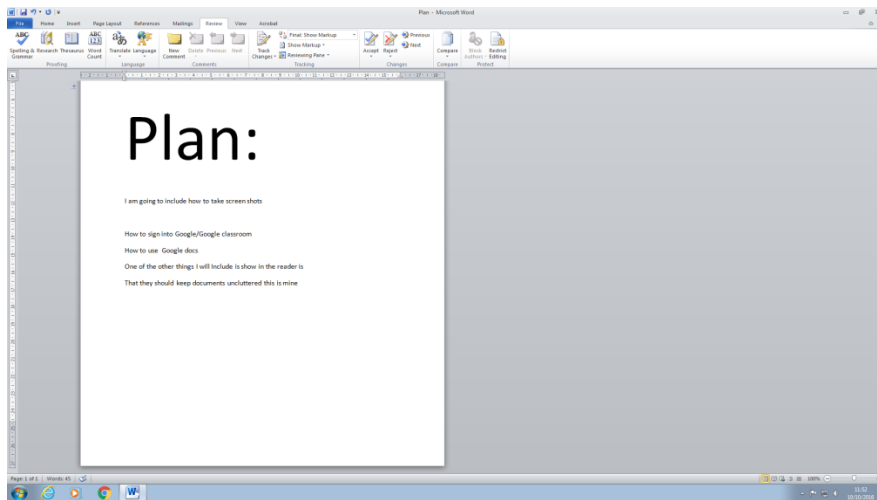# Plan:

I am going to include how to take screen shots (copy this one)

How to sign into Google/Google classroom

How to use Google docs

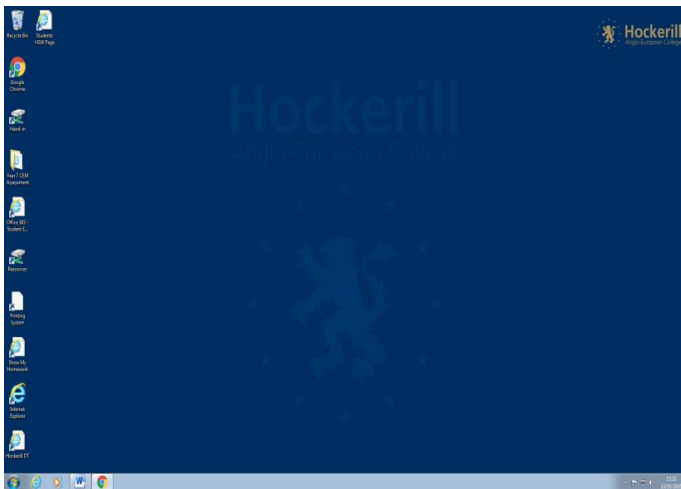One of the other things I will Include is show in the reader is to keep their docs uncluttered

How to use the college system

If you are reading this you should be thinking about joining Hockerill or have joined Hockerill. If you have going to Hockerill you need to know how to use the school computers as Computing is a useful(and my favourite) lesson.

You need to be able to do many things. This document will tell you how to do all of it

1. How to take a screen shot: the placement of the buttons should be the same on all the computers at Hockerill but it may be different at home. press the button next to f12 that says prt scrn and then go to where you want to paste it and press ctrl v
   Sys Rq

You also need to know how to get in to your Google account so you can get on to Google classroom (a useful website used by the school). The school will set up your own school email when you try to sign in (there will be a button on chrome click it to sign in) .Type the first 4 letters of your surname and the first letter of your first name, then press enter then it will ask your for a password type in password10 and then it will want you to change it, chose your own password (this should be the same for logging in to the co. After you sign in to Google search up Google classroom it should sign you in strait away if not ask your teacher. To get in to a class click the plus in the top corner and type in the class code you were probably given.

   Remember to keep your files unclutched