**Introduction**: Ubuntu is an operating system which is similar to MAC. It has a graphical interface and is one of the most commonly used Linux OS versions. It is an open source software, so it can be downloaded free from the Ubuntu website and installed to either a computer, CD, or flash drive.

**Running Ubuntu from a Bootable USB Drive**:

- Plug-in the USB drive to the desired computer and restart the computer.
- As the computer boots press the F12 key repeatedly.
- The computer will prompt you to “Move pointer to desired boot device” Use the arrow keys on the keyboard to select “USB Storage Device” and press Enter.
- Ubuntu OS will start at this point.

**Panel Bar**:

**Closing Open Applications**: Use the menu on the top left corner of the window to close, minimize, or maximize the window.

1. Click on X to close the window
2. Click on - to minimize the window
3. Click on the box to maximize the window

**Shut down/Log off Options**: Click on power button on the top right corner of the panel bar to logout, restart or shutdown your computer.
Dashboard:

- Allows you to search for applications, files, music, and videos
- Allows you to install Ubuntu on a CD, or USB
- Allows you to search for documents, external USB’s, and pictures
- Internet Browser to search the web
- To change your background, privacy settings, network settings, adjusting volume etc.
- Used to store data in the cloud
- Ubuntu App Store
- Used to view and navigate to multiple virtual desktops

Libre Office Suite: Similar to Microsoft office, Ubuntu has Libre Calc (=Excel), Office Writer (=Word), and Office Impress (=PowerPoint).

Open Application Indicator: The small arrow on the left and right side of the application indicates that the application is open and running.

System Settings: Click on System Settings to change the background, privacy settings, sound options, or any other settings of your system.

Creating a New Folder: Right click on desktop and select new folder option from the menu.

Help Option: Click the help button on the panel bar to search for topics and instructions in using Ubuntu

Deleting a Document: Click and drag the documents to the trash can

- To empty the trash, right click on it and select empty.