Computer Procedures You Should Know
Windows Vista and Office 2007

Formatting storage media like a disk or USB drive
Software: Windows Vista operating system
Why? To completely erase and test storage media before reusing.

1. If necessary, insert the storage media.
2. Use the Start button to open the Computer window.
3. Right click on the hardware icon holding the storage media you want to format.
4. Select Format from the shortcut menu.
5. Optional: Enter your last name or some other identification in the Volume Label text box.
6. Click on Start button.
7. Click on OK button. Note: Formatting could take several minutes.
8. Click on OK button again.
9. Click on Close button.

Download and save an image from a Web page
Software: Internet Explorer browser
Why? To insert image into a document, slide show or other file.

1. Open Web page with image in your browser.
2. Right-click on image and select Save Picture As option.
3. Use the Save Picture dialog box to identify the storage media and file folder where you want to save the image.
4. You can change the filename, but do not change the filename extension.
5. Click on the Save button.

Insert a picture (image) into a document, slide show or worksheet
Software: Word 2007, PowerPoint 2007 and Excel 2007 application software
Why? To add visual interest or clarity.

1. Place insertion point where you want the image.
2. Select the Insert tab.
3. Click on Picture button.
4. Use the Insert Picture dialog box to locate the image.
5. Click on the Insert button.
6. Note: To resize an image, drag the handles (found at the corners of a selected image) to a new screen location.

Insert a hyperlink into a document, slide show or worksheet

Software: Word 2007, PowerPoint 2007 and Excel 2007 application software
Why? To create links to other electronic documents.

1. Place insertion point where you want the hyperlink.
2. Select the Insert tab.
3. Click on Hyperlink button.
4. In the Insert Hyperlink dialog box use the *Text to display* text box to enter the words you want used as the link.
5. Type the URL of the Web page you wish to open using the *Address* text box. Note: Often it is easier to copy the URL from a browser's address bar displaying the Web page and then using the Ctrl + v keys to paste the URL into the *Address* text box.
6. Click on OK button.