

# Computer Tutorial I

Hello. Welcome to your first computer tutorial. Read the directions below to complete it. Good luck!

1. **Left click** on the **START button** in the lower left-hand corner of your **screen**.
2. Place the **cursor** (arrow) on “Programs” in the small **window** that appears.
3. In the next **window**, **click** on “Microsoft Word.”
4. You now see a blank **word processing document**.
5. **Minimize** the **word processing document screen** to save it for later.
6. Find the Internet Explorer **icon**.
7. Place the arrow on the **icon** and **left click** twice.
8. In the address window, type the address of the Roanoke County Web site:  
<http://www.co.roanoke.va.us/communit/CountyStats.htm#PersonalIncome>
9. On this Web site, find “Major Employers.”
10. **Copy** this section by first **highlighting** it.
11. On the **keyboard**, press the “Ctrl” (control) key and the “C” key at the same time.
12. **Minimize** the Internet Explorer **window**.
13. Find the **word processing document file button** and **open** it by **left-clicking** on it once.
14. When you see the blank **word processing document screen**, **paste** the selection onto the **word processing document** by pressing the “Ctrl” (control) and “V” keys on the **keyboard** at the same time.
15. The selection will appear in your **word processing document**.

Finished? Good! Now repeat these steps with two other selections that you choose. Put the new selections under the first selection that you finished.