

Techie Times

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Glenwood Community School District

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From A to Z in Word

Sort data with Microsoft Word.

To alphabetize a list you've typed in Word, make sure you typed each list item on a separate line (i.e. clicked Enter between items). Then click Table pull down menu, click Sort, and OK. If text other than the list appears on your page, highlight the list before sorting.

Site of the Month - Answers.com

This site favored by teachers for facts, explanations and definitions on 4 million topics. Winner of the 2006 Codie Award for Best Education Reference or Search Service, Answers.com is a good reference resource.

From lesson planning to student research, plagiarism issues to classroom website features, you'll find various ways to make Answers.com a springboard for further investigation of any topic being covered in your classroom. (OK, I copied and pasted it from the site...but it is a good resource.)

Railroad Tracks

Have you ever noticed ##### in a Microsoft Excel spreadsheet? These symbols mean that you do not have your column wide enough. If you put your mouse on the line in between the letters on the top of the screen and double click, the column will adjust automatically to the widest word or number in the column.

Domain Names

Ever wondered what the 3 letters stand for at the end of an Internet address? Here's a list of the common ones:

Aero..... Air-transport industry
Biz..... Businesses
Com..... Commercial
Coop..... Cooperatives
Edu..... Educational
Gov..... Government
Info..... For all uses
Int..... International
Mil..... Military
Museum..... Museums
Name..... For use by individuals
Net..... Networks
Org..... Organizations
Pro..... Professionals

Did you Know?

1 out of every 8 couples married in the U.S. last year met online.

Formatting in MS Word

Unsure of what formatting you have done in a paragraph?

- Go to Help/What's This?
- When the cursor changes to a question mark click on the paragraph.
- Information such as font, size, color, alignment, etc. will show.

Happy Summer!

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

Summer Time + Computers

Summer time is fast approaching and the tech team has a few suggestions:

- ✓ If your computer has a problem, submit it on the Tech Work Order before you leave for the summer.
- ✓ The Tech Team will be cleaning the inside of the machines during the summer.
- ✓ Please clean the outside of your machine before you leave. You can use glass cleaner on a cloth to clean most areas.
- ✓ The technology team will clean the flat screen monitors. Do not use any cleaning products on the screens of flat screen monitors.
- ✓ If you have a mouse with rollers and a ball, clean off all marks on the rollers. That's dirt that you see, not lines.
- ✓ Cover your machine with a cloth to keep it dust free for the summer. A beach towel or sheet works well.

