

Journal for the wk of 01/20/2012

Tuesday, January 17, 2012

Login/Rules

Restart except if you are hour 7 then shutdown
Remember to clean up workstation/push in chair
Rules-No liquids, work hard, come in if you miss class, do not understand

Wednesday, January 18, 2012

Setting up a document/workspace/folders

Setup paragraph line spacing
Setup font
Set up default margins (page layout)
How to get drives back look for triangle (bottom right corner) and red N right click
Printers-Room 231 bw printer, Business Ed Color printer-print only with permission
U drive=student network drive
S drive= high school shares drive
C drive=computers hard drive space

View/gridlines, ruler

Setup folders for class

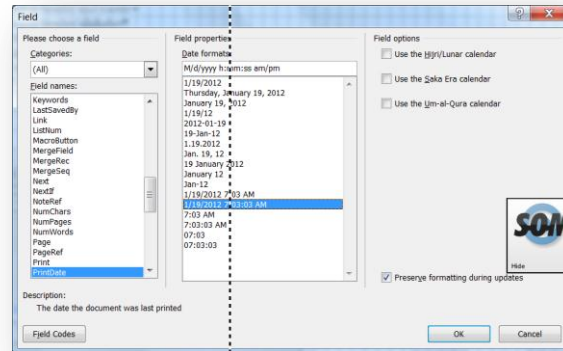
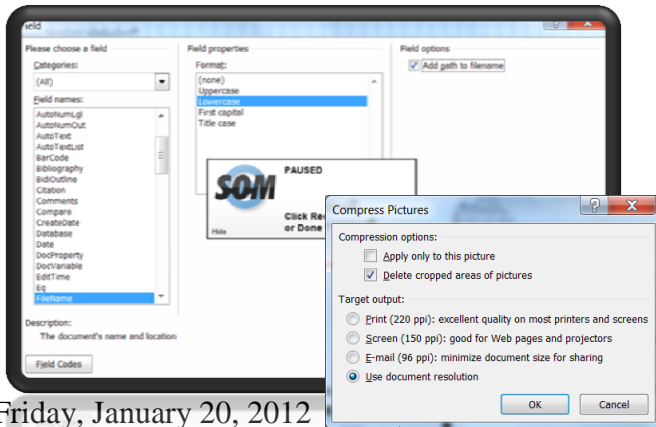
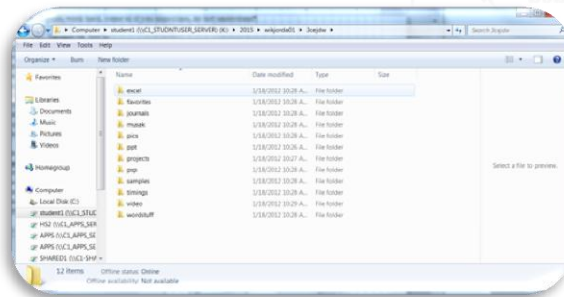
Thursday, January 19, 2012

Journal work

Setup header and footer
Insert header/alphabet
Insert footer/3 column
Quick parts
left-filename, center- type your first and last name, remember to capitalize, right-Printdate

Creating Files/Folders

- ✓ no spaces when naming
- ✓ no caps
- ✓ no symbols in name
- ✓ name it well
- ✓ short and sweet



Friday, January 20, 2012

Shortcuts and compression

Compress pictures by clicking on the picture
Go to compress deselected apply only to this picture and click screen



Shortcuts

- Ctrl s=save
- Ctrl c=copy
- Ctrl v=paste
- Ctrl z=undo
- Ctrl y=redo
- Ctrl 2=double space
- ctrl b=bold

Shortcuts

- Ctrl spacebar=remove formatting
- Shift f3=change case
- Ctrl shift >=larger font
- Ctrl shift <=smaller font
- ctrl shift +=superscript
- Ctrl =subscript
- Type h20= h₂O
- Type CO2= CO²

