

District's webpage: www.pisd.us

Warm-up questions

Taking screen shots with Print Screen button - Must paste into Word or Paint to see the image copied to the clipboard.

- Press PrtScn button (top right hand side of the keyboard above the Insert key)
 - Takes a shot of the entire screen display.
- Press ALT + PrtScn button.
 - Takes a shot of the active window only.

Creating shortcuts on the desktop

- **Right-click, *New, Shortcut***
- **Type or paste the entire URL (www.address.domain) or network location for the shortcut**

Shortcut to teacher folder - <\\storage\teachers\phs\mgoodrich>

- Dropbox
- Pickup

Shortcut to Student's network folder - <\\dvader\gradyear\student-login>

How to create folders and subfolders

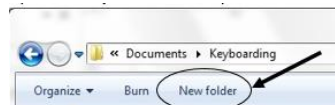
- Go to File Explorer in the System tray at the bottom of the screen



- Access the root folder (top level folder) or the subfolder in which you want to create the new

folder and Click on *New Folder*

- Type the name of the folder/subfolder



Run an Executable (open a program)

- Click on the **Windows icon** and where it says , type the name of the program you want to open.

WORD unit

- Word executable command: ***winword.exe***