

50+ Ways to Love Your Computer

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Memory Sticks

- Portable memory tool
- Easily to use, easy to carry
- Can be used instead of CD-ROM or floppy disk or Zip disk
- Uses USB port on the computer

Windows

Hiding the Office Assistant

- The Office Assistant often pops out when you really don't expect (or need) him
- Solution: Hide him!
- From the **Menu Bar > Help > Hide the Office Assistant**
- If you want to use the Office Assistant: from the Menu Bar > Help > Show the Office Assistant

Toolbars on Two Rows

- It is easier to access the Standard and Formatting Toolbars when they display on two rows
- Select **Tools > Customize > Options > Show Standard and Formatting Toolbars on two rows**. Click Close.

Showing Full Menus

- If you prefer to see full menu selections rather than the most recently used options, try the following:
- Select **Tools > Customize > Options > Always show full menus**. Click Close.

Desktop

- Change the appearance of your Desktop screen
- Add a personal picture
- Use a pre-installed format

Add a personal picture to the Desktop

- Go to the Desktop and Right click in a blank spot
- Right click on **Properties**
- On the Display Properties box, click on tab **Desktop**
- Select **Browse**
- Click on a picture from your files
- Select **Apply** and it will become your new Desktop screen

Use a Pre-Installed format on the Desktop

- Go to the Desktop and Right click in a blank spot
- Right click on **Properties**
- On the Display Properties box, click on tab **Desktop**
- Select from the **list under Desktop**
- Click **Apply** or **OK** and it will become your new Desktop screen

Screen Saver

- A screen saver
 - protects your screen from “burn-in” as it moves around the screen
 - temporarily hides your work from others
 - allows you to personalize your screen
- Pre-installed screen savers are easy to set up
- You need to have administrator privileges on your computer to make this change

To add an installed screen saver

- Go to the Desktop and Right click in a blank spot
- Right click on **Properties**
- On the **Display Properties** box, click on tab **Screen Saver**
- Click on **down arrow under Screen Saver** to select a new screen saver. Highlighting the choice will select it.
- Can also adjust length of time it will display on the screen
- Click OK to apply

Key Stroke Shortcuts

- Actions (i.e., Save, Print, Copy, Paste, Bold, etc.) can be made numerous ways:
 - Tools on the toolbar (icons)
 - Menu bar
 - Keystrokes
- Keystrokes are quickest
- Example: Use **Ctrl key** and a **character** from the keyboard
- A list of keystroke combinations can be found via the **Help** menu. **Search for Keyboard Shortcuts**
- The most common keystroke combinations will show on choices displayed when you open the **Menu bar**

Using Keystrokes

- Press and hold the **Ctrl key**, then press desired keyboard **character**
- Common combinations:
 - Save: Ctrl S
 - Copy: Ctrl C
 - Paste: Ctrl V
 - Print: Ctrl P
 - Undo: Ctrl Z
 - Repeat last action: Ctrl Y

Undo Typing Tool

- Use the **Undo** typing tool to erase a mistake you just made without trying to correct it
- Undo tool is on the Standard toolbar and looks like an arrow curved to the left
- In Word it will undo numerous steps
- In Excel it may only undo your last step
- Can also use **Ctrl Z** keystrokes
- To use: Click on **Undo** tool
- Your mistake will disappear

Redo Typing Tool

- If you use the Undo tool and decide that you want to use the previous content, the Redo Typing tool will bring it back without your retyping it.
- The **Redo** tool is on the Standard Toolbar and looks like an arrow curved to the right.
- The Redo tool will be unavailable (ghosted) until you use the Undo tool

Bullets

- The Formatting toolbar has a default bullet style available. Just click the **Bullets tool** and the default bullet will be inserted into the document.
- Bullets can be changed to meet your needs
- How to select bullets:
 - From the **Menu Bar**, select **Format > Bullets and Numbering > click on the desired bullet > click OK**
- Customize bullet selection (PowerPoint):
 - From the Menu Bar, select **Format > Bullets and Numbering > Customize > then select font style > click on desired bullet > click OK**
 - Wingdings, Webdings and Symbols are good fonts for bullet types

Scroll Button on the Mouse

- A mouse will have a left default button and a right button
- Some mouse may also have a round roller between the two buttons that will allow you to scroll
- Roll it to go quickly between slides or to navigate through your documents

Cut

- **Cut** will remove text, pictures or other content from the screen
- Highlight text to be cut
- **Ctrl X** key strokes
- Can also use Cut tool

Copy

- Copy will leave the text, picture or other content on the screen, but will put it on the “clipboard” so that it can be replicated on another location
- **Ctrl C** key strokes
- Can also use the Copy tool

Paste

- You have to Cut or Copy before you can Paste
- **Ctrl V** key strokes
- Can also use the **Paste** tool
- Once content is copied it can be pasted numerous times and is available until you use another tool

Adding Pictures

- Pictures can be added to documents or presentations
- From the **Menu bar** select **Insert > Picture >** then click the **location where the picture is stored** (ie., Clip Art or From File)
 - *Clip Art* is on the computer, usually pre-installed in a Clip Art Gallery. Click **Clip Art** and then search for the item you want by typing in the **Search** box. When located, **double click on the item** and it will be inserted in your document.
 - *From File* is a file on your computer, usually MyPictures . Find and select the picture; double click and it will be inserted in the document.
 - *Clip art on Office Online* will take you to Microsoft site with over 15,000 clip art items that you can import back to your computer. <http://office.microsoft.com/en-us/clipart/default.aspx>

Using Microsoft Programs

Selecting Text

- Put the cursor over a word that is in a sentence.
- Click one time – the cursor is placed within that word on the location you clicked
- Click two times – the entire word is selected
- Click three times – the entire sentence is selected

Increase Font Size on Screen

- Print too small? Increase it on your screen
- From the **Formatting toolbar**:
 - Use the **Increase Font Size** tool which will make the font a few points bigger (in PowerPoint, usually about 4 points) or
 - Use the **Font Size** tool tell the computer what size you want it to be
 - **Type the number** in the **Font Size** box or
 - Use the **down arrow** to select a number
 - Press the **Enter** key or
 - Use the **Ctrl]** keys together to increase the font size 1 point every time you press the **]** key (MS Word) or 4 points (PowerPoint). The **]** key is located two keys to the right of the “P” key on the keyboard.

Decrease Font Size on the Screen

- Print too large? Decrease it on your screen
- From the Formatting toolbar:
 - Use the **Decrease Font Size** tool which will make the font a few points smaller or
 - Use the **Font Size** tool tell the computer what size you want the font to be
 - **Type the number** in the **Font Size** box or
 - Use the **down arrow** to select a number or
 - Use the **Ctrl [** keys together to decrease the font size 1 point every time you press the **[** key (Word) or 4 points (PowerPoint). The **[** key is located one key to the right of the "P" key on the keyboard

Headers

- Will be placed on the top of your printed document or spreadsheet. Often used in Word, Excel.
- The same text or picture will repeat at the top of each page of the document in the same place (or can be placed every other page)
- Changes to the Header can only be made when you are in the Header section. It is "ghosted" when you are in the document.
- The spacing at the top of the page can be adjusted

Footers

- Will be placed on the bottom of your printed document. Often used in Word, Excel.
- The same text or picture will repeat at the bottom of each page of the document in the same place (or can be placed every other page)
- Changes to the Footer can only be made when you are in the Footer section. It is "ghosted" when you are in the document.
- The spacing at the bottom of the page can be adjusted

Using Headers and Footers in Word

- From the **Menu Bar**, select **View**> click on **Header and Footer** to open
- Header box will be at the top of the document and Footer box at the bottom
- A new Header and Footer toolbar will also appear on your screen
- Type desired text inside the Header or Footer box or select pre-installed actions from this toolbar including:
 - Date
 - Time
 - Insert AutoText
 - Format
- Can toggle between Header and Footer using **Up** or **Down arrow** keys or use **Switch Between Header and Footer** tool
- Must click **Close** on the toolbar to get back to the document

Watermarks

- Watermarks are a kind of picture that prints in the background on your document in addition to the text. They are usually semi-transparent.
- In Word, from the **Menu bar**, select **Format > Background > Printed Watermark**
- Text Watermarks
 - Includes: Confidential, Draft, Original, ASAP
 - Can be placed diagonal on the page
- Picture Watermarks
 - Use a picture from your computer

Envelopes

- Print an envelope using the address in the letter
- Here is how:
 - Highlight the address text in the letter
 - Select **Tools > Letters & Mailings > Envelopes & Labels**
 - Select the **Envelopes** tab
 - Put the envelope in the printer (make sure it is facing in the right direction)
 - Press **Print**

Labels

- Individual mailing labels can be printed using MS Word
- Here is how:
 - Highlight the address text in the letter
 - Select **Tools > Letters & Mailings > Envelopes & Labels**
 - Select the **Labels** tab
 - On the **Options**, select the label number that matches the label you are using
 - Can print a full page of one label
 - Can print one label at a time by adjusting spacing
 - Press **Print**

Table

- Tables are easy to set up and use
- Using the **Insert Table** tool, you can select the number of rows and columns needed or just start with one row and correct number of columns
- Add text to the first cell in the table
- Use the Tab key to move to the next cell
- To add a new row, place the cursor in the last cell on the right and press the Tab key
- Tables are great for setting up documents without using Tabs. The items line up easily and look great. Good for resumes and agendas.

Removing Borders from Tables

- Highlight the entire table
- Using the **Borders** tool on the Formatting toolbar, select the **No Borders** option

Format Painter

- The Format Painter will copy the formatting on text and replicate it on different text in three steps
- Here's how:
 - **Highlight** the text that is **already formatted**
 - Click the **Format Painter** tool
 - Then highlight the **text to be changed**
- If you are changing multiple or non-contiguous texts
 - **Highlight** the text that is **already formatted**
 - Click the **Format Painter** tool **2 times**
 - Then highlight the **text to be changed**
 - When finished making changes, click the **Format Painter** to stop the action

Converting to PDF

- Portable Document Format documents (**PDF**) are formatted so they can be viewed and printed on multiple platforms without changing
- Documents can be seen on the screen using their original fonts, spacing and characters – the viewing computer does not have to have the same fonts installed to read the document correctly
- Since they cannot be changed by the viewer they are a secure way to e-mail a document to someone. Especially good for contracts, or other secure documents.
- When creating a PDF document, need special software that will convert the original document to a PDF document.
- To read a PDF document need to have Adobe Acrobat Installed (free download).

Moving Text

- Rather than Copy and Paste, in MS Word just highlight the text to be moved, hold the left mouse button down and drag and drop to the new location
- In Excel to move a cell, place the cursor on the edge of the cell (the cursor will change appearance), hold the left mouse button down and drag and drop to the new location.

AutoCorrect Options

- Built into the computer
- Will correct many typos as you create them
- To view the list: **Tools > AutoCorrect Options**
- Options include:
 - Capitalization
 - Emoticons
 - Arrows
 - Word correction
- You can add to the list if you have words that you routinely misspell.

Spell Checker

- Always use the Spell Checker before printing your work! Then read it before sending as the Spell Checker doesn't find everything.
- Spell Checker will catch misspelled words, but not incorrectly used words (i.e., *their* instead of *there*)
- To use: **Tools > Spelling**. Make corrections as needed.

Thesaurus

- Using the same words over and over in your document? Do you need a new word? Find one in the Thesaurus.
- Highlight the word to search for
 - Right click and select **Synonyms** from the popup menu, then choose from the list or select Thesaurus or
 - On the **Tools Menu** point to
 - **Thesaurus** (PowerPoint)
 - **Language > Thesaurus** (Word) or
 - Use the **Shift key** and **F7 function key**

Tabs

- Tabs are easy to use!
- From **View**, select **Ruler**
 - On the left side of the ruler the different tab options will be available. Click through the options to select a left, right, center, decimal or other type of tab
 - Click on the ruler where you want to place the tab
- To use the Tab
 - Type your text
 - Press the Tab key **one time** and type the next part of the text
 - All text will line up with the Tab
- Note: There are default tabs already set on most computers to move 1/2 inch each time you press the Tab key. Learn to set tabs correctly rather than using the default setting.

Indents

- **Increase Indent** is a tool that allows you to move text to the right
- **Decrease Indent** is a tool that allows you to move text to the left if it was previously indented. This tool is “ghosted” when inactive.
- Can use for lists, outlines, paragraphs

Lists and Outlines

- When making a list or outline try the following:
- Type the following:
 - Number 1, a period, then press the Tab key, type the first Topic, press the Enter key (i.e., 1. [tab] Exercise 1 [press Enter])
- The text will line up and will be sequentially numbered, ready for the next entry.
- If the next entry is a subset of the first one, then press the **Increase Indent** tool. The text will move to the right and the number will change to a bullet. Continue typing.
 - If the subset has a subset, press the **Increase Indent** tool. The text will move to the right and the number will change to a different bullet.
- When you want to add the second Topic, type topic information, press the **Decrease Indent** tool. The text will move to the left and the bullet will change to the number 2. Continue typing.
- Each time you press the **Decrease Indent** the text will move one subset to the left
- Each topic will be lined up by number and each subset will indent and line up by bullets. You do not have to make any changes to margins or tabs (unless you want to) and will have a nicely arranged list or outline.
- If you insert a new topic, the numbers will automatically change

Excel – Multiple Formatting

- Multiple formatting will allow you to set up many worksheets that are exactly alike or to make formatting changes to several worksheets at the same time
- Here's how:
 - Click all worksheet tabs at the bottom of the workbook that you want to change
 - In one of the worksheets type the new information or make the formatting changes
 - When finished, click on one of the worksheet tabs to remove the selection
 - All worksheets will include the changes
- Note: Don't forget to click the tabs when finished or you will continue to make changes in all the worksheets!

Excel – Use Grid Lines

- For ease of reading a printed Excel worksheet, use gridlines
- To apply: **File > Page Set Up > Sheet > Gridlines**. Click **OK**
- Could use borders, but gridlines are easier
- Use of grid lines will not look any different on your screen, but will show when printed

Excel – Change Tab Color

- In Excel workbook, right click the tab that you want to change color
- From pop-up window select **Tab Color**
- Select color
- Click OK
- When you click on a different tab you'll see the change

PowerPoint - Navigation

- Use the Navigation tools on the lower left side of the PowerPoint screen to go between **Normal View**, **Slide Sorter View**, and **Slide Show**

PowerPoint – Arranging Slides

- Use the **Slide Sorter View** when arranging slide order
- Here's how to move a slide:
 - Click **Slide Sorter View**
 - Place cursor on slide (a frame will appear around the slide) and hold down left mouse button
 - Drag and drop in new location
- A gray line will appear beside the slide. Watch this line as you move the cursor as it will indicate the new slide location. When you release the mouse button the slide will be moved to this location.
- Can also rearrange in **Normal View**. The slides will appear on the left side of the screen and can be rearranged by clicking on a slide then dragging and dropping to new location.

Nudge Text

- To make a very small change in placement of a text box or picture, use a combination of keys
- In PowerPoint, place the cursor on the edge of the text box or picture. Press and hold the **Ctrl key** and then **tap the arrow key** pointing in the direction of the desired change

Move the picture

- To make a small change: use **Ctrl** and **arrow keys**
- To make a larger change: use **Alt** key and **hold left mouse button down**. Drag and drop



Introducing Nicole Marrochello
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PowerPoint - Notes

- You can print notes to use as you present your PowerPoint slide show
- Access the **Notes** area from the **Normal View** (Notes will be at the bottom of the screen)
- To add Notes: Click in the area **Click to add notes** and start typing
- The notes area can be expanded by putting cursor on bar above **Click to add notes** area and dragging upward
- To print notes: **File > Print > Print what >** select **Print Notes**. You'll get a printed sheet with the slide at the top and your notes at the bottom
- These notes will not show on your slide show, but are available only to you

PowerPoint - Handouts

- Give yourself credit. Put your name and other information on each handout you create.
- Here's how:
 - **View > Header and Footer > Notes and Handouts tab**
 - Type your information in the appropriate box (usually the footer)
 - Click **Apply to All**
 - When printed, what you just typed will appear on your handouts

PowerPoint – Deleting Slides

- In the **Normal View** the slides will be shown on the left of the screen
 - Right click on the slide to be deleted
 - Select Delete Slide or
- From the **Slide Sorter View**
 - Right click on the slide to be deleted
 - Select Delete Slide or
- From the **Menu bar > Edit > Delete Slide**

Using the Web

Narrowing Hits on Web Search

- Define your search words by stating what you really want to find:
 - “John Stalker Institute” (rather than nutrition institute)
 - “Ashland, MA, school foodservice” (rather than schools Ashland)
 - “Five a Day” (rather than fruits and vegetables)
- Some use Boolean operators (i.e., *and*, *not*, *between*, *less than* etc.) when typing search words
- Don't use plurals
- Use Advanced Search tips or read the tips offered on Google or the search engine you use most

Google Advanced Search

- Here is an example of an Advanced Search in Google



Internet Security

- If you are going to shop on the Web or use online banking, make sure you are in a secure site
- Often the site will show a **closed lock** on the Task bar at the bottom of the screen or will tell you that the site is secure.
- Be aware!

Text Size Display on Web Pages

- To display Web page text larger or smaller On the **View** menu, point to **Text Size**, and then click the size you want
- Note: works better on some sites than on others

Set up a Personal E-Mail Account

- Yahoo, Google, MSN and many others offer free e-mail accounts. (Service providers - Comcast, AOL, Verizon - also provide e-mail as part of their paid service)
- Easy to set up and are free
- Log on and look for the **set up for free mail**. Answer a few questions and the account will be set up
- **Why do this?**
 - May not have access to personal email at work or home
 - **Use it for your email address if you are shopping online or have to give an email address to someone you don't really know**
 - Will decrease the number of junk emails to your main email address
- Need to login at least once per month or account will become inactive

Driving Directions from Web

- Good driving directions are available on the Web from several sites including:
 - www.yahoo.com > Maps
 - www.MSN.com > Maps & Directions
 - www.mapquest.com
- Type in beginning and ending addresses
- Driving directions will be displayed
- Can print directions with or without a map

Advanced Options on Mapquest

- Shortest Time
- Shortest Distance
- Avoid Highways
- Avoid Tolls
- Avoid Seasonally-closed Roads
- Reverse Route

Copying from the Web

- Sometimes you find things on the Web that you would like to copy. Here is how:
 - Put your cursor on the item
 - Right click, and select Copy
 - Then Paste it into the new location
- Remember: things on the Web should be considered to have a Copyright. Always copy the URL and display it with the copied item.
- Note: Not everything will copy or copy well, especially items from large organizations.

Copying from the Web



This picture was copied from the Framingham State College Web site

<http://www.framingham.edu/tour/>

Use Content from a CD-ROM

- Add sound by linking to a CD-ROM
- Go to the **Help** (PowerPoint) and search for link to **Play a CD during a Presentation**

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