

Useful Computer Tips and Tricks

Keyboard Shortcuts (these should work in ANY program):



- Copy = Ctrl + C
- Paste = Ctrl + V
- Cut = Ctrl + X
- Select All = Ctrl + A
- Undo = Ctrl + Z
- * Home Key (moves to beginning of line)
- * End Key (moves to end of line)
- * Ctrl + Home (moves to top of document)
- * Ctrl + End (moves to end of document)
- * Ctrl + Enter gives you a page break

Right Click once on things to get “Short Cut” menus.

1. You can't hurt anything by right clicking. Experiment and see what short cuts are available
 - a. Note: You **ONLY right click once** to get the short cut menu. Then you left click to “choose” options out of the short cut menu.

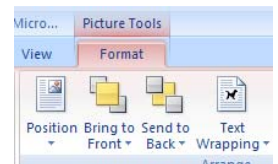
To Take a Screen Capture:



1. Be sure whatever you want to capture is showing on your monitor
2. Push the “**Print Screen**” button on your keyboard in the upper right hand side (this puts a copy of the screen on the computers “clipboard”)
3. Open “Word” or whatever program you want to place the screen capture in.
4. Click once to get an insertion point then hold the **Ctrl key** and push and release **the letter V on your keyboard** one time to “**paste**” the screen capture.
5. You can then click on the picture and use the format button that appears under picture tools at the top of your screen to: change text wrapping (small dog icon) to “tight” and (use the cropping tool) “crop” the picture. Note: “picture tools” only appear if you have a picture selected.

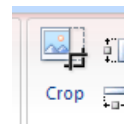
To Change the “Text Wrapping” around pictures or screen captures in word:

1. Paste a screen capture or insert a picture into word
2. Click once on the picture and the “picture tools” format tab appears
3. Be sure to actual click on the “format” tab that shows up under the “picture tools” so you see the picture tool choices.
4. On the “picture tools” format bar click the text wrapping icon (looks like a little dog)
5. I suggest choosing “tight” wrapping so text flows closely around the picture



To “Crop” a picture or screen capture in word:

1. Paste the picture or screen capture into word and change the “text wrapping”
2. Click on the picture to display the “picture tools” format tab, be sure you have clicked on the format tab to show the picture tools & click the “cropping tool”
3. Move over one of the black lines on the picture and click, hold, and drag to cut off parts of the screen capture or picture.



Relative Sizes of Stored Data (see chart to the right)

Always Backup your material!

Email an attached copy of your documents to yourself –AND- save documents on a 2nd storage medium

SIZE	CHARACTER EQUIVALENT	EXAMPLE
1 BYTE	1 alphanumeric character	The letter A or number 5
1 KILOBYTE	Approximately 1,000 characters	Slightly less than 1 page of typed, double-spaced text
1 MEGABYTE	Approximately 1 million characters	1,000 pages of typed, double-spaced text
1 GIGABYTE	Approximately 1 billion characters	1 million pages of typed, double-spaced text
1 TERABYTE	Approximately 1 trillion characters	1 billion pages of text

To “Save” an image from a web page (so you have the original picture file on your disk):


1. **Right click** on the picture you want
2. From the popup list, choose “**Save picture as**”
3. Find a place on your disk to save the picture (you may need to “rename” it so you recognize it)
 - a. Note: If the “Save picture as” option is grayed out, you can still get the picture by taking a “screen capture” of the page and cropping it.

To “Insert” a saved image file into your word document:

1. save the picture file on your disk first and then get into word
2. place your insertion point where you want the picture and click on the “insert” menu
3. Choose “picture” from the choices
4. Browse to find the picture on your disk and then double click it to insert it into your document (change text wrapping to “tight” so you can then move the picture around more easily).

To Save a file as “Rich Text Format” (so you can open it in most any word processing program.)

–Be aware that doing this increases the size of the original file about 10 times!

1. **Open the original file in your word processing program (such as word).**
2. Go to the “**office button**” in office 2007  or “**file**” menu in other programs and choose “save as”
3. Underneath the file “name” box is another box that says “**save as type**”. Click the down arrow next to this box and choose “**rich text format**” out of the list of options.
4. Your file extension should change to **.rtf** and you can then **click the “save” button.**

To Copy Text from a Web Site:

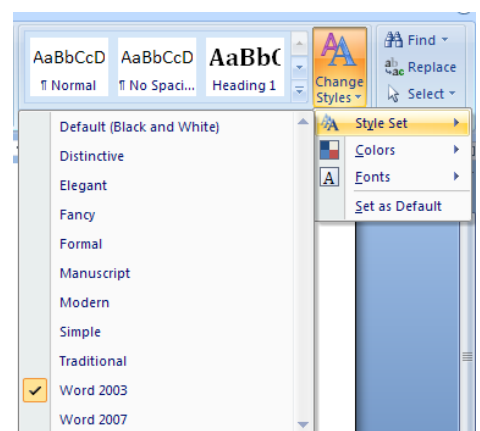
1. Use your mouse to “select” the text from a web page (click, hold, and drag through the text)
2. After you have a chunk of text selected, on your keyboard hold the Ctrl key and hit the letter C one time to grab a copy the text (this places that chunk of text on your computer clip board)
3. Open “Word” or whatever program you want to place the text in.
4. Hold the **Ctrl key on your keyboard and hit the letter V one time to “paste”** the text.
5. A small clipboard will pop up on your screen at the end of the text you have pasted. Click the down arrow by that clipboard and you can decide if you want to “match destination” styles or keep source formats.



Paste Options

To Switch your Word 2007 to Default to Single Spacing

1. **On the “home” tab** in word 2007 click the “change styles” drop down list
2. Choose “**style set**” out of the choices
3. Choose “**Word 2003**” (note this will not change the default font or margins or anything else. It will simply change your default line spacing to single spacing instead of the 1.2 spacing Word 2007 has as the default.)



Using “My Computer” to Manage your Computer Drives and Files

To Create File Folders on your disk/computer to keep documents organized:

1. Double click the “**My Computer**” icon on your computer desktop to open it
2. Double Click on **your drive** (USB or Hard Drive or whatever) to open it
3. **Right click once** inside the drive in a blank space (change the “view” to “list” FIRST it is easier)
4. Point at “**New**” from the short cut that pops up
5. Choose “**Folder**” from the next list that pops up
6. **Type a name** for your folder and **hit “enter”**

To Get Inside a “folder” or a “drive” on your computer

1. Double click “**my computer**” to get inside it
2. Double click the “**drive**” you want to work with to get inside it
3. Double click the “**folder**” to get inside it

To Move files into a folder

1. Double click “**my computer**” to open it & then Double click your **drive** to open it
2. **Click, hold and drag the file** you want to move until the folder you want to move it to is **highlighted, then release** your mouse button. The file is now moved.
3. You can also use the “**shift**” or “**ctrl**” key selection options described below to move several files at once.

To Select Multiple Files

1. **To Select Files or items that ARE NEXT to each other:**
 - a. **Click once on the first** item in the list to select it, then release your mouse; **Hold the shift key**; **Click once** & release your mouse on the last file or item in the list & then release the “shift” key.
 - b. **All items between the first one and the last one should now be selected**
2. **To Select Multiple files or items that are NOT next to each other:**
 - a. **Click once** on the first item you want; **Hold the ctrl key** and keep holding until you are done selecting; **Click once** on each file or item you want to add to your selected list
3. **After selecting files/folders, you can “right click”** on one of the selected items and manipulate them with any of the choices in the pop up menu (cut, copy, paste, etc). You can also use the keyboard shortcut commands to do these items. Find the way that works best for you.

To Rename a file or folder:

1. Double click “**my computer**” to open it & then Double click your **drive** to open it
2. **Right click on the folder or file name** to change & choose “**rename**” from the pop up list
3. **Type the new name and hit enter.** Be CAREFUL that you **do NOT change the file extension** of any files you rename or they won’t open again. The file extensions are: the dot and 3 letters found at the **end of file names such as .doc**

To Delete files from your drive

1. Double click “**my computer**” to open it & then Double click your **drive** to open it
2. **Double click on the folder you want to get into (if your files are in folders)**
3. **Click once** on the file to select it and **hit the “delete” key** on your keyboard. **Confirm “yes”** to the pop up box to actually delete the file.
4. **You can also use your shift or ctrl keys to select multiple files (see directions above) and then hit “delete’** on the keyboard to delete all selected files at once.

To Use “Word’s” Automatic Numbering Feature

(Please note that this may or may NOT work in a different word processing program):

1. **To Get Started:** Type your heading and hit enter, **then Type the number 1** followed by a period and **hit the “tab” key**.
 - a. **Then type out the question or statement** (Example: Heading could be: “Directions” then start your list of items: “1. Split the class into two groups”).
 - b. **Hit the “enter” key** on your keyboard. “Word” will automatically give you number 2 so you can continue your list
2. **To “Demote” the list to a subcategory:** If you want a “subcategory” hit your “tab” key **once** after the next number appears. This will cause “Word” to “demote” the number and give you an “a” instead.
 - a. Type your subcategory information and then **hit the “enter” button**. “Word” will automatically give you a letter “b”. Continue typing your subcategories as needed.
3. **To get a blank line between items:** without messing up the numbering system, **hold the “shift” key and press the “enter” key once**. This will give you a blank line without messing up your numbering system.
 - a. **After** you have a blank line inserted, **just hit the “enter” key once** and you will get the next number or small letter in your list
4. **To “Promote” the list back to a main category:** If you are in the “subcategory” list and want to switch back to the main letters, you must **hold the “shift” key and hit the “tab” key once** to “promote” your small letter back to a number.
5. **To turn OFF the auto feature:** Just hit the “enter” key twice or you can click the numbering or bullet button on the toolbar to turn the feature off.
6. **You can also always type out the text first and then go back** and select items and click the “numbering” tool on the toolbar or the “bullet” tool if you want bullets instead.

Quick Keyboard Command Summary:

Tab key = “demotes” to the right (turns numbers into letters)

Shift + Tab = “promotes to the left (turns letters into numbers)

Shift + Enter = gives you a “soft return” which will not damage your numbering system, but will give you blank lines. You can always move your insertion point and insert blank lines **AFTER** you have typed something.

Use these shortcut keys to move your cursor around on the screen:

Home Key = move cursor to **Beginning of line** **End Key** = move cursor to **End of line**

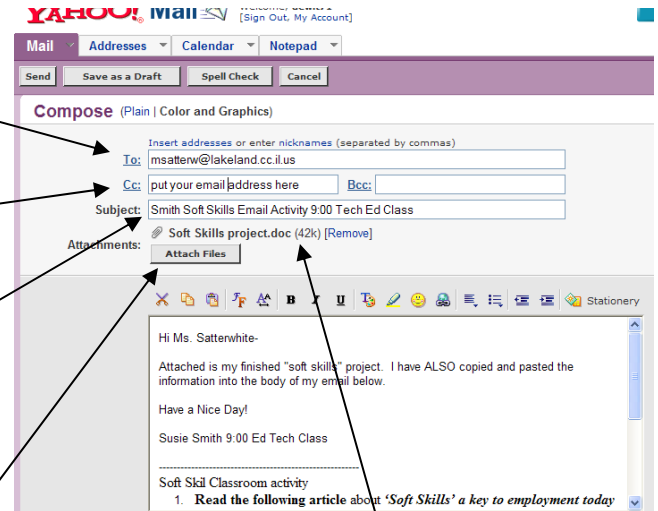
Ctrl + Home = move cursor to **Top of Document**

Ctrl + End = move cursor to **End of Document**

Using Email to “Attach” and Send/Receive Documents

(and/or copy and paste the contents of a document into the body of your email)

1. **Type up your document** that you wish to “attach” in Microsoft Word, **Save it with a file name you can remember**. If the person you are emailing the attachment to does not have Microsoft Word, then you can save it as “Rich Text” format (see page 2 of this packet).
2. Get into **your email program** and start composing a message to me (or whoever you are emailing). Put my email address in the **To: line**
3. In the **CC line**, put **YOUR** email address, (this will send a copy to you also).
4. Your **subject line** MUST say: **“your first and last name Soft Skills email activity your class time”**
5. Look for the **“Attach”** button in your email program and **“Click”** it (it may look like a paperclip or be in a different location than the “Yahoo” email shown here).
6. **Read CAREFULLY** and **follow the steps** to **“browse”** and then **“attach”** the file you want to attach (each email program will be different, so follow the screens carefully)
7. **Be sure your attachment is actually attached** after completing all steps. Your file name should **appear somewhere in the heading** of your email like it does in the sample here.
8. **Introduce your attached document as shown in the sample here**. NEVER just attach a document without introducing it or the receiver will think it is junk mail.
9. **After getting your attachment ready** to go as discussed above.
 - a. **Leave your email** program open.
 - b. **Go back** and open “Word”.
 - c. and **then open the document** that you have attached.
 - d. Do a **Ctrl + A** to select everything in your Word Document and a **Ctrl + C** to copy.
10. **Go back to your email message** and **“click”** (to get your insertion point flashing) in the body of the message **below your introduction and your name and class time**.
11. Do a **Ctrl +V** to paste the contents of your Word Document into the body of your email. The contents of your Word document should now be pasted into your email body.
12. **DOUBLE CHECK** these items and **THEN** click the **“Send Button”** to send it to me:
 - a. **My email address** in the To: line and **yours** in the CC: line
 - b. **Your subject line** says: **“your last name Soft Skills email activity your class time”**
 - c. That your “Word” document **shows as being attached**
 - d. That you have **introduced the attachment**
 - e. That the **contents of the attached document are copied into the body**



Sample Parts of an Email Program

