



# COMPUTERS INFO SHEET

## \*Login to MMS Network

Username: msstudent  
Password: msstudent

## \*Computers Class Website

<http://burgcomputers.weebly.com>

## \*Google Account

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## \*typing.com [www.typing.com](http://www.typing.com)

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## \*NitroType [www.nitrotype.com](http://www.nitrotype.com)

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## \*ProgressBook

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## \*Edmodo [www.edmodo.com](http://www.edmodo.com)

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Username: \_\_\_\_\_

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
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\*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:

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