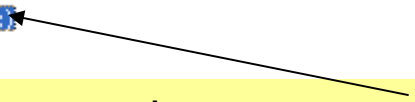
Hard Disk Drives



Devices with Removable Storage



Make sure that your storage drive shows up



Now click on your Local Disk (C) to open it

System Tasks

- View system information
- Add or remove programs
- Change a setting

Other Places

- My Network Places
- My Documents
- Control Panel

Details

Local Disk (C:)
Local Disk
File System: NTFS
Free Space: 293 MB
Total Size: 74.4 GB

Hard Disk Drives

- Local Disk (C:)
- LACIE (E:)

Devices with Removable Storage

- 3½ Floppy (A:)
- DVD/CD-RW Drive (D:)

Free Space: 228 GB
Total Size: 232 GB

Local Disk (C:)

System Tasks

- Hide the c drive
- Add or remove programs
- Search for files or folders

File and Folder Tasks

- Make a new folder
- Publish this folder to the Web
- Share this folder

Other Places

- My Computer
- My Documents
- My Network Places

Details

- file_store_32
- .jagex_cache_32
- 07e59a8f3b91738d800c554d...
- 2577
- Blackberry
- dell
- Documents and Settings
- drivers
- Gx50-XP
- Help
- i386
- Images
- Intel12.3
- My Downloads
- PALM
- Program Files
- STELLA5
- Intern

Click on Documents and Settings folder to open it



Layout

slide layout:

Layouts

Content Layouts

and Content Layouts

Show when inserting new slides

- File and Folder Tasks**
- Rename this folder
 - Move this folder
 - Copy this folder
 - Publish this folder to the Web
 - Share this folder
 - E-mail this folder's files
 - Delete this folder

- Other Places**
- Local Disk (C:)
 - My Documents
 - My Computer
 - My Network Places

Details

09000621681	09001033948	10001032648
10001036689	acarver	admin
Administrator	All Users	aruffing
awright	Find the folder with your name on it and click to open it	
ccreed	ccreed.GX745-01	ctidgewell
cwhite	ddawkins	dni
dni.OMHS	ebeck	kmcDonald
krosado	ldservice	mhobson
rttoledo	Technology	tninstaller
tninstructor	tninstructor.OMHS	tsc
tsc.OMHS		

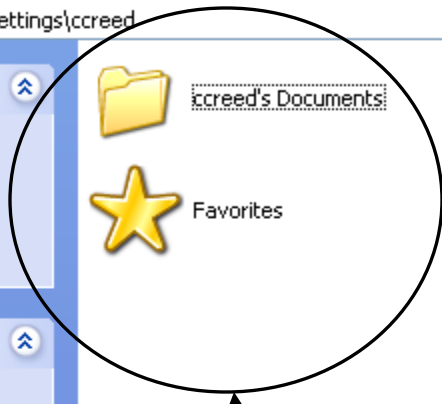
File and Folder Tasks

- Make a new folder
- Publish this folder to the Web
- Share this folder

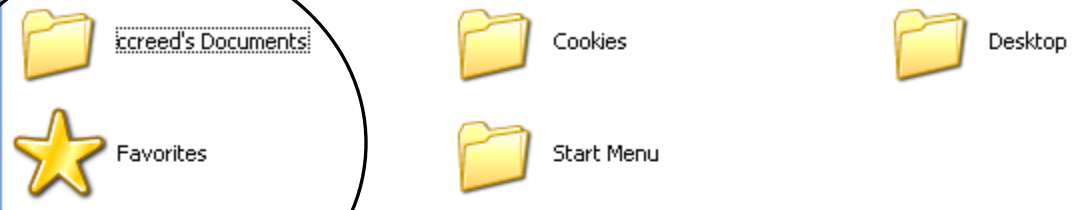
Other Places

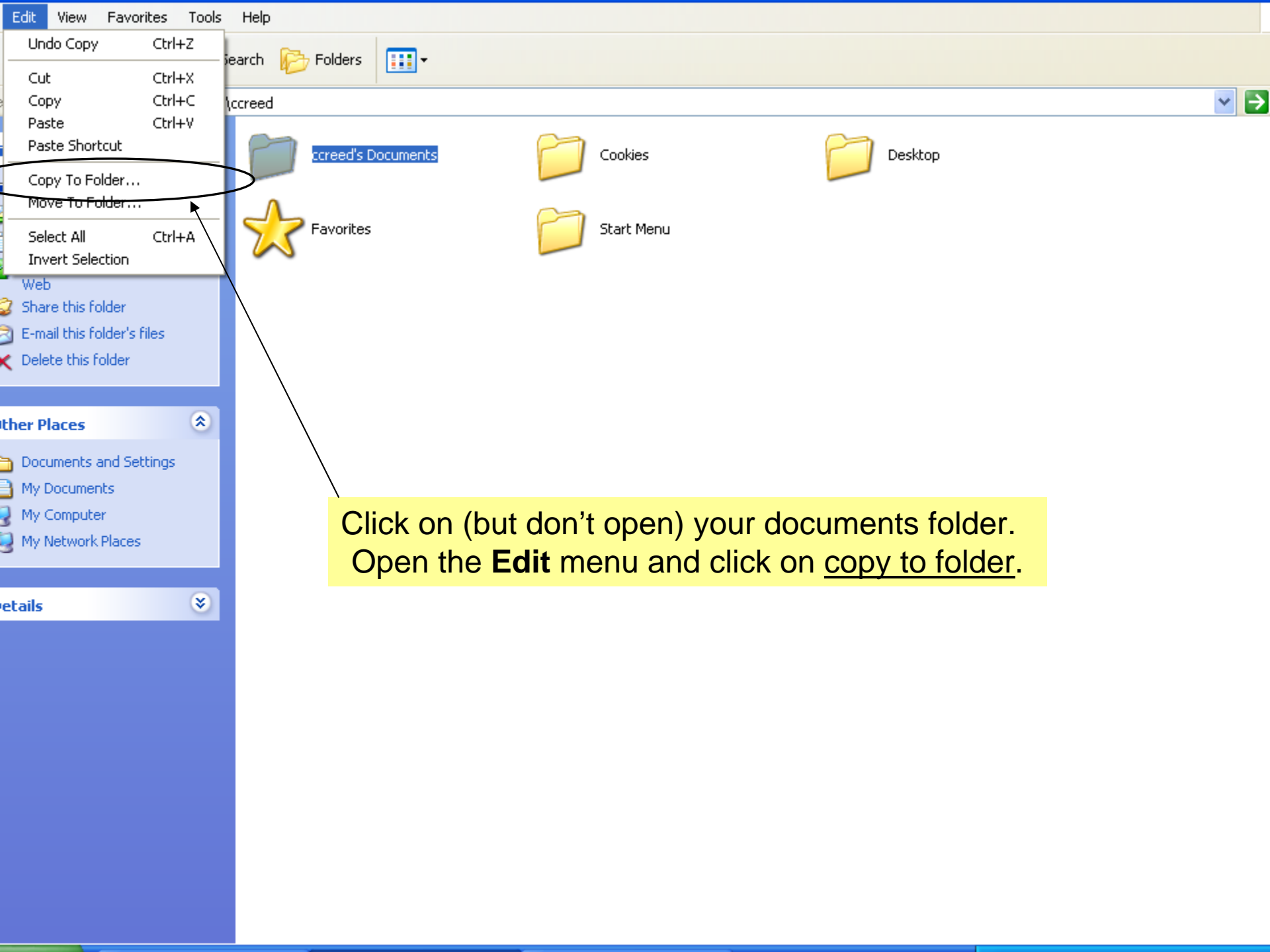
- Documents and Settings
- My Documents
- My Computer
- My Network Places

Details

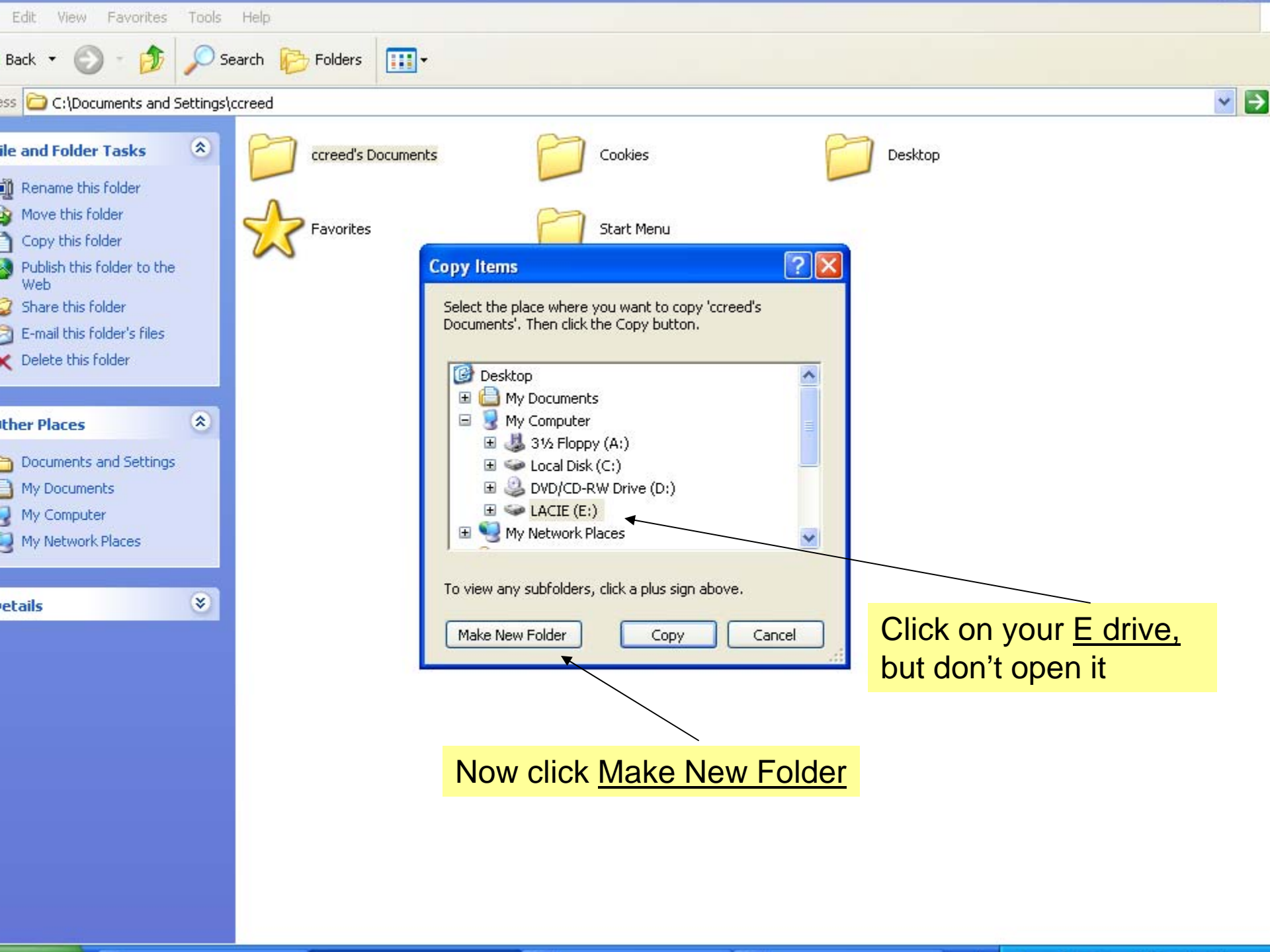


Locate your Documents and Favorites folders





Click on (but don't open) your documents folder.
Open the **Edit** menu and click on copy to folder.



- File and Folder Tasks
- Rename this folder
- Move this folder
- Copy this folder
- Publish this folder to the Web
- Share this folder
- E-mail this folder's files
- Delete this folder

- Other Places
- Documents and Settings
- My Documents
- My Computer
- My Network Places

Details



Copy Items

Select the place where you want to copy 'c creed's Documents'. Then click the Copy button.

- Desktop
- My Documents
- My Computer
 - 3 1/2 Floppy (A:)
 - Local Disk (C:)
 - DVD/CD-RW Drive (D:)
 - LACIE (E:)
- My Network Places

To view any subfolders, click a plus sign above.

Buttons: Make New Folder, Copy, Cancel

Click on your E drive, but don't open it

Now click Make New Folder

File and Folder Tasks

- Rename this folder
- Move this folder
- Copy this folder
- Publish this folder to the Web
- Share this folder
- E-mail this folder's files
- Delete this folder

Other Places

- Documents and Settings
- My Documents
- My Computer
- My Network Places

Details



Copy Items

Select the place where you want to copy 'ccreed's Documents'. Then click the Copy button.

- jordan
- josephson
- kearns
- mcclellan
- menegay
- murphy
- New Folder
- no...

To view any subfolders, click the plus sign (+) to the left of the folder name.

Make New Folder

- Expand
- Explore
- Open
- Search...
- 7-Zip
- Sharing and Security...
- Scan for viruses...
- WinZip
- Scan with Malwarebytes' Anti-Malware
- Send To
- Cut
- Copy
- Delete
- Rename
- Properties

Right click on New Folder and click on Rename.

File and Folder Tasks

- Rename this folder
- Move this folder
- Copy this folder
- Publish this folder to the Web
- Share this folder
- E-mail this folder's files
- Delete this folder

Other Places

- Documents and Settings
- My Documents
- My Computer
- My Network Places

Details



Copy Items

Select the place where you want to copy 'c creed's Documents'. Then click the Copy button.

- jordan
- josephson
- kearns
- mcclellan
- menegay
- murphy
- New Folder**
- novotny

To view any subfolders, click a plus sign above.

Make New Folder Copy Cancel

While the name box is highlighted, type in your name

File and Folder Tasks

- Rename this folder
- Move this folder
- Copy this folder
- Publish this folder to the Web
- Share this folder
- E-mail this folder's files
- Delete this folder

Other Places

- Documents and Settings
- My Documents
- My Computer
- My Network Places

Details



Copy Items

Select the place where you want to copy 'c creed's Documents'. Then click the Copy button.

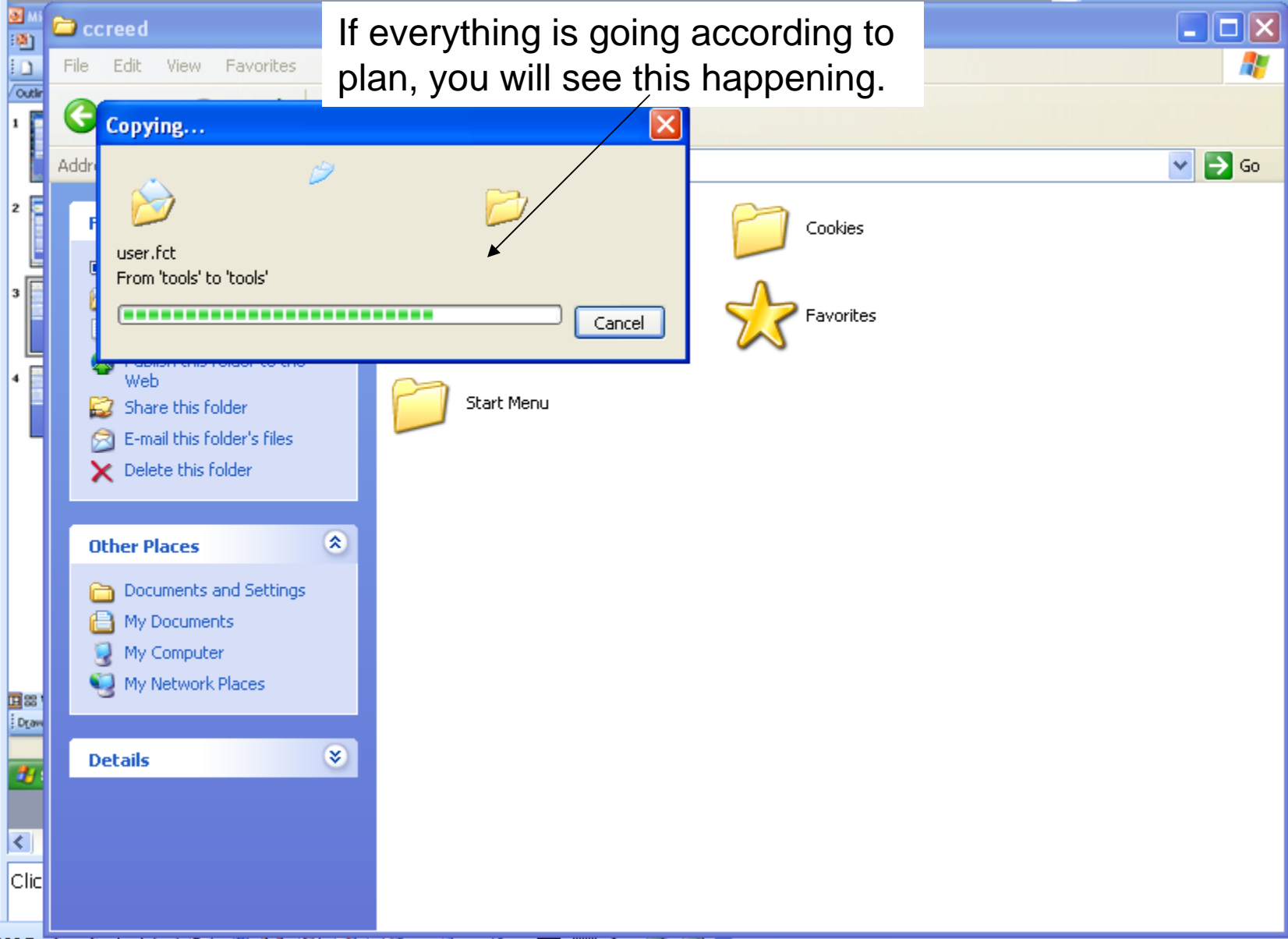
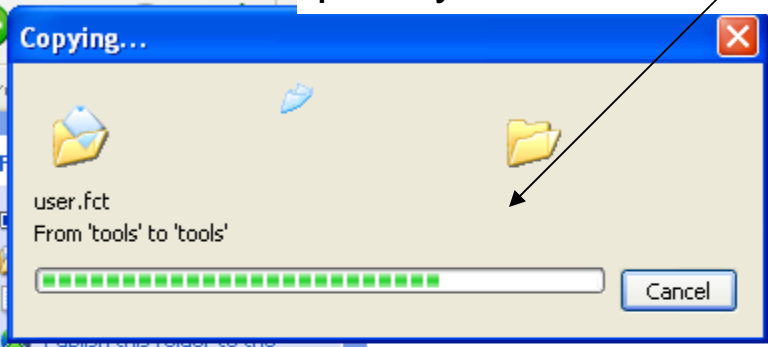
- Creed
- dipietro
- eastham
- filippelli
- freedman
- glasgow
- greenhorn
- hoskinson

To view any subfolders, click a plus sign above.

Buttons: Make New Folder, Copy, Cancel

Click on your folder and then click Copy

If everything is going according to plan, you will see this happening.



Repeat the last step for your favorites (bookmarks)



Ta dah!! You're done!!