

Changing Your Password

It's a good idea to change your password to something you are likely to remember (and others won't)

1. Click on the **Start** button at the bottom left of your screen.
2. Click on **Settings**.
3. Click on **Control Panel**.
4. Double click on the **Passwords** icon.
5. Click on the **Change Other Passwords** button.
6. Follow the instructions on the screen.

NOTE: This may not work on the computer you are using. If it doesn't, then pressing the buttons CTRL, ALT and DELETE will bring up a screen which has a CHANGE PASSWORD button on it. Follow the steps through this process. Call on the tutor for help if you need it.

DON'T FORGET YOUR NEW PASSWORD

Before we start, we will create a new folder in H: drive called **Computing 111**.

1. Double click on the icon **My Computer**
2. Double click on the icon which has your user code name on it (it is in H: drive).
3. Click **File**
4. Select **new** and then click on **folder**.
1. Type, Computing 111, in the space where the words **New Folder** are highlighted. This will change the name of the folder from New Folder to Computing 111.
6. Close the window by clicking on the go away box.

