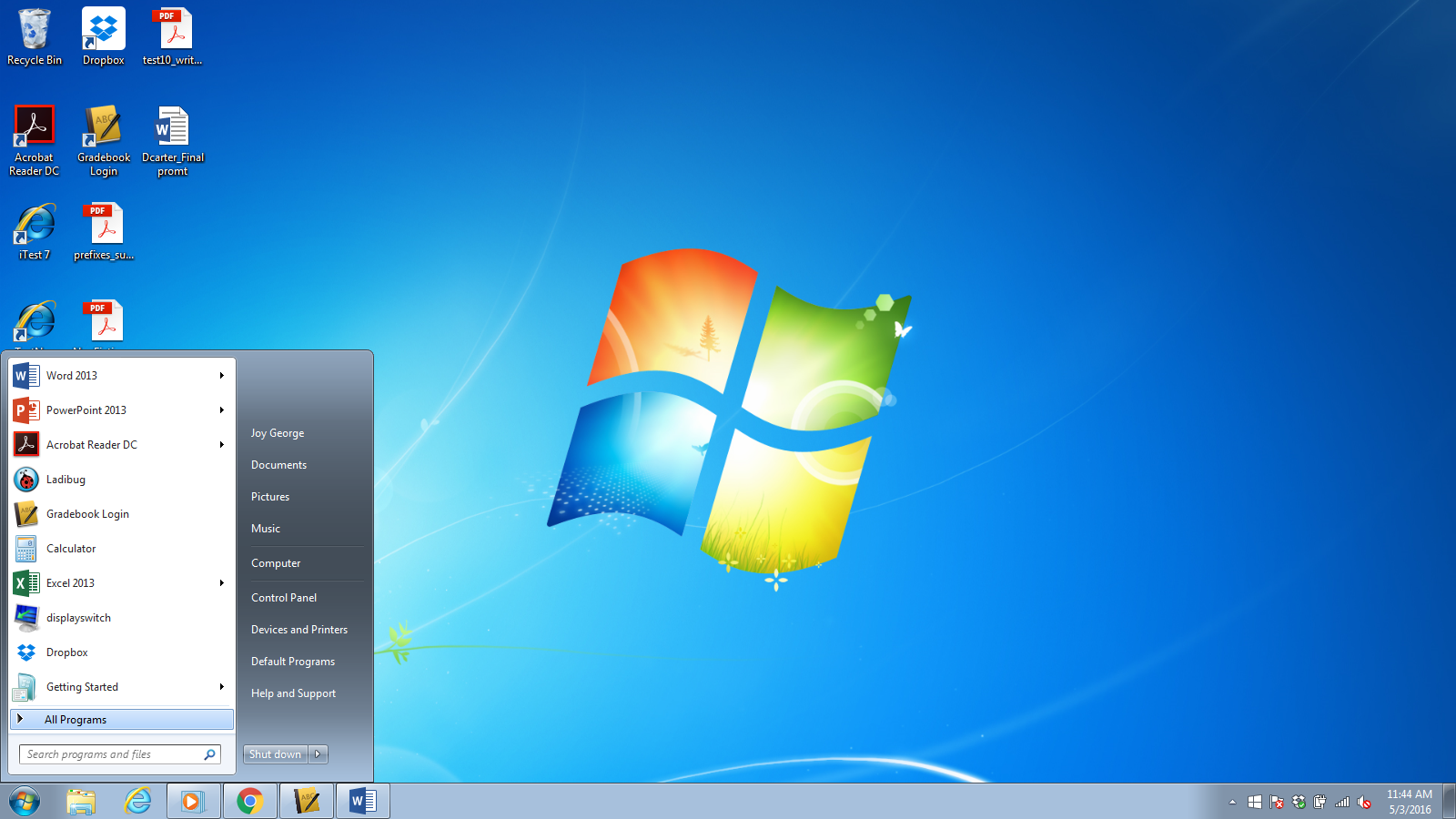
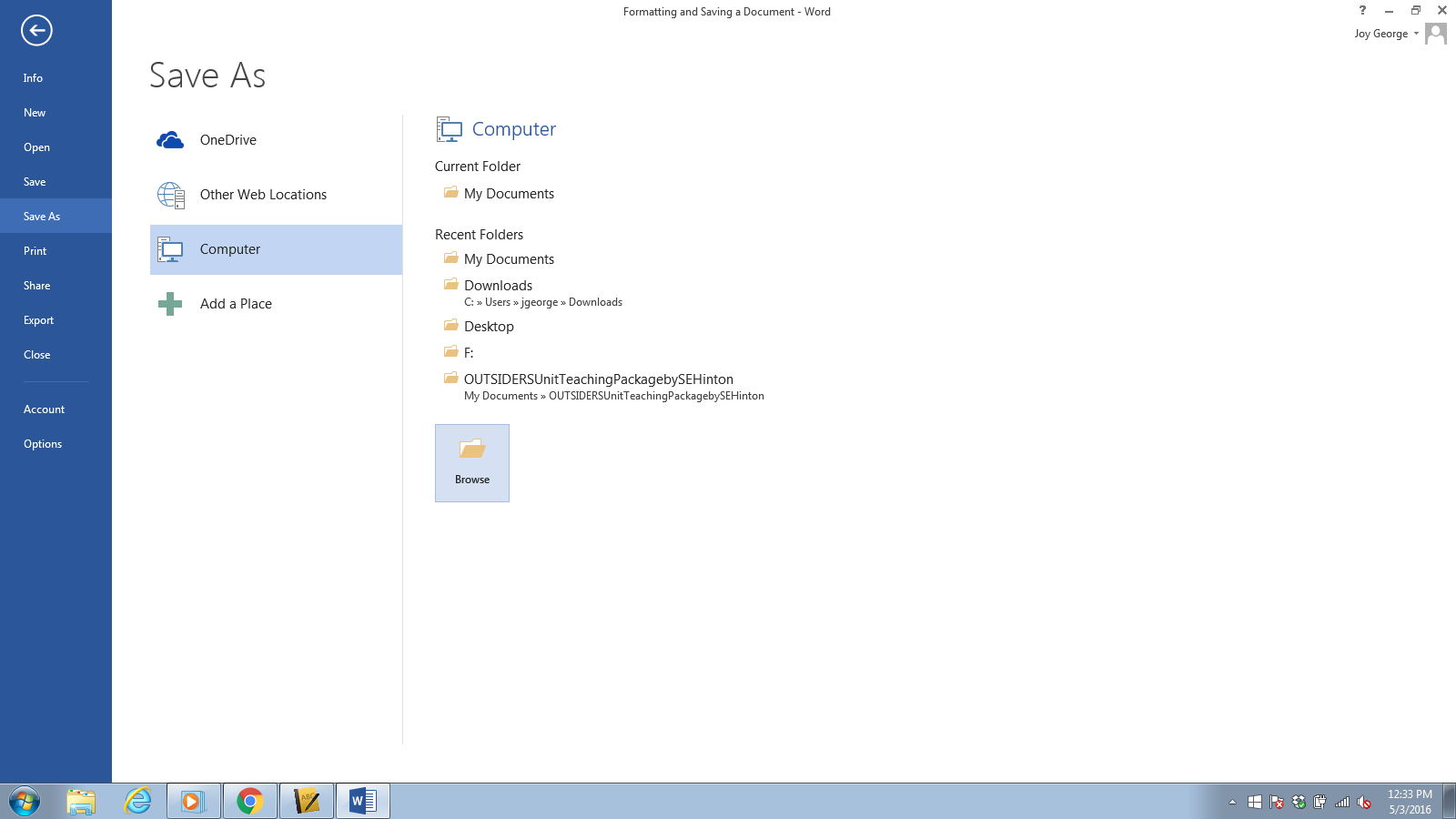
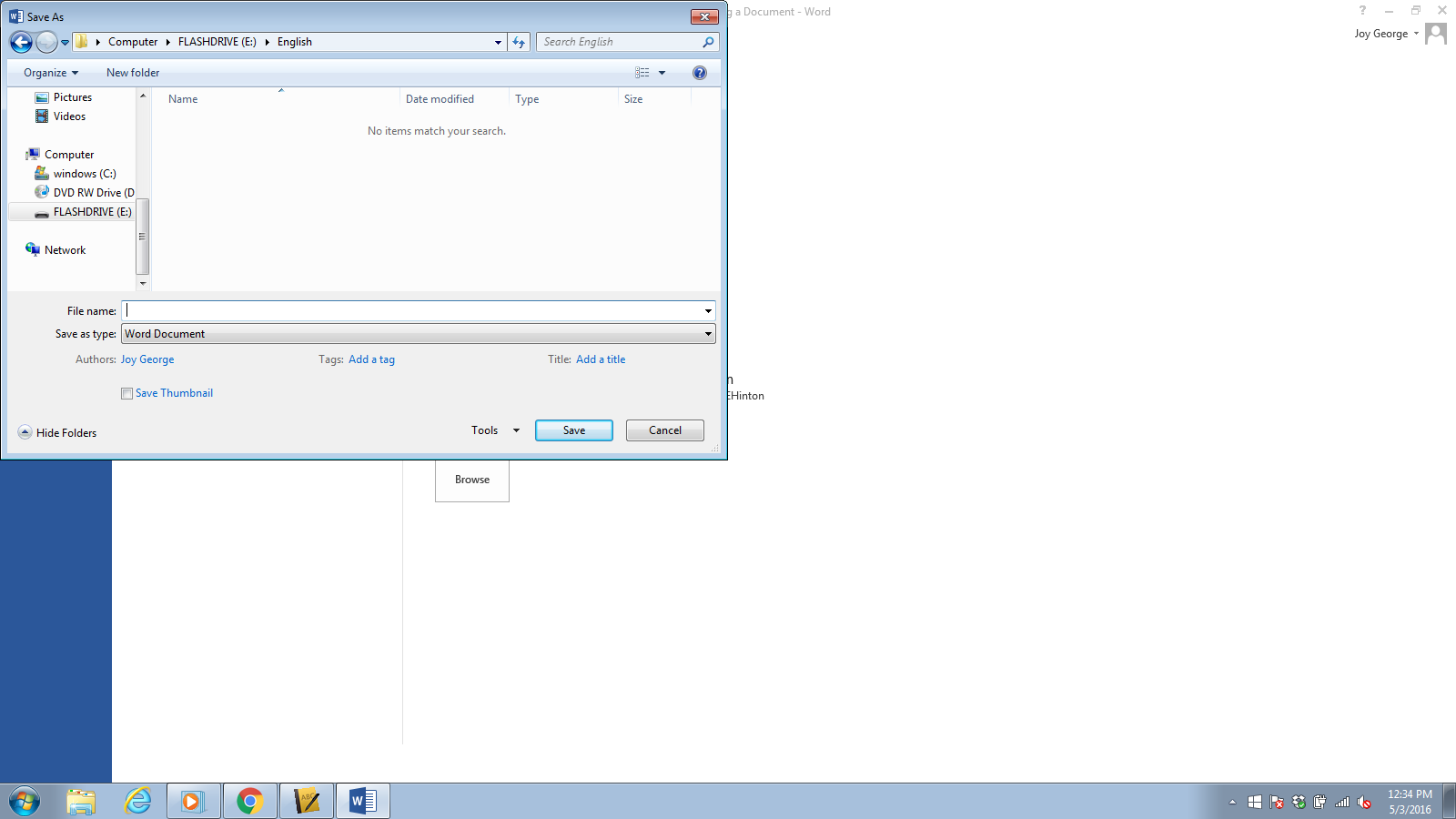
1. Open up Microsoft Word. Look in the Start Menu. If you don’t see it in your shortcut list, click All Programs>Microsoft Office. This is how you can find Powerpoint and Excel, too.



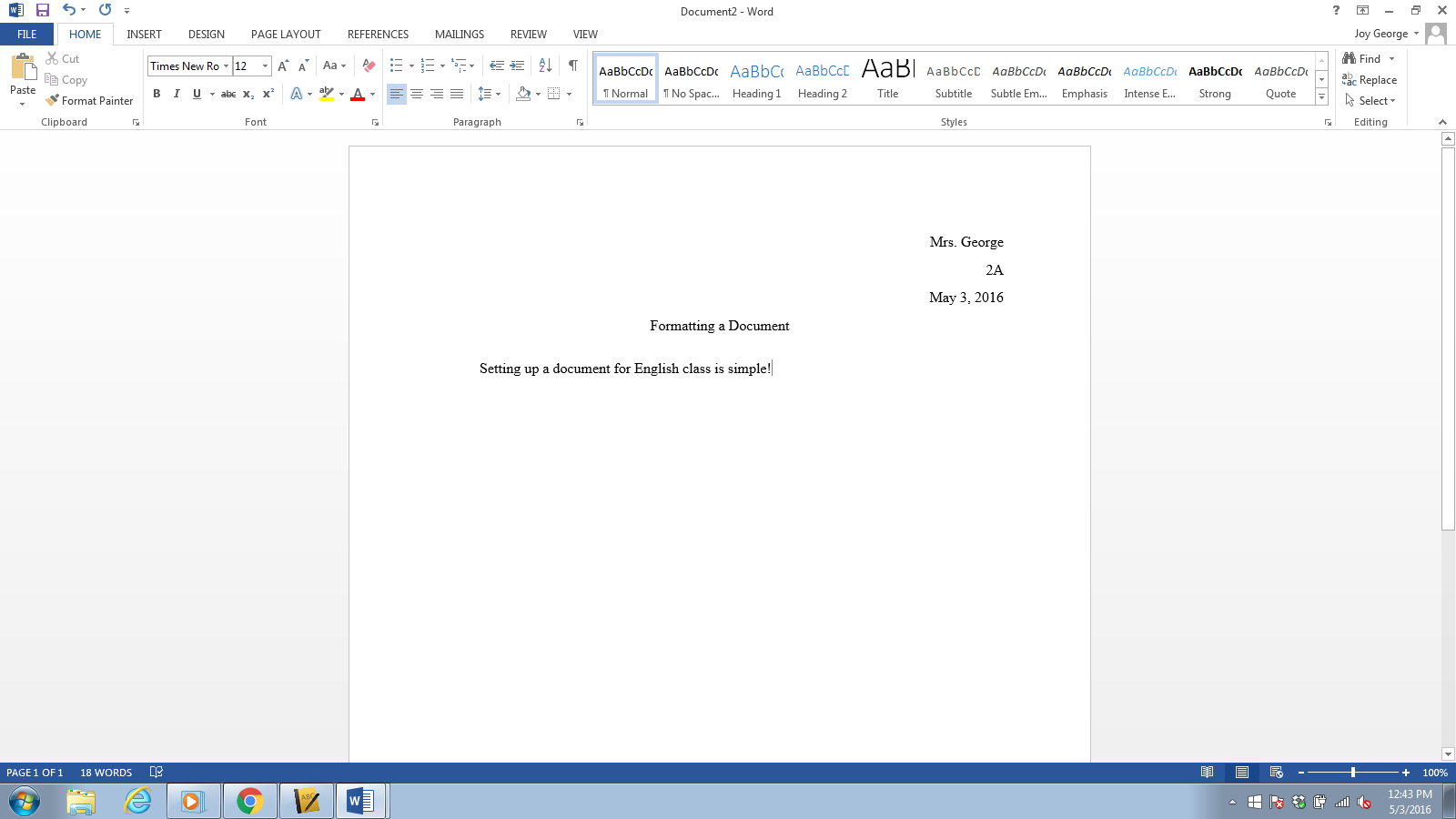
1. Once open, the first step to take is to save your document on your flash drive. Documents saved on the school computers will not stay saved! ☹
   1. File>Save As>Browse>Computer>Flash Drive
   2. Be sure to save your document in an easy-to-identify way for teachers: lastnamefirstinitial\_papertitle\_block is a good way.

Example: Georgej\_formattingadocument\_2A

1. Set up your document with the appropriate settings—Times New Roman, 12pt font, double-spaced.

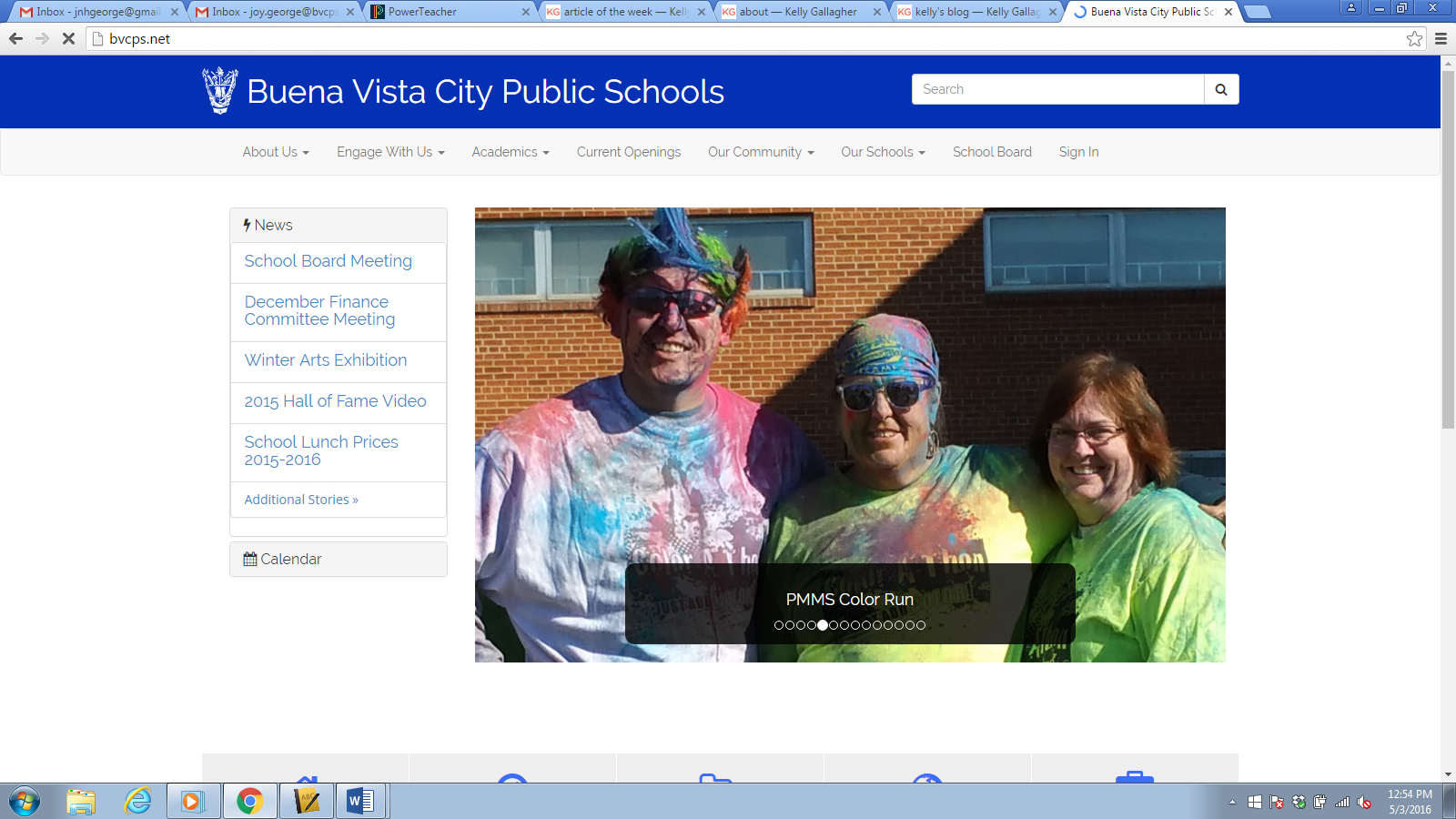
Font Left/Center/Right Justify Double-Space (2.0)



1. Type your name(press enter), class(press enter), date(press enter) in the top right-hand corner.
2. Type the title in the center and press enter.
3. Go back to the left side of the document, indent by hitting TAB, and begin typing. You should see a lightning bolt that indicates auto-formatting is on.
4. At the end of each paragraph, press enter. Auto-formatting, if set up, will indent immediately for you.
5. Spell/grammar check before submitting a paper.

*Remember—always submit your best work! Take pride in your assignments!*

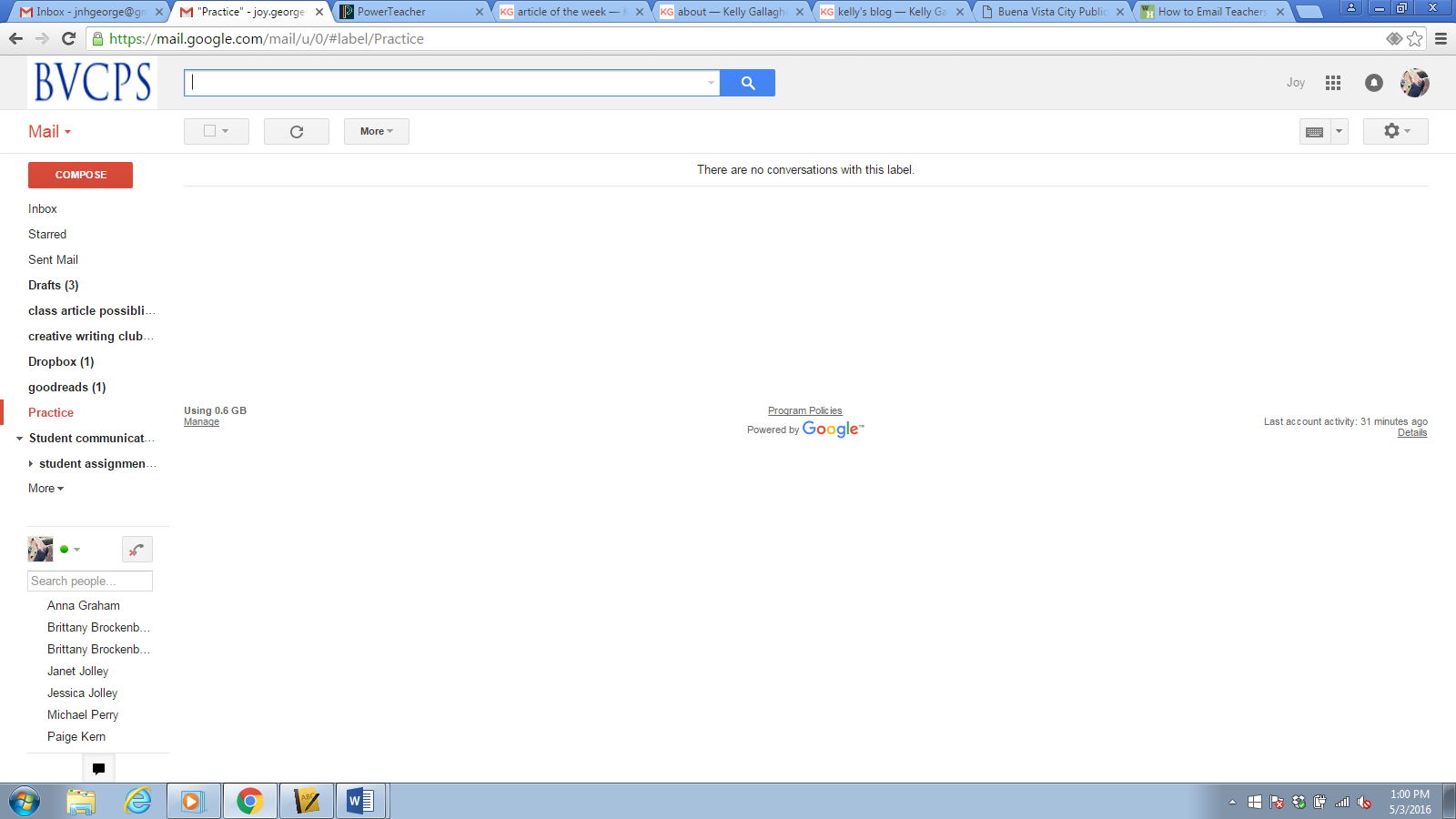
1. Open up your Internet Browser and go to the BVCPS homepage and click on “Sign In.”



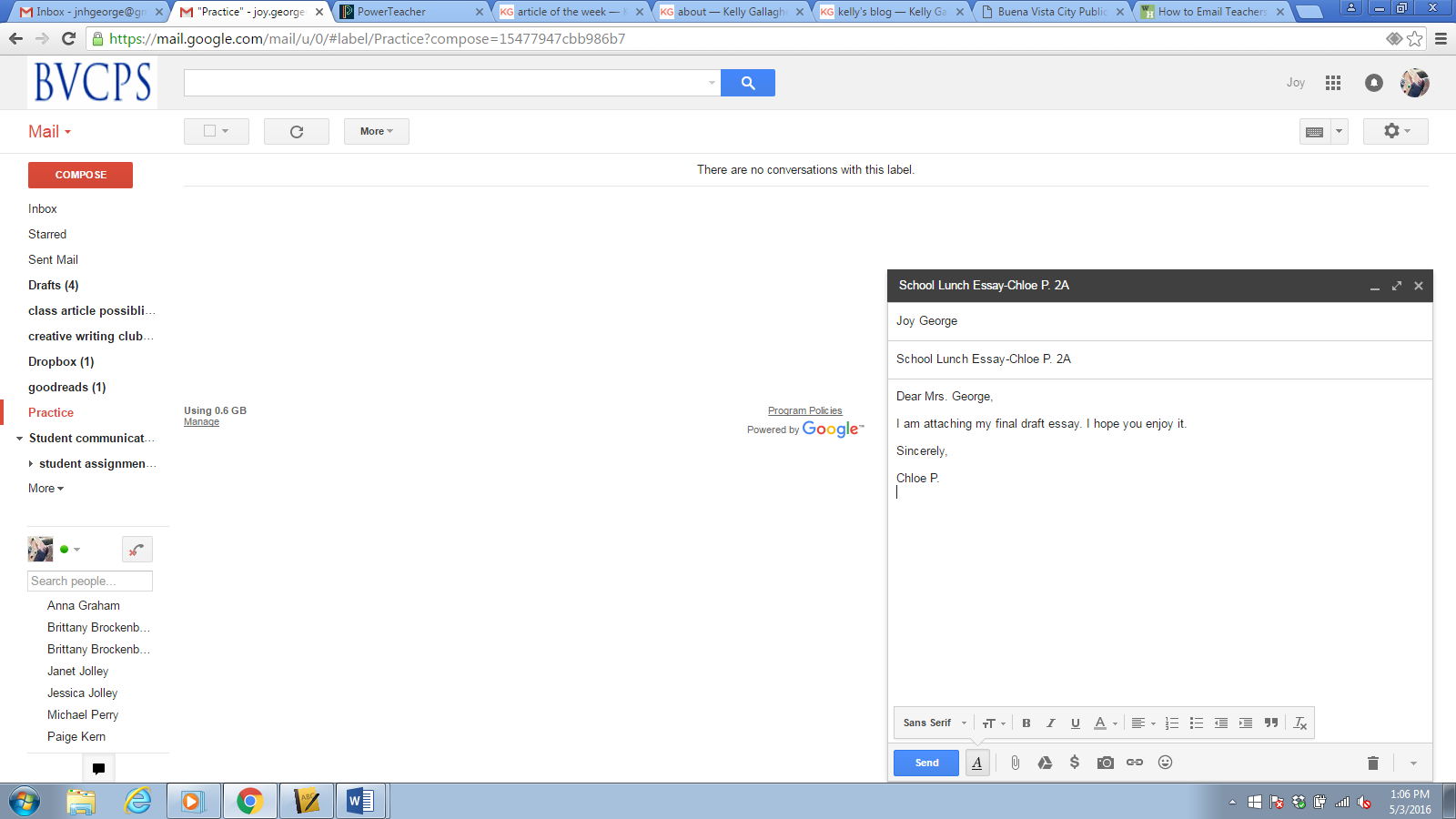
1. Log in with your school ID and password. Your ID should be [firstname.lastname@bvstudent.net](mailto:firstname.lastname@bvstudent.net). The password is whatever you chose to set it as.

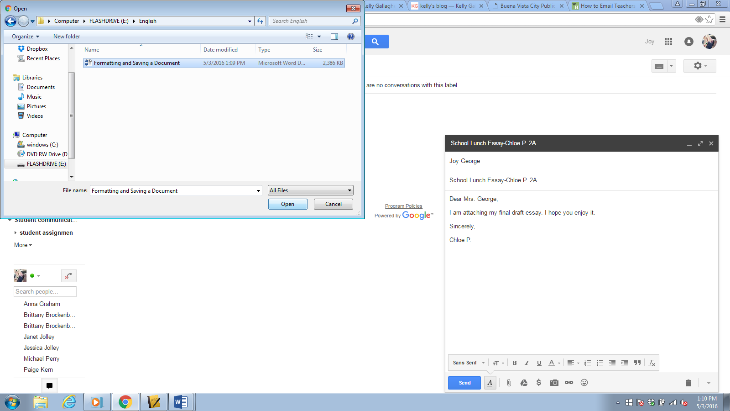
(I have the list at my desk if you need to remember.)

1. At your inbox, you may have e-mails from teachers to respond to. If so, you may click that letter and respond. If you need to start a new e-mail, click “Compose.”



1. When writing your e-mail, do the following:



* 1. Type in the address of the person you’re e-mailing. Teachers use this format:: [joy.george@bvcps.net](mailto:joy.george@bvcps.net)
  2. Type a clear subject—people get lots of e-mails and need to know what they’re about immediately. Be sure to include your block and name for easy identification.
  3. Type your message—it doesn’t need to be long! Remember, an e-mail is a professional correspondence between you and your teacher. Check capitalization, punctuation, and spelling. Be sure to include a salutation and a closing.
  4. If you need to attach a document, click the paperclip, and find your document on your flash drive.

Note: If you have to e-mail from a personal e-mail account, make sure it is has a school-appropriate address, and remember: what goes on the internet stays on the internet! Be polite.