

Techie Times

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Glenwood Community School District

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Password Tricks

Using Mnemonics to Create Memorable Passwords

One way to create a memorable password is to use mnemonics to disguise personal information in a way that is logical for you. Write out a sentence that has personal meaning for you. Then, take the first (or last) letters and mix with numbers and symbols to create your memorable password.

MS Word Tip

To quickly move around in Microsoft Word:

Beginning of Line	Home
End of Line	End
Beginning of Document	Control + Home
End of Document	Control + End

Organizing Your Files

Does a principal's request for a lesson plan throw you in a tizzy -- not because you haven't written it, but because you can't find it? Do you have more than 5 files on a single topic? It's time to create folders!

- Double Click on My Computer
- Double Click on M Drive
- Right Click on a blank space and select New Folder
- Type in a Name for your Folder
- Drag appropriate files and drop them onto the new folder

Chatting Online

AAMOF?

TTFN?

If you want to know what your children or students are writing online (or if you can't figure out the abbreviations in their writing), check out this web page!

<http://www.computeruser.com/resources/dictionary/chat.html>

Did you Know?

There are over 2.7 billion searches performed on Google each month.

**Who answered these questions
B.G.?
(Before Google)**

Microsoft Vista

Want to know if your computer will run Microsoft Vista? Check out the Microsoft recommendations on the Tech Webpage.

<http://tech.glenwoodschoools.org/Staff%20Development/Windows%20Vista.pdf>

Check It Out!

All tech newsletters will be stored on the tech webpage. Check it out at:
<http://tech.glenwoodschoools.org>
The site is full of resources.

Tech in the District

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Format Painter



Have you ever noticed this symbol on your Microsoft Word toolbar? It's called the Format Painter. Let's suppose you have created a wonderful heading in your report. You have 14 pt. Bookman Old Style, centered, green, and bold, with a nice subtle shadow. You want all your other headings to look the same. Here are the steps to a quick format copy:

1. Highlight the text you wish to copy the formatting from.
2. Click on the Format Painter toolbar.
3. Paint the text (Highlight) with the cursor.

The text you just painted should have the same formatting as the original text.

Computer Foot Pedal

An exasperated caller to Dell Computer Tech Support couldn't get her new Dell computer to turn on. After ensuring the computer was plugged in, the technician asked her what happened when she pushed the power button. Her response, "I pushed and pushed on the foot pedal and nothing happens." The "foot pedal" turned out to be the computer's mouse.