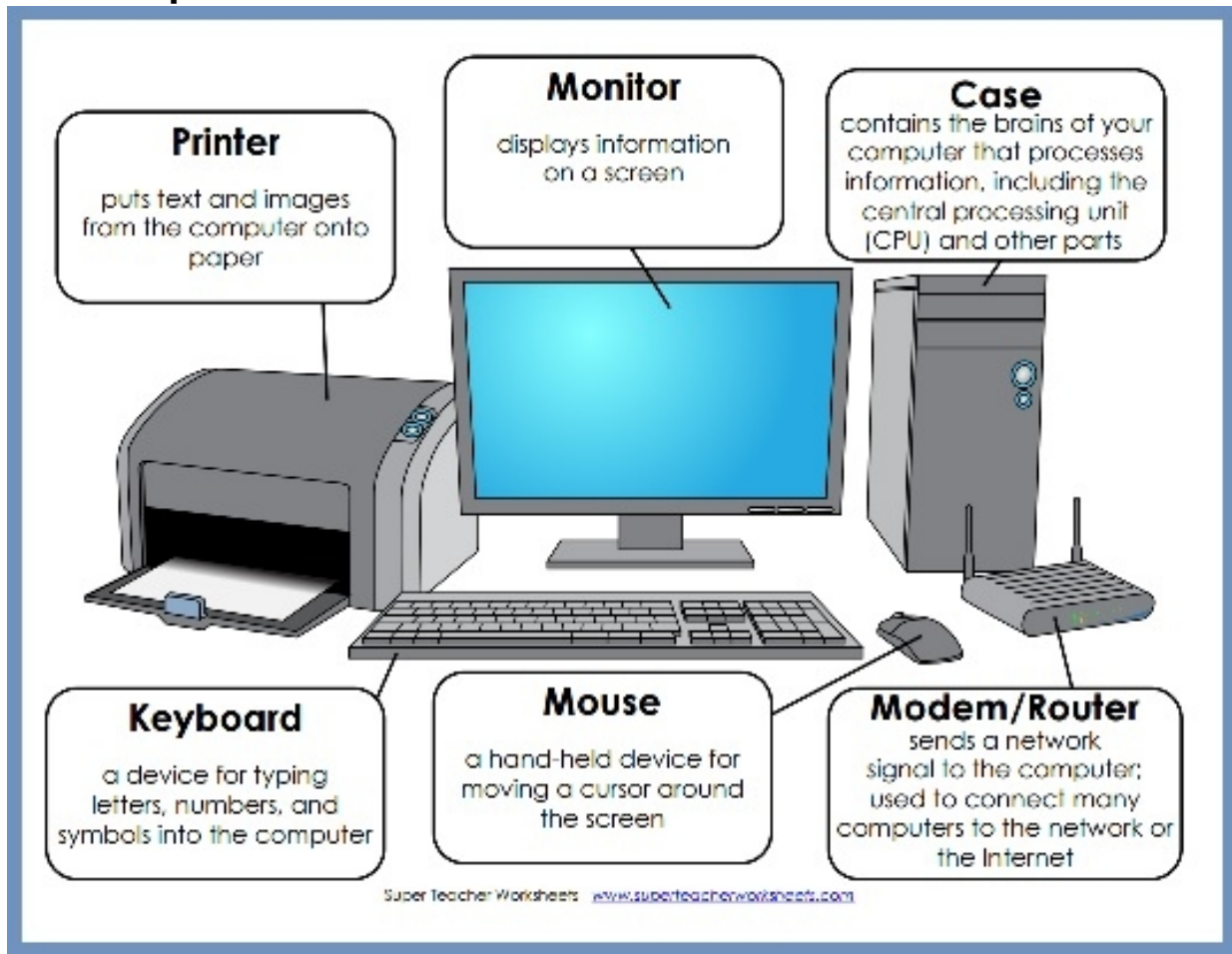


## How to Use a Computer

### Benefits of Laptop and Desktop Computers:

- Perform more advanced tasks
- Larger storage capabilities
- Bigger screens to see everything clearer
- Run a wider a variety of apps and programs

### The Computer



- **Monitor:** Displays information on a screen. Monitors have their own power buttons, as well as buttons to change display options such as screen brightness and contrast.
- **Case:** Contains the “brains” of the computer the processes information. On the case if where you can usually find the power button.
  - **TIP:** Cases often contain USB ports
- **Keyboard:** A device for type letters, numbers, and symbols into the computer.
- **Mouse:** Hand held device for moving a cursor around the screen.
- **Printer:** Puts images and text from the computer onto paper.
- **Modem/Router:** These send a network signal to the computer to connect it to the internet. If you find that the internet is not working on your computer, often the first step is to unplug the modem and router for a few seconds, then plug it back in.
  - **TIP:** If you are on campus and experiencing issues with Montana Tech’s WIFI, please call the I.T. Help Desk at 406-496-4244.

### **Keyboard Shortcuts**

- CTRL+C: Copy text
- CTRL+V: Paste text
- CTRL+X: Cut text
- CTRL+B: Bolds selected text
- CTRL+I: Italicizes selected text
- CTRL+U: Underlines selected text
- CTRL+F: Opens a search box on a website or document so that you can find a word or phrase you are looking for much easier.
- CTRL+P: Print a document
- DELETE: Allows you to send a file to the recycling bin or remove a word or phrase from a Word or Google document.
- CTRL+ALT+DELETE: This is useful for restarting or shutting down an unresponsive computer, or pulling up the “task manager” to view and/or disable running programs, check computer

performance, and enable/disable programs that startup automatically when you log into the computer.

- **TIP:** Disabling programs you don't need or use can help boost computer performance!
- Windows key: Opens the "Start" menu

## Mouse Functions



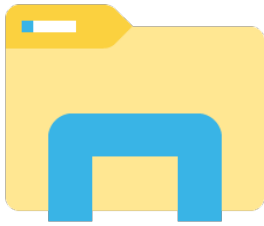
**Left Click:** Hover your cursor over the object you want to engage in (ex. opening a browser or folder) and click the left button. Holding down the left mouse button allows you to "click and drag" - highlight sentences on a website or document. Double-clicking on a word allows you to highlight it.

**Right Click:** Access a specialized list of menu items that are context specific. In Microsoft Word and Google Docs, right clicking on a word in a document brings up a menu for editing actions such as changing fonts or size of text.

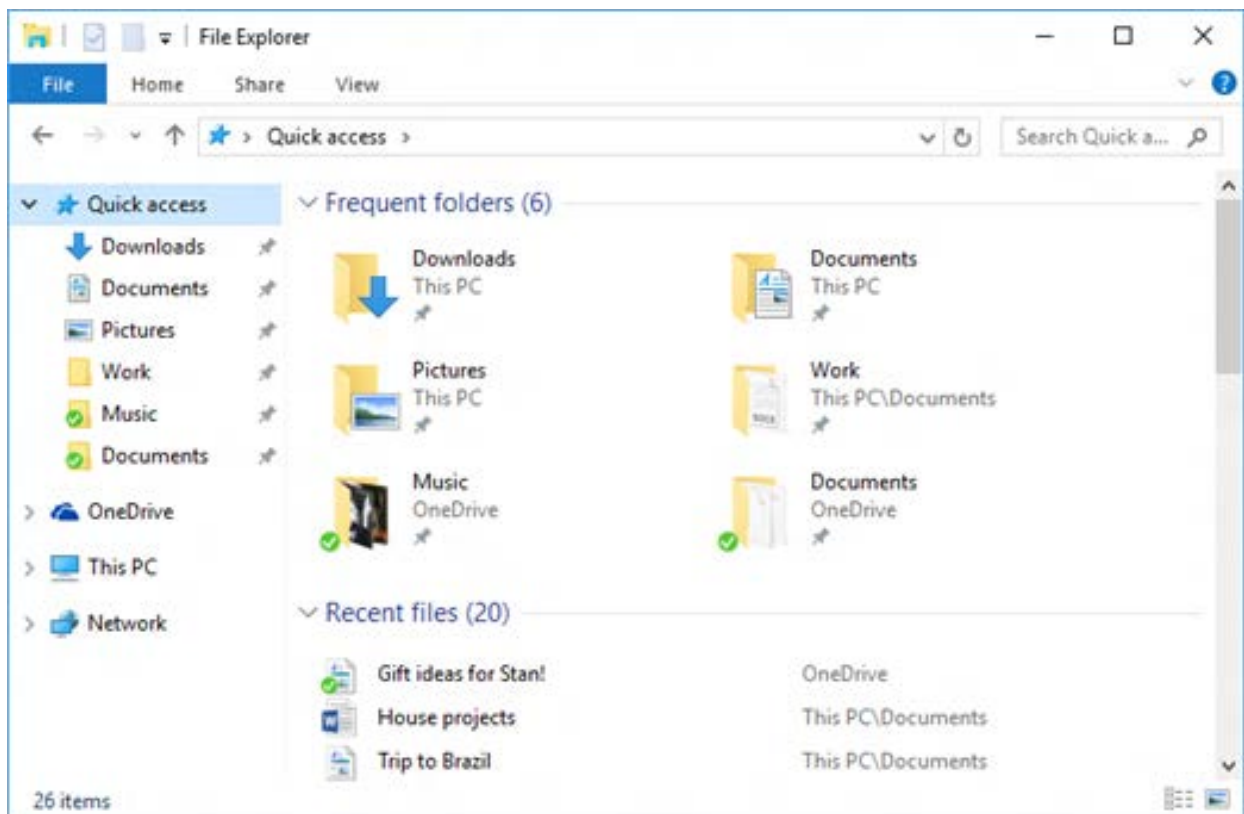
**Scrolling:** Some mice have a scrolling wheel in the center which allows you to scroll a website or document when you roll your finger on it.

## File Explorer

The File Explorer is located in the “start menu” and on the taskbar at the bottom of your screen, and typically looks like this:



Here is where you can store documents, images, music files, and much more. There are usually several options found on the sidebar in File Explorer, including “downloads”, “pictures”, “music”, “documents”, “desktop”, “this PC”, “videos”, and “Local Disk (C:)”.



Depending on your preferences you can store all “downloads”, “pictures”, “music”, “documents”, and “videos” in their respective spaces, but you do not have to. You can download any document, image, music file, or video to anywhere in the File Explorer. Create “folders” by right-

clicking and selecting “new” and then “folder” for customizable organization of your files. Name the folder by either double clicking on it or right clicking and selecting “rename”.

## **Saving and Downloading**

Did you know? You can save any webpage onto your computer! When saving a document, website, or image, you can choose where the file goes. Many people will save it to their desktop so that it’s right there when they look at their computer screen, while others will save it to the File Explorer, where they can sort and categorize files.

## **Saving an Image**

Right click on the image and select “save image”, then choose where you want to save it.

## **Saving a Website or Document in your Browser**

### **Firefox**

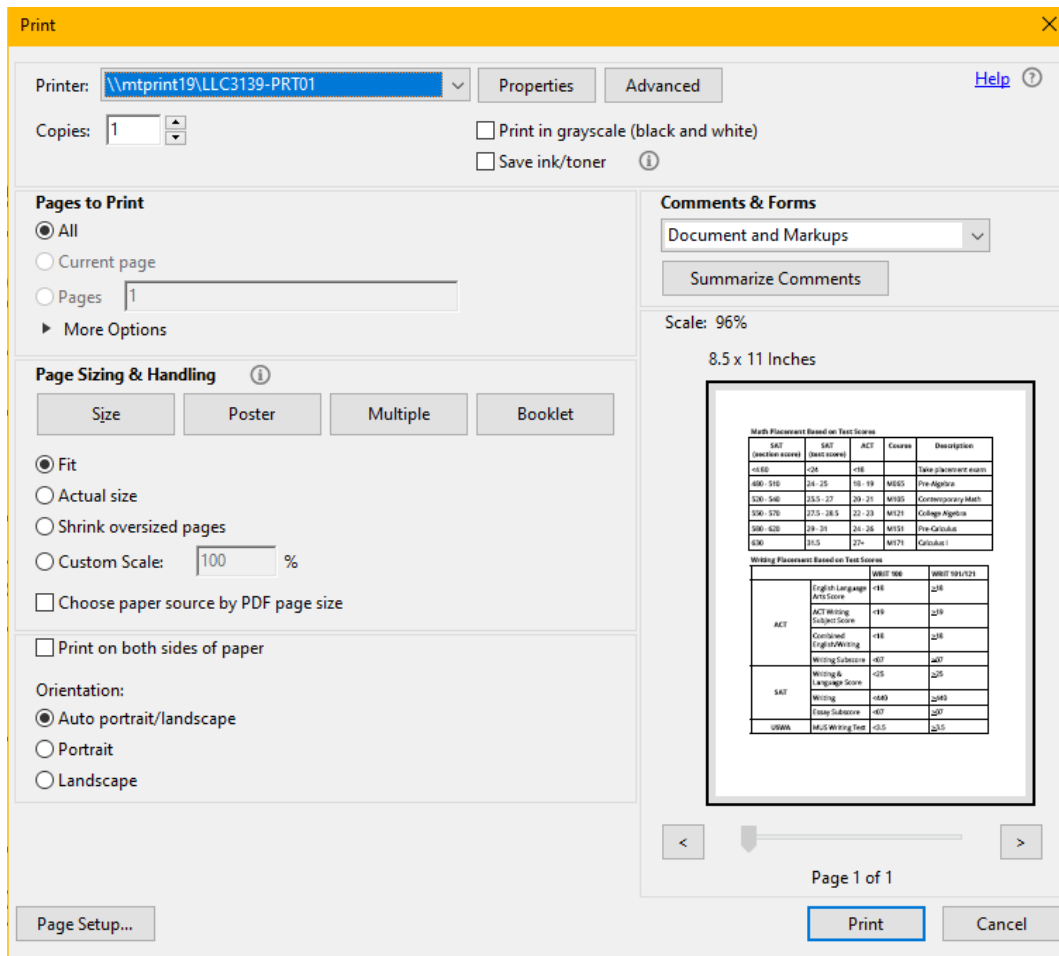
- Click the three horizontal lines in the top right corner of the browser
- Click “print”
- Under “destination”, choose “save to PDF”
- Click “save”

### **Google Chrome**

- Click the three vertical dots in the top right corner of the browser
- Click “print”
- Under “destination”, choose “save to PDF”
- Click “save”

## **Printing**

When you click the “print” button or use CTRL+P on your keyboard, it will bring up a menu that looks similar to this:



- “Printer” will show a variety of options, including any nearby printers that are hooked up, and the option to save the document to a PDF instead of printing it.
- “Copies” allows you to choose how many copies of the document you want to print
- “Pages to print” gives you the option to print one page or only select pages of a document instead of the entire thing
- “Page Sizing & Handling” is useful in conjunction with the “print preview” because it can help you see if the document will print correctly or not. Sometimes, a document may not print perfectly for various reasons. Play around with the “orientation”, “fit” and “sizing” to ensure the document will come out exactly as you want it to.

- “Properties” pulls up a more detailed printing menu. Here, you can change the print job from color to grayscale (or vice versa), change the “orientation” and the quality of the graphics.
  - **TIP:** Free printing is available to students at ACE. Our staff members are more than happy to print documents for you, so long as they are not hundreds of pages!

## **Passwords**

Hopefully, you can remember the passwords you have set for each website, or at least, write the down.

If not, every website that has a login screen – from Moodle/Canvas to ALEKS PPL to Outlook to TikTok – has an option to reset your password in the event you forget yours.

For troubleshooting your Montana Tech accounts, please visit the I.T. Department’s [Knowledge Base](#).

## **Recycle Bin**

The Recycle Bin icon is usually found in the top left corner of the monitor. Any files or icons you delete will end up there. To access the recycle bin and see what’s inside, double click on the icon. There, you can right click on it and select “empty recycle bin” to permanently delete the items inside, or select “restore” to put it back in its original folder.



## **Background & Colors**

Monitors can be personalized with colors and images of your choice. To personalize your desktop, right click on the screen and choose "personalize". This will bring up a menu in the "Settings" that allows you to change the background and colors of both the home and lock screen. You can use the systems pre-loaded images, or upload your own. You can also change the sounds the computer, as well as the settings for the taskbar and start menu from here.