

Using the LRC Computers

The LRC computers have the following programs for PC and Mac:

Microsoft Word 2003
Microsoft Excel 2003

Microsoft Powerpoint 2003
Microsoft Publisher 2003

If your home computer or laptop has Microsoft Works or WordPerfect:

1. Save a copy of your file as an MS Word 97-2003 RTF.
2. Bring that version to the LRC to work on or print.

Please bring a floppy disk, CDROM, or thumb/flash drive to save your work.

The LRC has public access terminals, and is not responsible for lost or stolen work.

If you need help with using a computer, the LRC staff will be happy to assist you. *One on one computer assistance is also available by appointment.*

Headphones are available for loan at the LRC Reference Desk with student ID.

Printing and photocopying costs .10/page for black & white; .75/page for color. Please bring cash with you to pay for copies and printouts.

The LRC computer lab is a public space monitored by LRC staff and other students. Please use your judgment when viewing websites or visiting social sites of a personal or potentially inappropriate nature.

Cell phone usage, as well as food and loud conversation, is prohibited in the computer lab.