Presents:

Tech Savvy Tips & Tricks

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Adapted from the Texas State Library's TEAL for All Texans Student Resources Manual

Tech Savvy Topics

- Microsoft Office Tips
- Windows OS Tips
- Online Tips

Goals & Objectives

- Learn tricks and tips for Microsoft Office programs
- Learn tips and tricks for computers that run Windows OS
- Learn tips and tricks to use online

Microsoft Office

Customizing the Ribbon Menu

- The Ribbon contains multiple **tabs**, each with several **groups** of commands. Some tabs, like "Drawing Tools" or "Table Tools", may appear only when you are working with certain items like images or tables. In addition, you can add your own customized tabs that contain your favorite commands.

- You can customize the Ribbon by creating your own **tabs** that house your desired commands. Commands are always housed within a **group**, and you can create as many groups as you need to keep your commands organized. In addition, you can even add commands to any of the default tabs, as long as you create a custom group within the tab.

Customizing the Ribbon Menu

To customize the Ribbon:

1. Right-click on one of the tabs in the Ribbon, and select **Customize the Ribbon**. A **dialog box** will appear.
2. Click **New Tab** at the bottom of the box. A new tab will be created with a new group inside it.
3. Make sure the new group is selected.
4. Select a command from the list on the left, then click **Add**. You can also drag commands directly into a group.
5. If you do not see the command you want, click on the **Choose commands** drop-down box, and select **All Commands**.
6. When you are done adding commands, you can name your tab and group whatever you would like then click **OK**.

To minimize and maximize the Ribbon:

- The Ribbon is designed to be easy to use and responsive to your current task, but if you find it is taking up too much of your screen space you can **minimize** it.
- Click the **arrow** in the upper-right corner of the Ribbon to minimize it. To maximize the Ribbon, click the arrow again.
- When the Ribbon is minimized, you can make it reappear by clicking on a tab. However, the Ribbon will disappear again when you are not using it.

The Clipboard

- The Clipboard is a temporary storage area where material that has been cut, copied, or snipped from a file is kept for pasting into another file.
- Whenever you copy or cut something the information is automatically stored in the Windows clipboard but you can only cut or copy one thing at a time.
- When using the Office clipboard, you can have up to 24 items stored there to paste wherever you may need.
- To access the clipboard click on the <u>dialog launcher</u> in the **Clipboard** group. A pane opens up on the left. Anything you cut or copy can be accessed here and a small icon will show where you cut or copied the material from.

Compatibility Mode and Conversion

Compatibility mode

- Sometimes you may need to work with Office files that were created in earlier versions of Microsoft, such as Office 2003. When you open these kinds of files, they will appear in Compatibility mode.

- Compatibility mode disables certain features, so you'll only be able to access commands found in the program that was used to create the file. For example, if you open a document in Word 2010 that was created in Word 2003, you can only use tabs and commands found in Word 2003.

- In order to exit Compatibility mode, you'll need to convert the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of the program, it's best to leave the document in Compatibility mode so the format will not change.

Compatibility Mode and Conversion

To convert a document:

- ➤ For example, if you wanted access to all Word 2010 features, you can convert the Word 2003 document to the 2010 file format.

- ➤ Note that converting a file may cause some changes to the original layout of the document.

1. Click the **File** tab and select **Info** if it is not already selected.

2. Locate and select the **Convert** command.

3. The **Save As** dialog box will appear. Select the **location** where you wish to save the document, enter a **file name** for it, and click **Save**.

4. The document will be converted to the newest file type.

Creating Pdfs

- PDFs are an easily shareable file format that allows you to send read only copies of a document to people. It also makes sure that no formatting changes occur when sending something. Pdfs can be created in 2 ways.
- **Method 1:** You can just save the document as a pdf when you click on File, Save as, and change the file type.
- **Method 2:** You can go to File then Print and change the printer to CutePDF writer. This method allows you to convert both documents and images into PDFs.

Note: PDfs are standard for the secure and reliable distribution of electronic forms and documents. Cutepdf writer allows you to convert any printable document into a pdf. Go to www.cutepdf.com to download the writer and to use a free online pdf editor.

Review

- How many items can you store on the Windows clipboard? How many on the Office clipboard?

- What does compatibility mode do?

- If I wanted to convert an image into a pdf which method would I use?

Windows

Who Owns What?

- **Microsoft**
  - Windows OS (Each major release is typically numerical)
  - Bing
  - Internet Explorer
  - Microsoft Office
  - MSN
  - Skype
  - Windows Phones (Nokia) and Tablets (Surface)
  - Xbox
- **Google**
  - Android (Each major release is named in alphabetical order after a dessert or sugary treat; for example, version 1.5 *Cupcake* was followed by 1.6 *Donut)*
  - Chromecast
  - Google Chrome
  - Google phones (Nexus) and tablets (Chromebook)
  - Picasa
  - Youtube
  - Google related services (i.e. Maps, Gmail, Docs, Drive, News, Hangouts, Google+, Search Engine, etc.)
- **Apple**
  - Mac OS (Each major release is named after a big cat; for example, Version 10.8 was *Mountain Lion*, more recent versions have been named after Californian landmarks, such as *Yosemite)*
  - Facetime
  - Mac computers, iPhones, iPads, iPods, iTunes, i-anything
  - Safari
  - Many of the apps that come on Apple devices (i.e. Garageband, Finder, Launchpad, etc.)

Measuring Memory

- Bit – smallest unit of data that a computer uses
- 1 Byte – 8 bits of data
- 1 Kilobyte (KB) – 1,000 bytes
- 1 Megabyte (MB) – 1,000 kilobytes
- 1 Gigabyte (GB) – 1,000 megabytes (Equal to about 500-1000 pictures, 250 songs, 10,000 – 50,000 documents depending on quality and file size)
- 1 Terabyte (TB) – 1,000 gigabytes

Accessories

- <u>Snipping Tool</u> – you can cut out and save any screen on your computer as an image

- <u>Paint</u> – you can open and save images as different file types as well as make minor edits such as crop, resize, rotate, and select.

- <u>Notepad</u> – a plain text program that strips formatted text or articles of all formatting, ads, and more.

Windows Media

- <u>Windows Movie Maker</u> - a video editing software that offers the ability to create and edit movies as well as publish them. Use Windows Movie Maker to make your own home movies using pictures, videos, music, visual effects, animations, and timing.

- <u>Windows Photo Gallery</u> – allows you to edit, organize, create projects, and more with your pictures.

- <u>Windows Photo Viewer</u> – opens up anytime you open a picture. This program allows you to print pictures in different sizes and burn pictures onto a disc.

- <u>Windows Media Center</u> – a one stop shop for viewing all media on your computer including pictures, music, videos, movies, online TV, and more

Basic Shortcuts

- **Ctrl + C** or **Ctrl + Insert** will copy the highlighted text or selected item.
- **Ctrl + X** will cut the highlighted text or selected item.
- **Ctrl + V** or **Shift + Insert** will paste the text or selected item.
- **Ctrl + Z** will undo any change. Press multiple times to undo multiple changes.
- **Ctrl + Y** will redo the undo.
- **Alt + Tab** will quickly switch between open programs. Press Tab until the program you want is highlighted then let go of both keys to switch to that program.
- **Windows Key + Tab** will switch through open programs in a full screenshot of the Window.
- **Ctrl + Back space** or **Delete** will erase a full word at a time instead of a single character.
- **Ctrl + Left** or **Right Arrow** will move the cursor one word at a time instead of one character at a time.
- **Ctrl + Shift + Left** or **Right Arrow** will highlight one word at a time in that direction. (Double clicking with your mouse will also work)
- **Ctrl + Up** or **Down arrow** will move the cursor one paragraph at a time instead of one line

Basic Shortcuts Cont.

- **Ctrl + Shift + Up** or **Down arrow** will highlight one paragraph at a time in that direction.
- **Shift key + Right** or **Left Arrow** highlights text one letter at a time.
- **Shift Key + Up** or **Down Arrow** highlights one line at a time. (Triple clicking with your mouse will also work)
- **Alt + spacebar** will open the minimize, maximize, close menu.
- **Ctrl + S** will save a file.
- **Ctrl + Home** will move the cursor to the beginning of the document.
- **Ctrl + End** will move the cursor to the end of a document.
- **Ctrl + P** will print the current page or document being viewed.
- **Page Up** and **Page Down** will move the page up or down one page at a time.
- **Space bar** will move the page down one page at a time when browsing the internet. Press the **Shift key + Space Bar** to go up one page at a time.
- **PrtScn** will take a screenshot of the entire screen. **Alt + PrtScn** takes a screenshot of the active window.

Creating Zip Files

- A **zip file** allows you to group or store multiple files in a folder so they act like one file. For example, let's say you want to email a folder of Word documents to someone. You could attach each file individually, but it would take a long time—especially if there are a lot of documents. A better solution would be to put all of the files into a zip file, and then attach the zip file to your email.

- Another advantage of zip files is that they are compressed, which means the total file size is smaller. If you're emailing a zip file to someone or posting it to the Web, it takes less time to upload—and your recipients will also be able to download it more quickly.

- To create a zip file
  - Highlight the files you want to include. Right click on any of the files and hover over Send to. Select Compressed (zipped) folder
  - Name the folder that comes up. Once created you can keep adding as many files to the folder as you want
  - You can also create the zip folder first by right clicking in the viewing pane, selecting New > Compressed (zipped) folder, naming it, then adding files to it.

- To extract files from a zipped folder
  - Right click on the folder, select extract all, and choose where you want the files to be sent.

Backing up Data

➢ **Why Should I Back Up Data on My Computer?**

• Computers are a bigger part of our life now more then ever before. We save pictures, music, and important documents and communicate with our friends and family. Information on your computer could be lost due to a hard drive failure, data becomes corrupt, your computer is lost or stolen, your computer is damaged by fire, water or some other event, or a virus infects your computer and damages your data. Backing up your computer is a simple way to protect your information from being lost.

➢ **What Should I Back Up?**

• For the average user you should consider backing up items that would be hard to duplicate or replace such as photos, important documents or financial information, etc.

Backing up Data

➢ **How Should I Back Up My Data?**

• You can use online storage such as a cloud to backup your data or use an external drive. CDs, flash drives, and external hard drives are three options for backing up your data on physical storage. CDs are not used as much today because if you have a lot of information it could take a lot of CDs to back it all up. However it is good to backup a computer to a cd when you first buy it so you have your own restore disks. Flash drives and external hard drives are much more secure and common due to their convenient sizes and large storage space. For daily backups a flash drive can be the best option. For larger amounts of data or long term storage, investing in an external hard drive could be your best option. With external media you can manually backup items by dragging and dropping the files and folders you want onto the drive or you can set it to backup automatically through Windows.

➢ **How Much is External Storage?**

Flash Drive		External Hard Drive	
32 GB	$15	500GB	$50 - $60
64 GB	$25	1 TB	$70 - $90
128 GB	$40 - $50		

➢ **How Frequently Should I Back Up My Data?**

• You should back up your data as soon as you have created enough new files or changes to existing files that it would be difficult to recreate them, if lost.

Backup and Restore

- In Windows there are five backup and restore options:

- **Backup** – allows you to choose which files, folders, and programs you want to backup as well as schedule when to do backups. This can be manual or set up automatically but you must have your external media plugged in when the backup is scheduled.

- **System Image** – saves a copy of the drives required for Windows to run. It can be used to restore your computer if your hard drive or computer ever stops working and replaces everything on the computer with whatever is on the image. However you can't choose individual items to restore.

- **System Restore** – Windows periodically creates restore points automatically. System restore allows you to start your computer up from a previous date before recent changes have been made. This can be useful for getting rid of viruses or corrupted programs.

- **System Repair Disc** – ideally you create this disc when you first get your computer or when your computer is pristine in condition. This disc holds system recovery tools that will help boot your computer if there is ever a major system error.

- **Reinstall Windows** – if all else fails you can always reinstall Windows from scratch as long as you have the installation disc

Note: Backup and Restore options are located in the Control Panel under **System and Security**

Review

- What six memory sizes did we cover?
- What program would you use to change a picture from .png to .jpeg?
- What is the keyboard shortcut for saving a document?
- Where are the backup and restore options located?

Online

Internet Solutions

- **Print email attachments**
  - When you want to print an attachment from either Yahoo's email or Google's email, you must click on the Download link next to the attachment. Clicking on the attachment itself or the View option will only open a preview and will not print correctly from that view. As long you click on the actual download link the attachment will open in its respective program (i.e. adobe reader for pdfs, Microsoft Word for word documents, etc.) This ensures the formatting and all pages will print correctly.

- **Print email conversations**
  - When you want to print a single message or the most recent message in an email, click on More in the action bar and choose the Print option (when you have more than one message it will say Print Newest.) To print out all conversations in an email, click on More at the bottom of the last email.

- **Allow popups**
  - To allow a one time only pop up window, hold down the Ctrl key while clicking on the link that opens the window and it will open. Ctrl allows you to bypass the pop up blocker once each time you use it.
  - To temporarily allow popups while your on a website (such as when taking a test or on employee websites) look for a notice at the top of the page and click on it for a short menu of popup options. For Internet Explorer choose 'temporarily allow popups', for Firefox choose 'allow popups', for Chrome click on the blocked pop-up alert icon in the address bar and click the link for the pop-up window that you'd like to see.
  - To always see pop-ups for a site, select "Always show pop-ups from [site]". You can also add sites to the exception list in your internet options.

Internet Solutions

- **Save pictures from the internet**
  - To save and use pictures from the internet, right click on the photo and choose Save Image as. You can do image searches by choosing the images option at the top of a search screen. Click on the image you want, right click on the picture and choose Save Image As or choose Copy Image if you just want the picture and not the picture file.
- **Open pdf from a browser**
  - When pdf's open up in a browser instead of in Adobe, click on the arrow in the top right corner to download it to the computer and it will open up in Adobe.

Web Browser Extras

- **Add-ons** - Add-ons are applications that let you personalize web browsers with extra functionality or style that is not included such as weather notifications or a themed look to make it your own. This term includes plug-ins and extensions.
- **Plug-ins** - A plug-in is a piece of software code that enables an application or program to do something it couldn't by itself. One of the more common plug-ins is Adobe Flash Player which allows videos and other interactive media on the internet to work. Plug-ins typically run in the background and work on all browsers.
- **Extensions** - Extensions are small software programs that can extend, modify and enhance the functionality of a browser and are specific to the browser it has been added to.

Java and Adobe

- **<u>Java</u>** is a computing platform and programming language that many websites, programs, and devices use to run the code that makes them work. It was developed by Sun Microsystems.

- **<u>Javascript</u>** is a programming language that is built into webpages to create interactive features that HTML and CSS don't. It was developed by NetScape.

- **<u>Adobe</u>**, or Adobe Systems, is a company that produces a line of paid and free multimedia and creativity software products such as Flashplayer, Reader, Shockwave, Photoshop and more.

Tools & Settings

- **<u>Update your browser</u>** to save time, keep you safer, and do more online.
- **<u>Delete Browsing History</u>** manually or set it to automatically delete when you close your browser.
- Turn on **<u>Pop-Up Blocker</u>** to manage your popups and prevent unsolicited ads from slowing your computer down.
- Use **<u>Internet Options</u>** to customize security and privacy settings
  - *General*: set homepage and browsing history options
  - *Privacy*: manage tracking protection and access. InPrivate Browsing and Incognito mode are also available on IE and Chrome respectively. These allow you to browse without saving your web history or cookies.
  - *Security:* turn on security options such as Smart Screen Filter in IE which checks sites for malicious activity.

Viruses

- **Adware:** A malicious code that displays unsolicited advertising on your computer.

- **Malware:** stands for Malicious softWare and is an umbrella term that includes any type of harmful code – "trojans", "worms", "spyware", "adware", etc that infiltrate a computer without consent of the computer user and are designed to damage the computer, collect information, or allow your computer to be subverted and used remotely to send spam.

- **Phishing:** the attempt by people to impersonate a business in order to trick you into giving out your personal information.

- **Spam:** Unsolicited e-mail attempting to sell you something. Also known as junk mail.

- **Spyware:** is stealthy software that leverages your Internet connection to collect information about you without your knowledge or consent and sends it back to whomever wrote the spyware program. Like adware it is often installed when you download 'freeware' or 'shareware' programs. Spyware may be looking for your banking information, personal information, etc. It is illegal and pervasive.

How do I get Viruses?

There are many different ways a computer can become infected with spyware, viruses, and other malware. This is a list of the most common ways a computer can contract these infections listed in the order they are typically most commonly done.

- **Accepting without reading:** One of the most common ways a computer becomes infected is the user accepts what he or she sees on the screen without reading the prompt or understand what it's asking. For example:
  - While browsing the Internet, an Internet advertisement or window appears that says your computer is infected or that a unique plug-in is required. Without fully understanding what it is you're getting, you accept the prompt.
  - When installing or updating a program, you're prompted (often checkboxes already checked) if it's ok to install additional programs that you may not want or are designed to monitor your usage of the program.
- **Opening e-mail attachments:** Another very common way people become infected is by opening false e-mail attachments, even when from a co-worker, friend, or family member. E-mail addresses can be faked and even when not faked your acquaintance may unsuspectingly be forwarding you an infected file. When receiving an e-mail with an attachment, if the e-mail was not expected or it's from someone you don't know delete it.

How do I get Viruses?

- **Not running the latest updates:** Many of the updates, especially those associated with Microsoft Windows and other operating systems and programs, are security updates. Running a program or operating system that is not up-to-date can be a big security risk and can be a way your computer becomes infected. In addition to running operating system updates, the plugins associated with your browser can often contain security vulnerabilities. Make sure you have the latest versions of plugins.

- **Pirating software, music, or movies:** If you or someone on your computer is participating in underground places on the Internet where you're downloading copyrighted music, movies, software, etc. for free, often many of the files can contain viruses, spyware or malicious software.

- **No antivirus spyware scanner:** When using a computer it's highly recommended you have some form of antivirus and spyware protection on that computer to help clean it from any infections currently on the computer and to help prevent any future infections.

- **Downloading infected software:** Downloading any other software from the Internet can also contain viruses and other malware. When downloading any software (programs, utilities, games, updates, demos, etc.), make sure you're downloading the software from a reliable source and while installing it you're reading all prompts about what the program is putting on your computer.

Visit www.howtogeek.com/howto/2998/ for more info on what to look out for from viruses and protect yourself.

Antivirus Programs

- A full-scale antivirus tool both cleans up existing threats and keeps new attacks from getting a foothold. Whenever you buy or download free software always use its official website to do so.

- Paid ($30-$40)
  - Bitdefender Antivirus Plus ($39.95)
  - Webroot Secure Anywhere Antivirus ($29.99)
  - Norton Antivirus ($49.99)

- Free
  - Bitdefender Antivirus Free Edition
  - Ad-Aware Free Antivirus
  - AVG AntiVirus Free
  - Avast Antivirus Free

- Cleanup only
  - Malwarebytes Anti-Malware

Review

- www.20thingsilearned.com
- www.gcflearnfree.org
- To download cutepdfwriter: www.cutepdf.com
- To download Movie Maker 6: movies.blainesville.com/2010/05/installing-windows-movie-maker-60-on.html