
GETTING STARTED

- MATERIALS**
- This Student Handbook
 - Textbook: Microsoft Excel 2007– Benchmark Series
 - USB Disk

- OBJECTIVES** When you complete this Getting Started section, you will have:
- Created a student account
 - Created your Data (USB) Disk
 - Become familiar with course information

LESSON ACTIVITIES

(Check off each item as you complete the activities.)

Course Information

_____ If you have never taken a CAOS course before or need to review **Course Information and Lab Procedures**, read **Appendix A** in the back of this Student Handbook for important course information.

Create Your Account

_____ Check the color sheets on the white board in the AT203 Lab to determine which correct color-coded IBM computer you should use for this course.

_____ Follow the instructions in **Appendix B, Creating Your Student Account**, at the end of this Student Handbook. Your Student Account will allow you to use the computers in the AT203 Lab.

Note: Only one account is necessary each quarter to work in the AT203 Lab. Therefore, if you have already created a student account this quarter in the AT203 Lab, do not create another student account for this class. Use the account you previously created.

Logging on to Network

_____ Follow the instructions in **Appendix C, Logging on to the CAOS Windows Network** at the end of this handbook.

Create Your Data Disk

_____ Follow the instructions in **Appendix E, Prepare your Data (USB) Disk** at the end of this Student