

### Operating Systems

XP is now being replaced by Windows Vista.

### Context Sensitive Information

Hover (place mouse over but do not click) on a button or icon - a yellow text box appears explaining the selection.

**RMC - Right Mouse Click** on any part of the page and context sensitive list of options is displayed.

### Folders

Windows software has default folders:

My Documents for text files - .doc - .wpd - pub - xls

My Pictures for images - .jpg - .gif - .png

My Music for sound files - .wav - .mid - .mp3

My Videos for movies - .avi - .mpg - .wmv

### Create a Folder

**File> New> Folder** - a folder will be created - type a name for the new folder.

### View

Use **View> Thumbnails** or **View> Details** to show pictures or show details (date, size) of files.

### Selecting Files

Click once to select a file

To **Select a range** of files - Click on the first file, hold down the **Shift** key, click on the last file and all files in between are selected.

To select **non-contiguous** files, click on a file, hold down the **Ctrl** key, and select random files in the list.

### Cut - Copy - Paste

Select the file, image or text that you want to copy

**Edit> Copy** - move to the new location - **Edit> Paste**

**Ctrl-C** - move to the new location - **Ctrl- V**

**RMC** select **Copy** - new location - **RMC** select **Paste**.

### Keystroke Shortcuts

**Ctrl-X** Cut      **Ctrl-C** Copy      **Ctrl- V** Paste

**Ctrl-B** Bold      **Ctrl-I** Italics      **Ctrl-U** Underline

**Ctrl-Z** Undo      **Ctrl-A** Select All

### Word Processing

**Toolbars View > Toolbars** and check mark the toolbars you want to display.

**Fonts** "Experts" suggest a **serif** font is better for printed documents, e.g. Times Roman.

A **sans serif** font is preferred for viewing on a monitor, e.g. web pages - Arial, Verdana, Comic Sans.

### Navigation Keys

**Home** - beginning of the line

**End** - end of the line

**Ctrl-Home** - beginning of the document

**Ctrl-End** - end of the document

### Screen Captures

**Screen captures** can make tutorials easier to follow.

Press the **PrtScn** key and the screen is captured.

Switch to the document and **Paste** the capture into the document. To select a dialogue box, hold down the **Alt** key and press the **PrtScn** key.

### Wrap buttons

**MS Word - Insert> Picture> from File** (or clip art) The image is inserted with left alignment and cannot be moved. Select image (display handles) and the **Picture Toolbar** should appear. Click on the **Wrap** button and select **Through** - you should now be able to move the image to any location and text should wrap around the image.

(Wrap button)



**Page Borders** can be very effective. **Select Page layout> Page Borders** and select the **Page Border** tab at the top of the dialogue box.

Click on **Box** in the **Setting** section, then set the Style, Colour and Width. You can apply this to the whole document or just one page.

You can also add **Art** - be careful with this - it appears very "heavy".

**AutoCorrect** is very useful for correcting your common spelling errors or for inserting text from abbreviations. Select **Office Button > Word Options > Proofing > Auto-correct Options** and enter one of your commonly misspelled words in the **Replace** section.

Type in the correct spelling beside it and click **Add** and then **OK**. Type the misspelled word, press the spacebar and the correct word should replace the incorrect one.

It is also useful for entering long names of organizations or long phrases that you use constantly, e.g. replace "Government of Canada" with a short abbreviation such as goc.

**Be Careful** your entry is not an actual word you may use at another time.

**Order** - there is often a command to select an object and **Bring it to Front** or **Send to Back**. This is useful with overlapping images.

### Selecting Text

**One** click places the insertion point in a word for editing.

**Two** clicks selects the word

**Three** clicks selects the sentence or paragraph

Point to the side of the left margin - an **arrow** appears--click once opposite a line of text and the line is selected - click twice and the paragraph is selected—click three times and whole document is selected.

**Arrow** - Hold and drag and several lines are selected.

### Excel

**Range Selection** Click in a cell, press and hold down the mouse button and drag to a new cell. The range should be selected. A colon is used to separate the name of the first cell from the second - a range name referenced as A4:C6 would contain 9 cells.

**Autofill** - used to fill in a set of numbers or text.

**Autofill** button is a small black square in the bottom right corner of a cell. Enter a number or text, click on the **Autofill** button (pointer changes to a +) and drag down or across. The value is copied to each cell.

Enter the name of a month or day, select the cell, click on the **Autofill** button and drag down. The months of the year or the days of the week are displayed.

Enter a number in a cell, e.g. 1. Enter a second number in the cell below, e.g. 2. Select the range.

Click on the **Autofill** button and drag down - the numbers should increase sequentially by 1. Repeat using 0 and 5 and you should have a series of numbers increasing by 5.

### Functions

Enter the following text in cells B8:B 13 - TOTAL, AVERAGE, HIGHEST GRADE, LOWEST GRADE. NUMBER OF SUBJECTS, TOTAL DIVIDED BY NUMBER OF SUBJECTS - note "Cell Borrowing".

Enter your marks in cells A1:A6, e.g. 87, 94, etc.

Select cell A7 and click on the **Autosum** ( $\Sigma$ ) button and press the Enter key. The total should appear.

Enter the following formulae in cells A8:A13.

=SUM(A1:A6)                    =AVERAGE(A1:A6)

=MAX(A1:A6)                 =MIN(A1:A6)

=COUNT(A1:A6)            =SUM(A1:A6)

### Internet

For **.com** addresses, enter the main part of the domain name only, e.g. for **http://www.dfres.com** enter **dfres** only. Hold down the **Ctrl** key and press the **Enter** key. The web site should open.

This works for all .com domain names.

At **dfres.com**, use the **Educational Web Link Index** to access a variety of educational web sites.

### Downloading Images

Go to **dfres.com** and select **Digital Images** from the left frame and then digital Images from the main frame. Explore the images. You will see thumbnail images. Click on the thumbnail image and a larger image will appear.

To download an image, click on the thumbnail to display the large image. **RMC** on the large image and select **Save Picture As** **\*\***.

You will see the **Save As** dialogue box with the default folder **My Pictures**. Click **Save** and the image is saved.

### Be aware of copyright laws when downloading information from the Internet.

### Setting the Home Page for your IE Browser

Locate a web site or a .htm file that you would like as your Home Page when you start the Internet.

Select **Tools> Internet Options** and select the **General** tab. In the **Home Page** address line, enter the address or path for your home page.

**Open Page in New Window** - there are occasions you wish to open a page in its own window, e.g. printout a frames' page or have two or three copies of a page open. However, the page may be designed to open in the current window with the link or in a specific frame. Select **File> New> Window** and the page will open in a new window.

### Educational Web Sites

**OSAPAC** - [www.osapac.org](http://www.osapac.org) - responsible for licensing software for publicly funded schools and Faculties of Education in Ontario. Software titles licensed and available for teachers to install on their home computer include:

Adobe Dreamweaver CS3	Edison - Tina
Microsoft Publisher 2002	Math Trek 456
Adobe Photoshop Elements	Career Cruising
Geometer's Sketchpad	Mathville

OSAPAC contains other resources such as Learning Materials, tutorials, and correlation of software with expectations are available for teachers to download.

**Ministry of Education** <http://www.edu.gov.on.ca>

**Ontario College of Teachers** <http://www.oct.ca>

### Other valuable Web Sites

**http://clip-art.kaboose.com/index.html** - excellent clip art for younger students, many categories could be better organized

**http://www.puzzlemaker.com/** - excellent site to create puzzles, easy to use.