

Techie Times

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Glenwood Community School District

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Check It Out!

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

Inserting the Date and Time

There are two ways of inserting the date and the time in an Office document. The first way of inserting the date that will remain the same. You can do this by:

- Clicking the Insert menu at the top of the window.
- Then clicking Date and Time.
- Then you choose the format of your choice and click OK.

You can also insert the date which will always update. In other words, if you insert the date today and print tomorrow, tomorrow's date will be in the document. Follow the above directions but put a checkmark in the box before Update automatically.

You can make perfect squares and circles in Microsoft Word. To do this:

- Hold down the Shift key while making a rectangle to make a perfect square.
- Hold down Shift + Ctrl while making a circle to make a perfect circle from the center out.

Copying and Pasting Between Different Programs

You can easily copy and paste something from a Word document into another program, or vice-versa. To copy do the following:

- **Select** the text or item you wish to copy
- Press **Ctrl + C**.
- **Switch** to the other program.
- Place your cursor in the desired position
- Press **Ctrl + V**.

Word Count

To quickly get a few statistics about the document you are currently using, do a Word Count. This will display information such as the number of words, lines, characters, pages, and paragraphs in your document. To perform a Word Count:

- Open the Tools menu
- Click "Word Count."

Cropping a Picture

Cropping a picture gets rid of unnecessary space around the focal point of the picture. To quickly crop a picture in Word, hold down the Shift key while using the mouse to drag the borders of the picture.



Shortcuts to Internet Sites

While working in Internet Explorer, you may want to create a shortcut to a website. To do this:

- Simply right-click on an empty spot on the website.
- Click Create Shortcut. This will place a shortcut to the specified website on your desktop.

Seeing Railroad Tracks?

You may enter a formula into a cell in Excel but all that displays is a bunch of pound signs, like this: #####. Don't worry, there is nothing wrong. This just means that the number is too big to fit in the column. To fix this, simply double-click the right edge of the column heading. Excel will automatically expand the column to display the formula in its entirety.