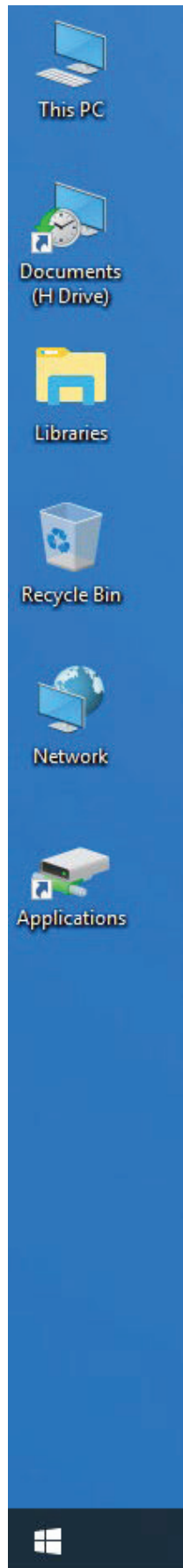


Desktop Shortcuts

LEFT SIDE OF THE DESKTOP



This PC: Used to browse the local hard drive and network drives. (i.e. C:, H:)

Documents (H Drive): Shortcut to open your H: Drive

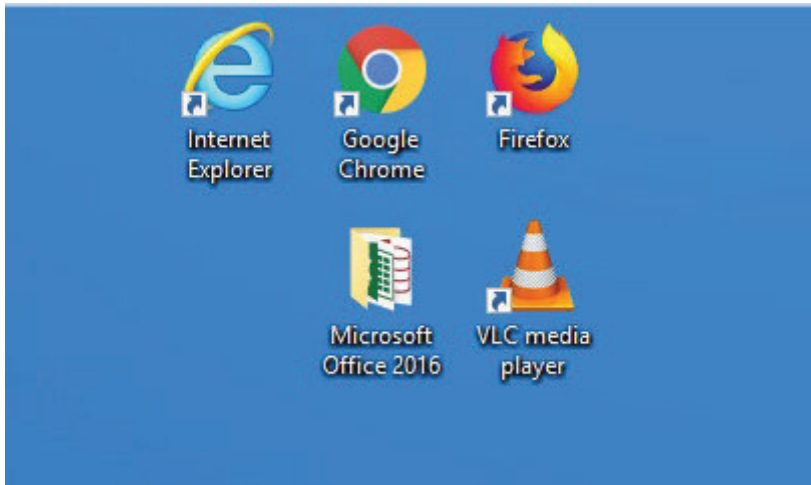
Libraries: Shortcut to your local user folders (Camera Roll, Documents, Music, Videos, Pictures)

Recycle Bin: Is where all local deleted files go

Applications: Shortcut to commonly used websites and applications.

Desktop Shortcuts

TOP OF THE DESKTOP

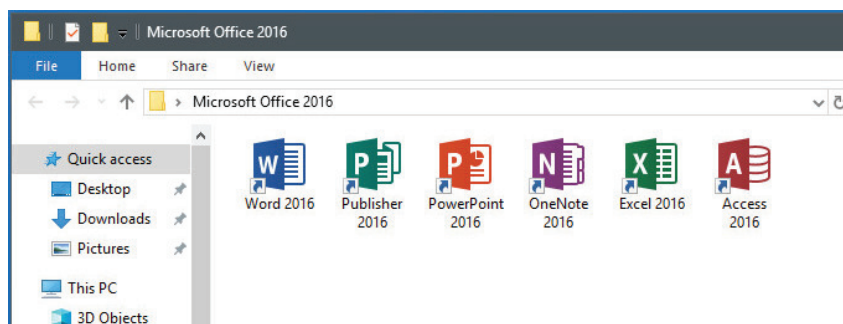


Internet Explorer: Launches the Internet Explorer web browser

Google Chrome: Launches the Google Chrome web browser

Firefox: Launches the Firefox web browser

Microsoft Office 2016: A folder that contains shortcuts to the Microsoft Office programs (Word, Excel, Power Point, OneNote, Excel, Access)



VLC Media Play: Media player used to play DVDs, audio and video files

Desktop Shortcuts

RIGHT SIDE OF THE DESKTOP






Logoff: Used to logoff the computer

Restart Computer: Used to restart the computer

Shutdown Computer: Used to shut down the computer

System Tray:

	Click to create a sticky note on your desktop
	Network Connection: Left icon: Not connected Right icon: Connected
	System Sound Icon: Left icon: No speakers or headphones plugged in Right Icon: Speakers or headphones plugged in