

To start Windows NT:

1. Turn on your computer.
2. If required, select an operating system and press ENTER
3. When the Begin Logon message appears, press
CTRL+ALT+DELETE
4. If required, in the Logon Information dialog box, in the User name text box, type your user name.
5. In the Password text box, type your password.
6. Choose OK.
7. If the Welcome screen appears, deselect the *Show this Welcome screen next time you start Windows NT* check box, and then choose Close.

To move the mouse:

1. Place the mouse on a flat surface.
2. Hold the mouse comfortably with your fingertips resting on the mouse buttons.
3. Slide the mouse in the appropriate direction.

To select an icon with the mouse:

1. Point to the icon with the mouse pointer.
2. Click the left mouse button.

To move an icon on the desktop:

1. Point to the icon you want to move.
2. Drag the icon to a new position.

To open the Start menu:

1. Click the Start button.

To close the Start menu:

1. Click outside the Start menu.
or
1. Click the Start button.
or
1. Press ESC

To activate a shortcut menu:

1. Point to the object you want to use.
2. Right-click the mouse.

To close a shortcut menu:

1. Point outside the shortcut menu.
2. Click the left mouse button.

To open a window:

1. Point to the icon you want to open.
2. Double-click the mouse button.

To close a window:

1. Click the Close button.

To lock your workstation:

1. Press **CTRL+ALT+DELETE**
2. In the Windows NT Security dialog box, choose Lock Workstation.

To unlock your workstation:

1. Press **CTRL+ALT+DELETE**
2. In the Unlock Workstation dialog box, in the Password text box, type your password.
3. Choose OK.