



Farnham Street Neighbourhood Learning Centre

ABN: 30 202 169 571

28 Farnham Street Flemington, Victoria 3031 Australia

Tel: 03 9376 9088 Fax: 03 9376 7739 Email: info@fslnc.org Web: www.fslnc.org

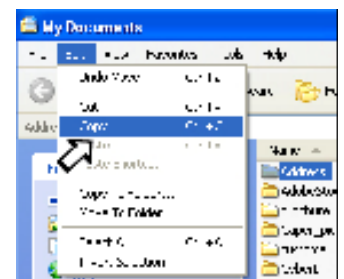
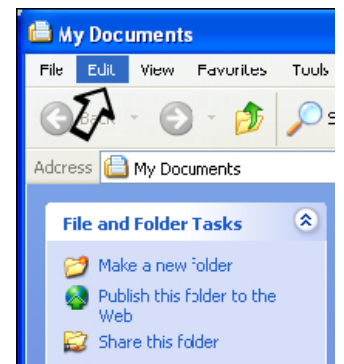
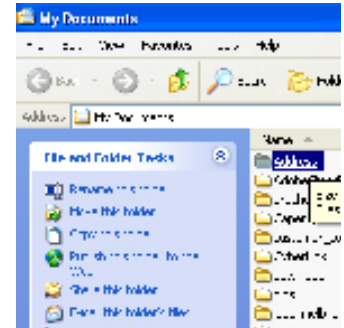
Tutorial: Ending a computer lesson

1. Save your work into the server
2. After you saved your work delete your folder inside *My Documents*
3. After you emptied *My documents*, turn off the computer

1. How to save your folder into the server

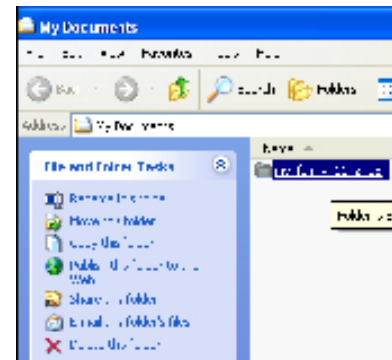
- a) Open (click) My Documents
- b) Highlight your folder (it turns blue)
(Move the mouse point onto your folder - Do not click)
- c) Click Edit on the menu bar
- d) Click Copy
- e) Close *My Documents*

- f) Open (click) My Computer
- g) Click student on 'Fnh10\temp-server ' (Z:)
- h) Click student folder
- i) Click 2009 folder
- j) Click the folder with your name to open it
- k) Click Edit in the menu bar
- l) Click Paste
- m) Close My Computer



2. How to delete your folder inside *My Documents*

- Open (click) My Documents
- Highlight your folder (it turns blue)
(Move the mouse point onto your folder - Do not click)
- Press Delete key



3. How to turn off the computer

- Go to Start then click it
- Click turn off computer
- Make sure Shut down sing is on
- Click OK

