

# Tech Tips



**Reminder** - Complete your STaR Chart. Laurien sent you an email with your username. We don't have access to your password but there is a "Forgot Your Password" link on the login screen. If you've lost that email, let me know. Thanks for your cooperation on this!




**Great Idea** - When you're ready to scan your benchmark tests in Aware, alphabetize your students' answer documents. It makes it much easier to locate a paper when you have to access the "response editor". Laurien and I are happy to come help you scan your tests.



**Quick Tip** - I always get asked about keyboard shortcuts. *What are they? Why would I use them? What can they do?*

Keyboard shortcuts are key combinations on your keyboard that replace mouse clicks to perform tasks on your computer. They are great little tricks so that you don't have to take your hands off the keyboard when you want execute common tasks. Also, if your mouse quits working, you can at least save your work! With shortcuts you can copy, paste, undo, save and many many more. Although I've listed the most common shortcuts below, I have also included some more unusual ones for those of you who already are using shortcuts. (Ctrl is the abbreviation for the control key. So Ctrl + N means I'm going to hold down the control key and press the N key on my keyboard.) And best of all, these shortcuts work in most programs!

Shortcut	Action
Ctrl + N	New item (new document, new email, etc)
Ctrl + S	Saves your work (very handy with rolling blackouts)
Ctrl + X	Cuts selected text ("Cut" is a one-touch for copy & paste together)
Ctrl + Z	Undo the last action (my favorite panic button)
Ctrl + C	Copies the selected text
Ctrl + V	Pastes whatever you have copied
Ctrl + P	Sends your document to the printer
Ctrl + B	Bolds the selected text
Ctrl + R	Replies to an email message
Ctrl + shift + R	Replies to "all"
Ctrl + F	Forwards the message
Alt + F4	Closes the current window
Alt + Tab	Shifts between current programs
Windows Logo + L	Locks your computer without doing the whole ctrl + alt + delete. The windows logo key looks like this. 

There are pages and pages but this is a good starting place. Try to learn and use a new one everyday!

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**Awesome Web Site** -



<http://dotwhat.net/>

Have you ever wondered just exactly what .jpeg stands for? Or have you wanted to know what application (program) is needed to open a document that doesn't have the standard .doc file extension? [DotWhat.net](http://dotwhat.net/) provides you with detailed information on file extensions and formats.



And something extra....from the Institute of International Education. (Sponsored by Toyota) [www.iie.org/toyota](http://www.iie.org/toyota) The 2011 Toyota International Teacher Program to Costa Rica, will take place November 19 through December 3, 2011. Full-time classroom teachers of all subjects and librarians, grades 7- 12, are now invited to apply on-line. Please visit our website at [www.iie.org/toyota](http://www.iie.org/toyota) for more information and application instructions. The deadline to apply is May 4, 2011.

The Toyota International Teacher Program is a fully-funded international professional development program for U.S. teachers. Funded by Toyota Motor Sales, U.S.A., Inc., and administered by the Institute of International Education, the program advances environmental stewardship and global connectedness in U.S. schools and communities. The Program to Costa Rica will explore environmental and cultural preservation, biodiversity, and sustainability through a variety of site visits, discussions, lectures, and hands-on activities. Program participants will have an opportunity to meet with local experts, visit schools and museums, and experience the rainforest first-hand.

The Toyota International Teacher Program values diversity and encourages educators of all backgrounds, subjects, and school types to apply for this unique professional development opportunity.

**Remember** - this year's previous tips are located [here](#) on the [TerrellTechInservice wikispace](#). Really old Tech Tips can be found [here](#).

*Laurien & Mary*

Your CITs