



This PC is different! - So, what do I do?

When you are looking for work and learning new I.T. skills you will probably be using computers in a range of different places - at home, in the library, at the Training Course, at the Job Club etc.

It is likely that each PC you use will be different.

This lesson will explain why this is and tell you what to do to find the programmes you might need.

Lesson 1: The Network

Many of the computers you use will be in Public venues e.g. the Library or the Community Centre. These computers are usually provided by a group or organisation that looks after them and provides the software programmes for you to use, this might be the Local Council, or a Housing Association, or a Community Trust, etc.

Public Venues

To keep public computers running properly, the providers must be able to look after them remotely and ensure that only the people who should be using them are able to do so. To make this possible, the PCs will be connected together in a **Network**, all linking back to one main machine called **The Network Server** where the controls are set up and managed. Usually you will need a "User ID" and "Password" to use one of these computers - you will get these at the venue, where they might be called something slightly different e.g. Session ID or PIN.

When the PC you are using is part of a **Network** then the first screen you see will require you to Login using the "User ID" and "Password" that you have been given at the venue. Once you have done this successfully, a new screen will appear - this is **The Windows Desktop**.

At Home

If you are using a PC at home, **The Windows Desktop** is probably the first screen you will see unless you have password-protected your computer. Also your PC at home might be configured to store your personal Password for certain software programmes - this will not be the case on a public computer. Always remember that you will need the login codes and passwords for your e-mail and job-search accounts. Never save your Password onto a public computer.

Lesson 2: The Windows Desktop

Once you are through the **Network Login Screen** on the PC, **The Windows Desktop** (or “Homepage”) is the first screen you see and this is where you will start-up any other programme you want to use. The first thing you need to know is that this screen will look different on every PC you use - this is completely normal. (If you want further information on using **The Windows Desktop**, see the training document “Introduction to the Windows 7 Homepage”).

We are going to concern ourselves here with what you do when you can’t immediately see the thing you are looking for. You might be used to going straight to where you want to be, by clicking a **Shortcut Icon** on either the **DESKTOP** or on the

TASKBAR. The examples circled here show Shortcuts to a Web Browser called Google Chrome - you might have used this in the past to connect your PC to the Internet. This is fine, but what if the PC you are using today doesn’t show any Shortcuts that you recognise, or has no Shortcuts at all?

When you are looking for work, you will need to use e-mail and on-line jobsites on a regular basis to help with your job-search. To do this, you must connect the PC to the Internet, so you must be able to find a Web Browser even if there is no Shortcut on the screen. Use the following method:

1. Click on the **Windows Start Button** in the bottom left-hand corner of the screen - this button will always be there on a standard PC. (Note that Job Centre PCs are configured in a different way and therefore may not have the **Start** button - in this case ask Job Centre staff for assistance.)
2. You will see a pop-up screen something like this. →
3. Type **Internet Explorer** into the **Search Box** and press Enter on the keyboard. **Internet Explorer** is the Web Browser that is part of Microsoft Windows and will therefore be on every PC.
4. Click on Internet Explorer at the top of the list that appears and you will be connected to the Internet. Now you can proceed to use the Internet as normal.

