

MTE Program Computer Literacy - Resources for Computer Skills

Do You Have Basic Computer Skills?

Learn more about what it means to have basic computer skills: <http://bit.ly/1ttPb9y>

To test your skills and take the free computer skills modules: <http://bit.ly/1f0GhqV>

For a resource with various computer skills tutorials, click here: bit.ly/PkrUGp

Typing Skills and Speed

Test your typing speed (words per minute) here and receive free touch typing lessons:

<http://www.powertyping.com/>

Where Can You Go to Use a Computer?

- Check your local library
- Click here to see a list of EvCC campus computer labs and their hours: bit.ly/XkLCFA
- To rent a netbook for the entire quarter for \$20.00, scroll to the netbook section: bit.ly/XkMEkZ (You must be able to pick up the netbook on campus in person.)

Operating Systems

Windows (Microsoft) or Mac

The term *windows* refers to the screens that can be opened by different programs and maximized and minimized. (You can't use a Mac for MTE.)

Managing Files

The folder icons allow you to manage your files.



Takes you to opening a file.



Takes you to closing a file.

For a self-paced tutorial about finding your downloads, click here: <http://bit.ly/1pG7xOH>

Browsers



Internet Explorer: Most computers have Internet Explorer installed. *It does not work well with Canvas but is required for Career Step's AnyModal Edit software used in MTE 210 and 290.*



Google Chrome: Has capability to link to a Gmail account. It works well with Canvas but is not supported in Career Step.

<http://bit.ly/Wapttg>



Mozilla Firefox: Free download. Works well with Canvas and Career Step.


<http://mozilla.org>


Click here to view a self-paced tutorial about browsers: <http://bit.ly/UH7oBI>


Maximizing and Minimizing Windows

You will see this in each program you open:



Minimize: The  will place the window on the bottom of the screen.

Maximize: The  will allow you to make the window smaller or larger.

Close: The  will close the window you are working in.

Copying & Pasting / Formatting Text

Click here for a step-by-step tutorial demonstrating how to copy, paste, and work with text in Microsoft Word: <http://bit.ly/Xlf0eY>

To format text in Microsoft Word, click here:

<http://bit.ly/1xA2fle>



Icon



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