



## The Smart Classroom: Using the PC

This tutorial will walk you through opening a file from a floppy disk, flash drive, or CD. You will also learn how to open a program from the Novell Application launcher.

### STEP 1 Logging into Novell

1. Turn on the CPU. To turn on the CPU, press the **on/off** button on the CPU.
2. After turning on the CPU, you will need to log into Novell, with your Novell Username and Password.
3. After logging into Novell, your personal computer setting will load onto the computer. You are now ready to open your files.

### STEP 2 Opening a File

For the purposes of this tutorial you will be opening a PowerPoint presentation.

If you want your students to view a PowerPoint presentation or any other electronic file, follow the instructions below.

1. To open a file from a floppy disk, flash drive, or CD, place the media (floppy disk, flash drive, or CD) in the appropriate drive.
2. Double-click the **My Computer** icon on the desktop.
3. Double-click the drive where the file is located (A:, C:, D:, or E:).
4. Navigate to the file you want to share with your students and double click the file.
5. The file will open in its associated program, and is now ready for you to share with your students.

Your screens may look different depending upon your configuration.



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### STEP 3 Opening a program

The instructions below will walk you through how to open a program from the Novell Application launcher. For the purposes of this tutorial you will open a blank Microsoft Word document.

1. You will need to access Microsoft Office Word from the Novell Application launcher. If the Novell Application launcher is not open on the screen, click the **Novell Application launcher** on the task bar.
2. Click **[All]**, located at the top of the screen on the left hand side.
3. On the right side of the Novell Application launcher window, scroll down until you see the Word 2003 icon.
4. Double-click the **Word 2003** icon. This will open the Microsoft Office Word program.

Your screens may look different depending upon your configuration.