



**Boost Your Career
From Your Desk**

Engineering Studies Preparation Course

Computer Basics



How to copy and paste

- The shortcut keys to copy is: CTRL + C
- The shortcut key to paste is: CTRL + V



- To copy a word/sentence/picture, select the item by highlighting it, press CTRL + C to copy, then move the cursor to the area you wish to paste, and press CTRL + V.

How to copy and paste - Mac

- The shortcut key to copy is: Command + C
- The shortcut key to paste is: Command + V



- To copy a word/sentence/picture, select the item by highlighting it, press Command + C to copy, then move the cursor to the area you wish to paste, and press Command + V.

How to take a print screen

- A print screen will take a snapshot of your whole computer screen, including the taskbar, the active window, the windows in the background, and your desktop.
- The shortcut key will be labelled "PrtScn", "Prnt Scrn", "Print Scr", or something similar. Some laptops will require you to press the "Fn" or "Function" key along with the print screen key to work



How to take a print screen - continued

- The print screen acts as taking a 'copy' of your computer screen.
- To 'paste' the print screen, open "Microsoft Paint" or the document in which you wish to include it in (Word document, Powerpoint slide, Excel sheet etc.), and press the 'paste' shortcut key (CTRL + V).
- You can resize the print screen by dragging the resize options at the corners.

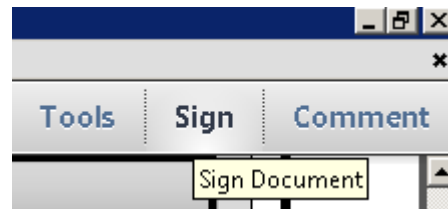
How to take a print screen - Mac

- The shortcut key to print screen on a Mac is:
- Command + Shift + 3
- A shutter sound is made
- Once the print screen is taken the print screen will be automatically saved on your
- Desktop and named “Screenshot.png”

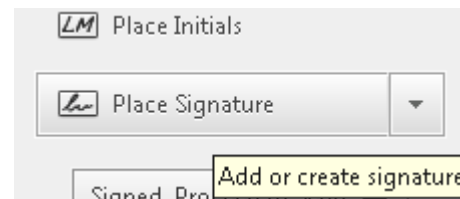


How to insert signature in PDF

- In the PDF document, click on the “Sign” option in the upper right corner.



- Click on the “Place signature” option.

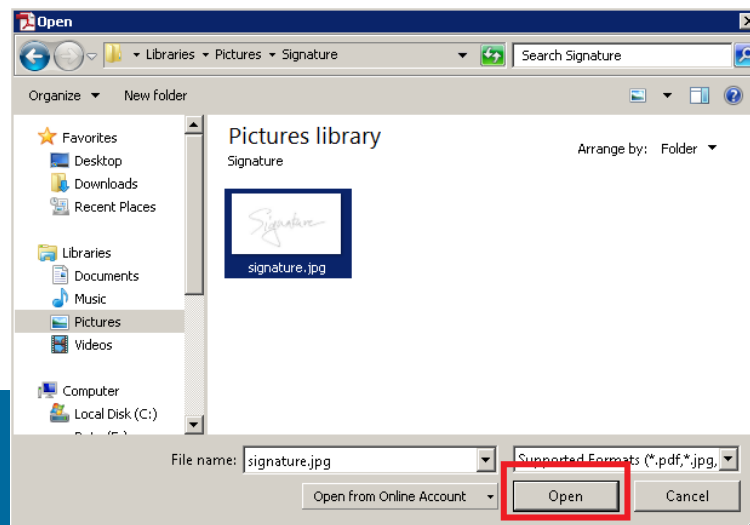


How to insert signature in PDF - continued

- In the “Place Signature” window, choose the “Use image” option, and click on “Browse”



- Navigate to your signature image and click on “Open”

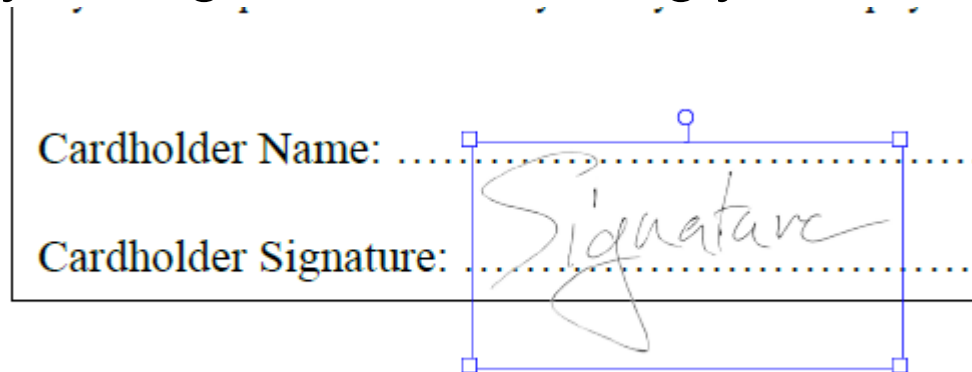


How to insert signature in PDF - continued

- Review you signature, and press “accept”



- Place your signature accordingly on the PDF Document



How to install Google Chrome

- Google Chrome is most compatible with Electromeet HTML5 website.
- To install Google Chrome, download the setup file at:
- <https://www.google.com/chrome/browser/>
- If prompted, click "Run" or "Save".
- If you have saved the installer, double-click the installer file to start the installation process.

How to install Mozilla Firefox

- Mozilla Firefox is most compatible with Moodle
- To install Mozilla Firefox, download the setup file at:
- <http://www.getfirefox.com/>
- Click on the “Free download” button



How to install Mozilla Firefox - continued

- If prompted, click "Run" or "Save".
- If you have saved the installer, double-click the installer file to start the installation process.

Update Java

- Java is required to run Elluminate sessions
- To check if you have the latest version of Java installed, go to the following link:
- <http://www.java.com/en/download/installed.jsp>
- Allow the Java runtime to run to perform the version check.
- If needed, follow the instructions to uninstall the older versions:

Java Versions on Your Computer

✓ You have the recommended Java installed
Version 7 Update 67

Out-of-date versions of Java were found and should be uninstalled:

- ✗ Java 7 Update 17 (64-bit)
[Edit this list](#)

Uninstall Selected Versions

Uninstall Not Needed for these Versions Now
Java 7 Update 67 *currently in use, secure*

Note: Uninstalling out-of-date versions of Java may cause some older Java applications to no longer run. [More information](#)

Update Java - continued

- If uninstalled was required, please go back to: <https://java.com/en/download/installed.jsp>
- Follow the instructions to download and run the setup file.
- Once you've installed the latest version of Java, you should receive the following message:

Java Versions on Your Computer



Congratulations!

You have the recommended Java installed

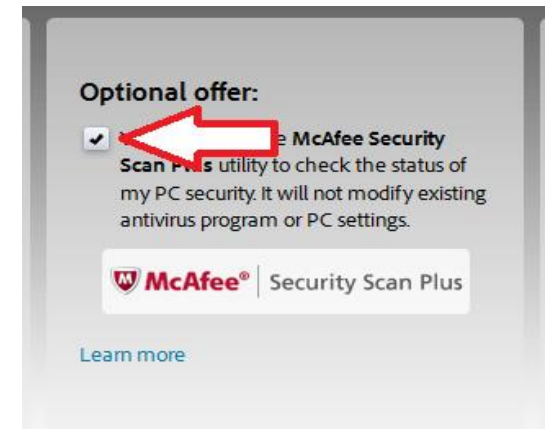
Edited for example

No out-of-date versions of Java were found.

[Return to the Java.com home page](#)

Install Adobe Reader

- To open PDF documents, follow the link to download the Adobe Reader setup file:
- <http://get.adobe.com/reader/>
- Note: You can un-tick the
- “optional offer” if undesired.
- Follow the prompts and allow the setup file to install Adobe.
- Once installed, you will be able to view PDF documents

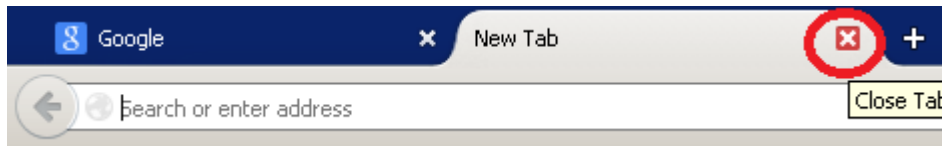


How to open and close multiple tabs

- To open a new tab in Mozilla Firefox, click on the “+” button found next to the current tab header:



- To close a tab, click on the “X” button on the right of the tab header

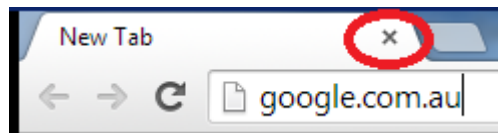


How to open and close multiple tabs - continued

- To open a new tab in Google Chrome, click on the parallelogram button next to the current tab header:



- To close a tab, click on the “X” button the right of the tab header:



Access links found in documents

- To access links posted in Word documents, hold the “CTRL” button and click on the link:



- Alternatively, you can highlight the link, copy (CTRL + C), and paste (CTRL + V) in the address bar of your web browser (e.g Mozilla Firefox)



How to refresh web page

- To refresh a web page, press “F5” button while in the web browser tab:



- If you wish to clear the cache of the web page while refreshing, press “CTRL + F5”:



How to refresh web page - Mac

- To refresh a web page, press “Command + R” while in the web browser tab:

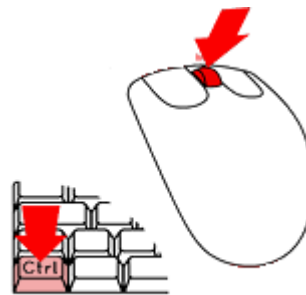


- If you wish to clear the cache of the web page while refreshing, press “Command+Shift+R”:



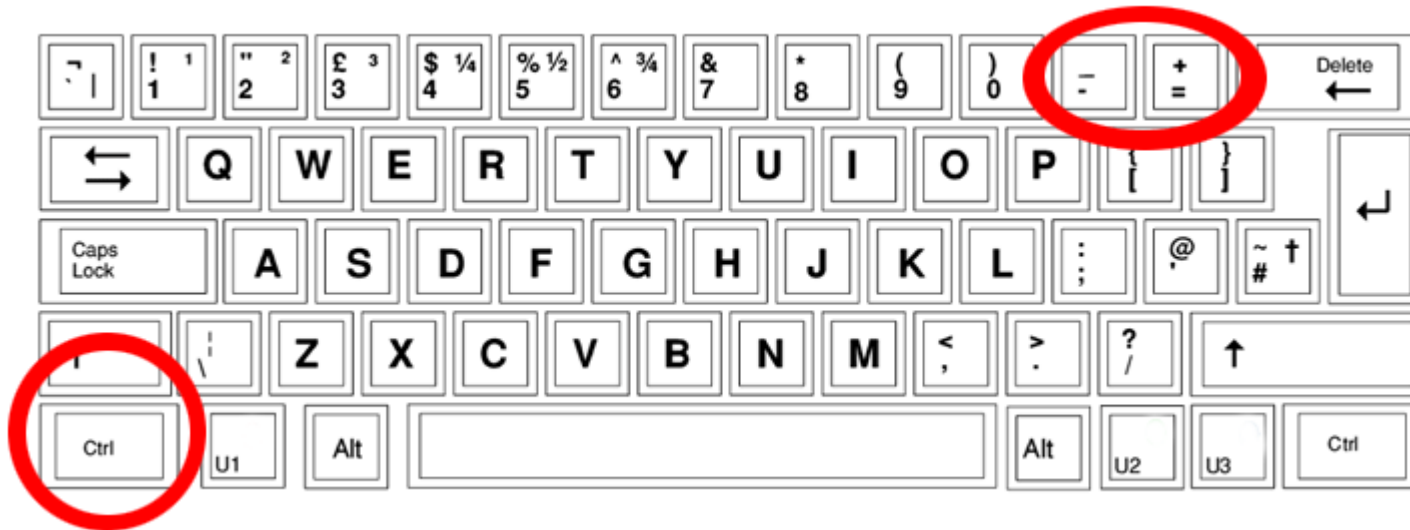
Zoom in and out

- To zoom in and out of a page (in PDF, Word files and web pages) you can do so with your mouse and keyboard.
- Using mouse: Hold the “Ctrl” key and scroll the mouse wheel up (zoom in) or down (zoom out)



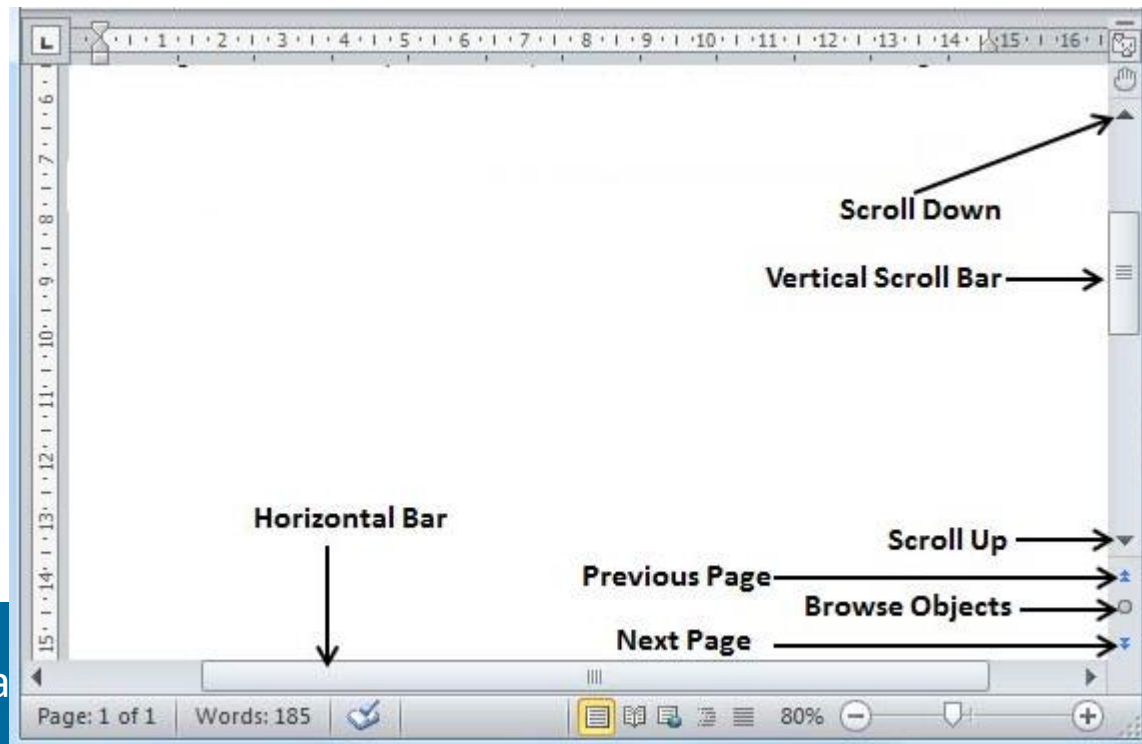
Zoom in and out - continued

- Using keyboard: Hold the “Ctrl” button and press the “+” key to zoom in or “-” to zoom out.



Scrolling up and down/left and right

- To scroll up and down, use the vertical scroll bar found on the right of the window.
- To scroll left and right, use the horizontal scroll bar at the bottom of the window.



How to install Office suites

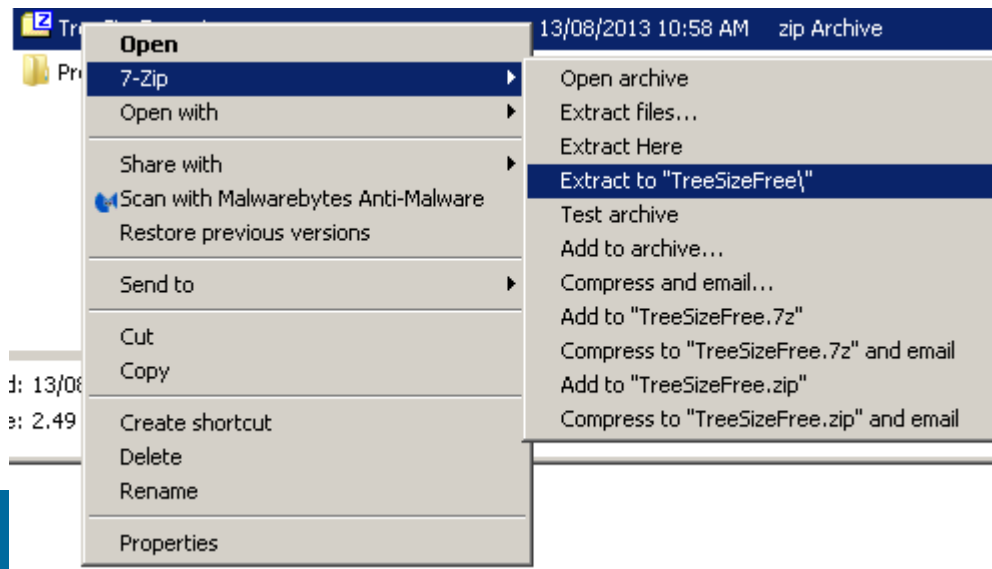
- Word documents, spreadsheets and powerpoint slides will require an Office suite software to view and edit the files.
- If you do not have Microsoft Office, you can purchase a copy at on their website at: <http://office.microsoft.com>
- Alternatively, you can use an open source software such as OpenOffice:
- <https://www.openoffice.org/>

How to install compression software (7zip)

- A free software to open ZIP files, and create ZIP files is 7Zip.
- Download and install from: <http://www.7zip.org/download.html>
- For Mac users, please use Ez7z: <http://www.macupdate.com/app/mac/19139/ez7z>

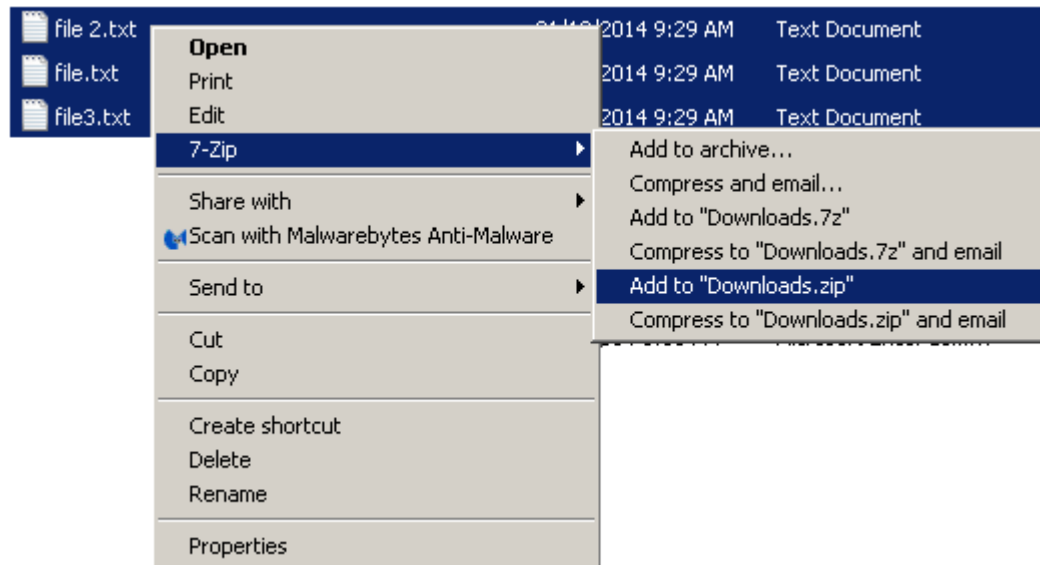
How to use compression software (7zip)

- To unzip a file, simply right-click and highlight the “7-Zip” menu list, then select “Extract to “<directory>”. This will create the directory and unzip all files into it.



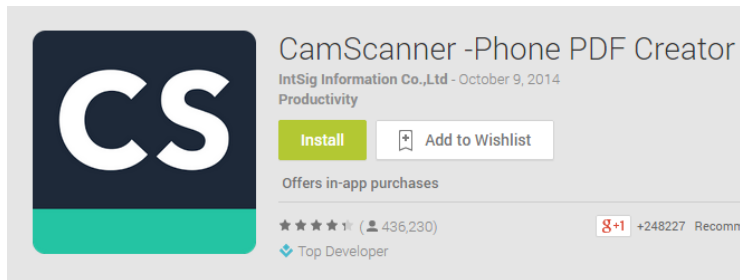
How to use compression software (7zip) - continued

- Create a ZIP file and select the files that you wish to compress together.
- Right-click and highlight “7-Zip” menu item, then select “Add to “<directory>.zip”
- This will create the “directory.zip” file which will contain the selected files. You can rename the ZIP file once it’s created.



Convert hardcopy document into PDF

- CamScanner allows you to take a photo of a hardcopy document from your Smartphone, flattens and enhances it, then converts it to a PDF.
- Download and install “CamScanner” in Google Play (Android) or AppStore (iPhone).



CamScanner Free| PDF Document Scanner and OCR

By IntSig Information Co.,Ltd

Open iTunes to buy and download apps.



Description

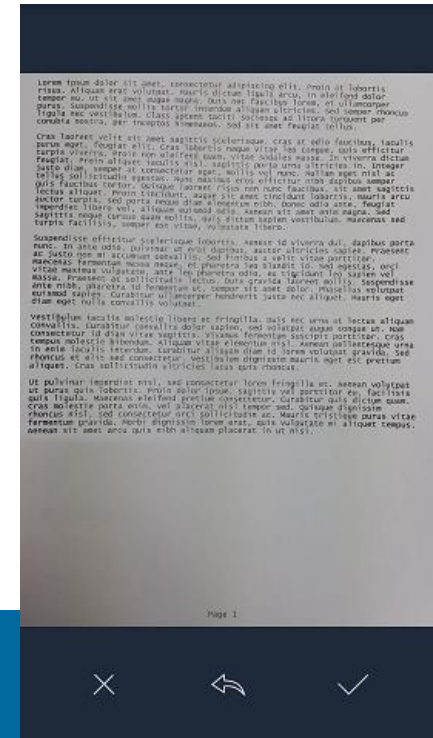
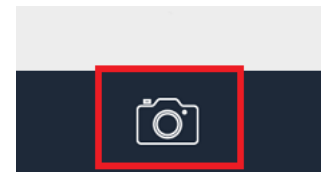
Promotion!! Refer friends to CamScanner, get free Premium.
(How to: Go to app's right side bar to learn more)

[IntSig Information Co.,Ltd Web Site](#) > [CamScanner Free| PD](#)

What's New in Version 3.5.1

Convert hardcopy document into PDF - continued

- In the CamScanner app, click on the “take photo” option at the bottom
- Take a photo of your document.
- For better results, make sure the document is well lit with no overshadowing, and take from a top angle.



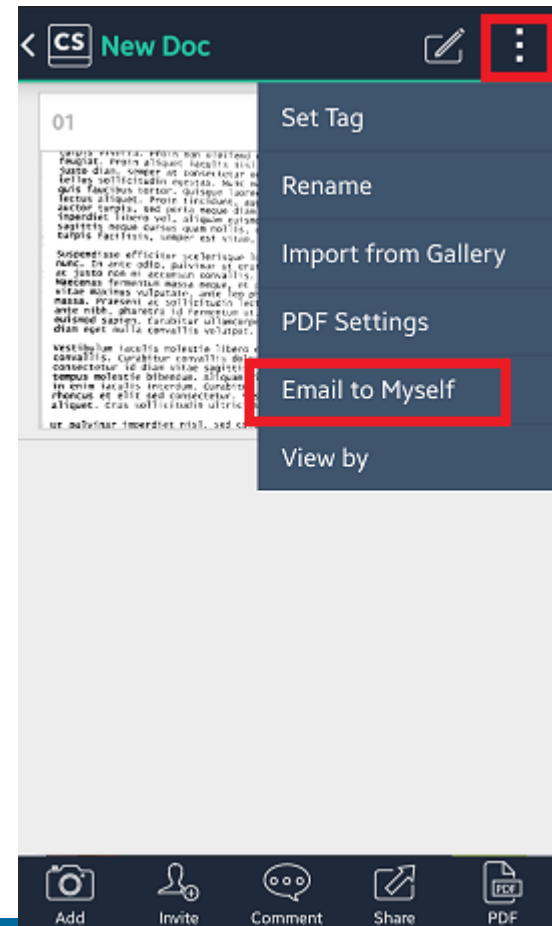
Convert hardcopy document into PDF - continued

- In the next step you can crop the photo to include only the necessary part of the Document if you wish. Else you can continue to the next step.
- You can enhance the document with more brightness, or sharpen colours etc. If you are satisfied with the 'auto' enhance, click on the 'tick' button.



Convert hardcopy document into PDF - continued

- Your hardcopy document is now in PDF format. To email it to yourself, click on the '3 dots' menu option in the upper right and choose "Email to myself". Type in your email and choose your preferred email app to send.



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