

Techie Times

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Glenwood Community School District

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MS Office Tip:

Ways to Highlight Text	
Select Text	Click and Drag Mouse
	Click - Shift - Click
	F8 Key and use Arrow Keys
Select All	Control + A
Cursor to End of Line	Control + Shift + End
Cursor to Beginning of Line	Control + Shift + Home
Word	Double Click
Sentence	Control + Click
Line	Click in Left Margin
Paragraph	Double Click in Left Margin

Sites of the Month:

Looking for graphic organizers, rubrics, puzzles, crossword puzzles, word searches, etc.? Check out the links for teacher tools on the tech webpage:

http://tech.glenwoodschoools.org/Staff%20Development/teacher_tools.htm

Check It Out!

All newsletters will be stored on the Glenwood Tech Webpage. Check out previous Techie Time newsletters at: <http://tech.glenwoodschoools.org>. This site is full of resources for GCSD staff.

New Technology Words

Vista – This is the new Microsoft operating system which will be replacing Windows XP. The software takes a lot of memory and computer speed so it will not be implemented in the district until the tech team can upgrade a majority of machines in each building.

Office 2007 – Microsoft has just released this new version of Office. It is really cool but VERY different from previous versions. The software will read previous versions of Office but old versions cannot read it with out converting the information. Again, it requires more memory and speed to run.

The tech team will be purchasing the licenses for the new software but will install the older version. When a majority of their computers in a building are able to run the new software, then the switch will be made. Both of these new Microsoft versions will require staff development and/or training after implementation.



Death by PowerPoint

Have you ever watched a PowerPoint presentation and wished it had more information and fewer bells and whistles? It could be your students are more interested in the “cool” factor than the information on the presentation. Teach them the basic PowerPoint rules given on the Tech webpage:

<http://tech.glenwoodschoools.org/Staff%20Development/Death%20by%20PowerPoint.pdf>

Did You Know?

In 2002 alone Nintendo invested more than \$140 million in research and development.

The U.S. Federal Government spent less than half as much on Research and Innovation in Education.

Internet Explorer Shortcuts

- Show or hide the Favorites
Ctrl + I
- Open a new browser
Ctrl + N
- Go to Address Bar
Alt + D
- Go to Home Page
Alt + Home
- Refresh current web page
Ctrl + F5
- Add www. before and .com after what you type into the Address bar and navigate to that site.
Ctrl + Enter
- Open Find dialog box
Ctrl + F
- Open Open dialog box to enter new URL
Ctrl + O or Ctrl + L
- Show/Hide Search bar
Ctrl + E or F3
- Toggle full-screen mode
F11

Overheard at a computer store:
"I want a game capable of holding the interest of my six-year-old, but it's got to be simple enough for his father to play, too."