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Introduction: This tutorial will help you get familiar with the computer and its most commonly used applications. It will also include instructions on how to perform basic tasks on a computer such as adjusting the volume, saving files from the computer to a USB drive, browsing the Internet etc.

How to Power on a Computer:

- Press the power button located on the computer case to turn the computer on.
- Press the power button on the monitor to turn the screen on
How to Power off/Shut down a Computer:

- Click on start menu

- Click on *Shut down* located at the bottom right corner of the start menu
How to Login to NOVA Computers:

- You can login to any computer at NOVA using your MyNOVA account username and password
- To login to a Mac computer, type Directory\ before your MyNOVA user name

Logging in to Windows

Logging in to Macs

How to log off

- Click on start menu
- Click on the arrow located next to the shutdown button to open the power menu
- Select Log off from the menu

How to Browse the Internet:

- Click the start menu and search for “Internet Explorer” or “Firefox”
- Click on the browser to open it
- Type the URL (web address) of the desired website in the Address bar. If you don’t know the website address, you can use a search engine to search for the keywords. Following are examples of most commonly used search engines:
How to Open an Application:
- Click on start menu
- Type the name of the desired program in the search box

How to Create a Word Document:
Microsoft Word is used for creating written documents such as research papers, essays, flyers etc.
- Click on start menu and search for “Word”
- Click on Word to open the application
- Choose a template or double click on the **blank document** option to create a blank sheet
- You may now begin typing
• You can use the **Home** tab font options to make changes to your text size, color, and font.

![Home tab font options](image)

• You may also align your text right, left, or center using the **Home tab** alignment options

![Alignment options](image)

• **Saving a Word Document:** Click on **File** menu and select **Save** to save your document

• On the Save window, type a name for the document and select the location where the document would be saved at. Then, click on **Save** button.

![Save window](image)

**Note:** Please refer to MS Word tutorials for more instructions on using MS Word.
How to Print Documents:
- Click on File menu and select Print
- Click on Print button to send your file to the printer

How to Change Basic Settings of a Computer:
Changing Desktop Background
- Right click on a blank area of the desktop
- Select Personalize option from the menu
- Click on the image of your choice to change your desktop background
Adjusting the Volume:
- Click on the speakers icon located at the bottom right corner of the desktop
- Adjust the volume by moving the slider up/down

How to Minimize, Maximize, or Close a Program:
- Hover your mouse over the upper right corner of the window
  Click on:
  - X button to close the program
  - button to maximize/restore the program
  - button to minimize the program
How to Use a USB Drive:
A USB drive, also known as a thumb drive or a flash drive, is an external storage media which is plugged in to a computer to transfer and save files to and from a computer, respectively.

- Insert USB in the USB slot located on the computer case
- Click on start menu and select Computer
- Your USB drive will appear under Devices with Removable Storage
- It usually appears as Removable Disk followed by a letter but note that your USB may appear as a different name

Opening a File from the USB Drive:
- Click on Start Menu | Computer
- Double click on the USB name
- Locate the desired file on the USB
- Double click the file to open it
• **How to Save Files on a USB Drive:**
  ✓ Open your document
  ✓ Click on *File menu | Save As*
  ✓ On the left menu, click on *Computer*
  ✓ Double click on your USB Drive name
  ✓ Click on *Save* button