

































Icon	Software	What is it?	How do I open it?
	<b>Internet Explorer</b> On all computers	The most common browser for connecting to the internet.	Left-click the blue “e” icon on the taskbar at the bottom of the screen, <b>or</b> go to <b>Start&gt;Programs&gt;Internet Explorer</b> ( <i>below folders</i> )
	<b>Mozilla Firefox</b> On all computers	An alternative to Internet Explorer. A very stable, safe browser for using the Internet. Preferred to Explorer, especially for Blackboard online classes.	Left-click the orange fox encircling blue globe icon on the left side of the taskbar at the bottom of the screen, <b>or</b> go to <b>Start&gt;Programs &gt;Mozilla Firefox (folder)&gt;Mozilla Firefox</b>
	<b>Safari</b> On all computers	Safari for Windows from Apple is another alternative to Internet Explorer.	Left-click the compass icon on the left side of the taskbar at the bottom of the screen, <b>or</b> go to <b>Start&gt;Programs&gt;Safari</b>
	<b>Microsoft Office 2007</b> On all comp. <ul style="list-style-type: none"> <li>• Word .....</li> <li>• Excel .....</li> <li>• PowerPoint.....</li> <li>• Access .....</li> <li>• Publisher .....</li> </ul>	Used for writing papers, reports, résumés, etc. Used for working with numbers, formulas, graphs. Used for presentations and handouts. Used for storing and tracking lots of information. Used for making flyers, signs, posters, etc.	Click on blue “W” icon for Word, green “X” icon for Excel, salmon slide icon for PowerPoint, purple key icon for Access, or sea green newsletter icon for Publisher <b>or</b> Go to <b>Start&gt;Programs &gt;Microsoft Office&gt;Name of specific Office 2007 program.</b>
	<b>Alice 3D</b> On computers next to wall	Alice is a programming environment that uses Java to create computer animations with 3D models.	Go to <b>Start&gt;Programs&gt; Alice 2.0 (folder)&gt;Alice</b>
	<b>ArcGIS</b> On computers next to wall	ArcGIS is a geographic information system that allows the user to create detailed maps and work with map data.	Go to <b>Start&gt;Programs&gt;ArcGIS (folder)&gt;Choose one of Arc programs</b>
	<b>Audacity</b> On all computers	Program for working with sounds and audio. Allows user to edit sound files.	Go to <b>Start&gt;Programs (below folders)&gt;Audacity</b>
	<b>CASAS eTests</b>	ABE/GED programs use CASAS testing to measure improvement in basic skills.	Left-click the open test booklet icon on the taskbar at the bottom of the screen, <b>or</b> go to <b>Start&gt;Programs&gt;CASAS&gt;CASAS eTests</b>
	<b>Cortez-Peters Keyboarding</b> On all computers * Requires password	Typing program used by students enrolled in certain keyboarding classes at MHCC. Requires a password, given out by typing instructor.	Left-click the icon of the trophy with red around it on the taskbar at the bottom of the screen, <b>or</b> go to <b>Start&gt;Programs&gt;Irwin Keyboarding&gt;Cortez-Peters Keyboarding</b>
	<b>Google Earth</b> On all computers	This program provides the user with a virtual globe and map of the planet.	Go to <b>Start&gt;Programs&gt;Google Earth (folder) &gt;Google Earth</b>
	<b>Graph</b> On all computers	Freely available from the Internet, this program helps a person create charts and graphs from numeric info.	Left-click on graph icon on taskbar at the bottom of the screen, <b>or</b> go to <b>Start&gt;Programs&gt; Graph (folder)&gt;Graph</b>
	<b>Inspiration</b> On computers 1-18	Inspiration is a program for creating mind maps or for thinking and writing. Also, try mywebspiration.com.	Left-click on shooting star icon on taskbar at the bottom of the screen. Start with Diagram. Then click on web-looking icon called Create.
	<b>Keyboarding Pro 4</b> On all computers	A keyboarding program which teaches you how to type. Includes instruction, drills, games, and tests.	Left-click the half aqua/half yellow icon on the taskbar at the bottom of the screen <b>or</b> go to <b>Start&gt;Programs&gt;South-Western Keyboarding&gt;Keyboarding Pro 4.</b>
	<b>Maple</b>  On computers next to wall	Math software for students in mathematics, engineering, business and science. It displays graphic analysis.	Double-click the maple leaf icon on the desktop, <b>or</b> go to <b>Start&gt;Programs&gt;Maple 10 (folder)&gt; Maple 10</b>

Icon	Software Name	What is it?	How do I open it?
	<b>MathType</b> On all computers	This program allows the user to create complex mathematical equations for printing or using in Word.	Click the Greek Sigma symbol (looks like an E or sideways M) on taskbar, <b>or</b> go to <b>Start&gt;Programs&gt;MathType 5 (folder)&gt; MathType</b>
	<b>MEGA</b> On computers next to wall	Molecular Evolutionary Genetics Analysis will allow the user to compare genetic code of animals and plants.	Go to <b>Start&gt;Programs&gt;MEGA 4 (folder) &gt;MEGA 4</b>
	<b>Microsoft Visual Basic 2008</b> On computers next to wall	Microsoft's latest Visual Basic programming software, freely downloadable from the Internet.	Go to <b>Start&gt;Programs&gt;Microsoft Visual Basic 2008 Express Edition (below folders)</b>
	<b>MiniTab</b> On all computers	Used for statistical analysis. Lets you easily find mean, standard deviation, etc.	Left-click the white "arrowhead" on blue and white stripes icon on the taskbar at the bottom of the screen, <b>or</b> go to <b>Start&gt;Programs &gt;MiniTab Solutions (folder)&gt;MiniTab 15 Statistical Software</b>
	<b>NutritionCalc Plus</b> On computers next to wall	As its name implies, the program will calculate nutrition information	Click on sky-blue program icon on the desktop, <b>or</b> go to <b>Start&gt;Programs &gt;NutritionCalc Plus (folder)&gt; NutritionCalc Plus</b>
	<b>Python</b> On all computers	Python is a programming language that stresses well-designed code.	Go to <b>Start&gt;Programs&gt;Python (folder)&gt;choose IDLE (Python GUI) or Python (command line)</b>
	<b>ReadPlease</b> On all computers	ReadPlease will highlight and read back any text you copy to it from the clipboard from Word, the internet, etc. Choose from one of four robotic voices.	Left-click the green "desk lamp" icon on the taskbar at the bottom of the screen, <b>or</b> go to <b>Start&gt;Programs&gt;ReadPlease 2003&gt;ReadPlease 2003 Free</b>
	<b>Second Life</b> On all computers	Second Life allows you to create an avatar and participate in an online world. Many colleges are experimenting with using Second Life for teaching or meeting with students.	Left-click the hand icon. To function in Second Life, you'll need to create an onscreen character or avatar. Once you create your avatar, there are helpers and tutorials to aid in navigating your new virtual world.
	<b>Ultimate Speed Reader</b> On all computers	This program improves both reading speed and comprehension. The program analyzes your reading and sets up a training program for progress.	Left-click the red "U" icon on the taskbar at the bottom of the screen, <b>or</b> go to <b>Start&gt;Programs&gt;Ultimate Speed Reader (folder) &gt;Ultimate Speed Reader</b>
	<b>Weaver</b> On all computers Instructor setup and password required	Includes sections for improving Study Skills, Reading Efficiency, and Language Skills.	Left-click the owl face icon on the taskbar at the bottom of the screen, <b>or</b> go to <b>Start&gt;Programs&gt;Weaver Instructional Systems&gt;Wise W4000 . . . Requires password from person in charge of lab.</b>
	<b>Focus on Grammar</b> Basic Intermediate On all computers	Programs which focus on writing, reading, and listening to English grammar. Used primarily in ESL, but activities may prove helpful for anyone wanting to improve grammar skills.	Left-click the folder icon on the taskbar at the bottom of the screen and choose Basic or Intermediate, <b>or</b> go to <b>Start&gt; Programs &gt;Focus on Grammar</b> and choose Level. Click on <b>Guest Access</b> button to begin.
	<b>Pronunciation Power</b> On all computers	Pronunciation Power is used by English learners for proper pronunciation and definitions for English words.	Left-click the second folder icon on the taskbar at the bottom of the screen, <b>or</b> go to <b>Start&gt;Programs&gt;Pronunciation Power (folder)&gt;Pronunciation Power</b>
	<b>Rosetta Stone</b> On all computers	Provides exercises for English or Spanish learners, using vocabulary and grammar, pictures, and pronunciation exercises. Use Guest access.	Left-click the "globe" icon on the taskbar at the bottom of the screen, <b>or</b> go to <b>Start&gt;Programs &gt;The Rosetta Stone&gt; The Rosetta Stone 2000 v. 1.7.3.</b>
	<b>Side by Side</b> On all computers	An English as a Second Language program which uses videos, activities, and matching games to teach beginning to intermediate English skills.	Left-click the folder icon on the taskbar at the bottom of the screen, <b>or</b> go to <b>Start&gt;Programs&gt;Side by Side&gt; choose Side by Side 1A or 1B (depending on difficulty level)</b>
	<b>Adobe Design Premium 4</b> On all computers	A suite of programs, used by graphic designers to work with pictures, design web pages, create marketing materials, and work with text.	Go to <b>Start&gt;Programs&gt;Adobe Design Premium CS4&gt;choose</b> among Bridge, DreamWeaver, Fireworks, Flash, Illustrator, and Photoshop.