

MONTHLY INSTRUCTIONAL TECHNOLOGY WEBSITES

September Focus: *Microsoft Word XP Tips & Tricks*



Several Microsoft Office XP Help Links:

Paul Thurrott's Super Site for Windows XP: www.winsupersite.com/showcase/officexp_tips_ms.asp

Word XP Tips & Tricks: <http://www.internetfixes.com/wordXP/frmwordXP.html>

Word.Tips.Net: <http://word.tips.net/>

A Few Favorites Are Listed Below.....

Insert Foreign Language Accent Marks into a Document - Two ways to accomplish this: ① Click on Insert > Symbol > Click on the letter you wish to change > Insert button > OK button. **OR...** ② Press down [cntrl key] + ['] followed by the letter you wish to place an accent on. *Example: [cntrl] + ['] + e = résumé. España anyone?*

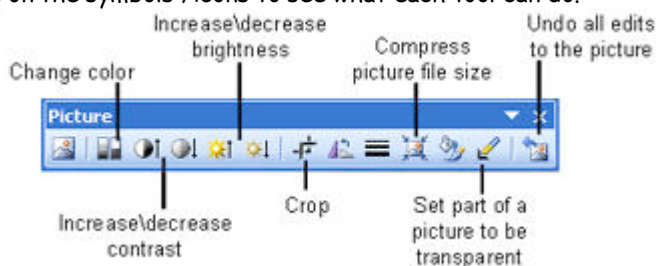
Drop Caps - Type your first paragraph. Highlight the first letter in the paragraph. Click on Format > Drop Cap > choose the position you want, and then click on OK button.

I have been impressed with the urgency of doing. Knowing is not enough; we must apply. Being willing is not enough; we must do." — *L. DaVinci*

Format Bullets in a Document - You can insert fancy bullets into your document (stars, arrows, etc.). Click on Format > Bullets and Numbering > click on a style > Customize button > choose Font, Character, or Picture button > OK button.

PrntScrn Key - Copy/paste an image from your monitor screen (a web page, a graphic, etc) and insert it into your document. (The **prnt scrn** key is located near the delete key on your keyboard): Press the Print Screen key > Switch back to your document > Position and click the left mouse button at point of insertion > Right click mouse button > Click on Paste.

Office XP Resize, Re-arrange Graphics, Clip Art or Photos - Re-position, crop, re-size, or change the color of any graphic: Right click on the graphic in your document > Click on Show Picture Toolbar > (toolbar will pop up on your screen) > Rest the mouse on the symbols /icons to see what each tool can do.



Auto Correct - The Auto Correct feature in Office XP can automatically place symbols in your document.

A few examples:

To get: ©	Type : (c)	To get: →	Type: - - >
To get: ®	Type: (r)	To get: ™	Type (T M)

Can't See the Teeny Tiny Print? - Hard to view some web pages? Click on View > Text Size > choose the size that is best for you. The default is medium.

Teacher Tech Tips

Helpful Faculty Link: SOS Online Faculty Resources - <http://www.sosschool.org/facultyres.htm> . Here is where you will find a schedule of workshops and demonstrations, OCS, templates, monthly technology flyer archive, e-Portfolios, etc.

Do you have an idea that needs to be added to this faculty resource web page?

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