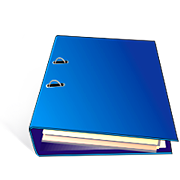


Computers Info Sheet

|  |  |
| --- | --- |
| **\*Login to MMS Network**  Username: msstudent  Password: msstudent | **\*Computers Class Website**  <http://burgcomputers.weebly.com> |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **\*Google Account** | |  | **\*ProgressBook** | |
| Username: |  |  | Username: |  |
| Password: |  |  | Password: |  |
| **\*typing.com** | [www.typing.com](http://www.typing.com) |  | **\*Edmodo** | [www.edmodo.com](http://www.edmodo.com) |
| Username: |  |  | Username: |  |
| Password: |  |  | Password: |  |
| **\*NitroType** | [www.nitrotype.com](http://www.nitrotype.com) |  |  |  |
| Username: |  |  | Username: |  |
| Password: |  |  | Password: |  |

******\*DAILY NEEDS: FLASH DRIVE, EAR BUDS, BINDER, WRITING UTENSIL**

**\*Saving Files**

-Save EVERYTHING to your Flash Drive (E: drive)

-Filename: Last Name, First Initial, Title (ie. KurtzSLifePicture)

**\*Header Information**

Name Assignment Title Period

\*Insert>Header>Blank (Three Columns)

**\*Printing**

-ALWAYS PREVIEW BEFORE YOU PRINT!

-Printer is: **MS 202**

-File>Print>Change Printer>Check # of pages>Preview>Print

***-****Print on both sides: Print>Properties>Printing Shortcuts>Print on both sides: Yes, Flip Over*



**\*Submitting Work:**

Class Website>Select your period

**NOTES:**