Laptops and Windows tips
Plug in a bigger monitor (Press HOME P to turn on this port)

Plug in a full size keyboard and mouse
On = Power on
Flashing = Sleeping
Orange = Charging
Blue = Charged
Off = Running on battery

On = Wireless enabled

This button turns wireless on and off
Saving Power

• Turn wireless off when not needed
• Reduce brightness of screen (Fn + ↓)
• Have a static background (not a slide show)
• Use sleep mode between activities and classes
Laptops at ABHS

• Each laptop has a coloured sticker on its lid
  – It must not be damaged in any way
  – You can write your name and/or add a sticker to personalise your computer.

• If it is damaged – see the TSO
• If it is lost or stolen – see the TSO immediately. Later you will need a police report.
Logging on

• You already have a user name and password for the ABHS computer system and internet portal. Eg John.smith54

• Your user name on the DER laptops is the same but with an extension. John.smith54@detnsw

• Your passwords on all 3 accounts are linked.
Windows 7 tips

Type in here to find what you are looking for quickly
Click Alt + tab to switch between open applications

Click + tab to switch between open applications with style
Hover mouse over icons in task bar to preview what is open
Hover mouse over the rectangle on the bottom right corner to preview the desktop. Click it to minimise all windows. Click again to restore.

Press home key and spacebar to do the same.
Right click on the icons to jump to recent documents
Right click on the icon to pin it to the taskbar if you use it often.
Dragging a window to the side of the screen will make it snap to half the screen size so you can compare documents.

Keyboard shortcuts:
- Home + left arrow
- Home + right arrow
Right click on the desktop to install gadgets or personalise the desktop