



## Useful One Page Handouts




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**MAC KEYSTROKE TIPS**

*Why not tape to your laptop?*

⌘ SZA=save undo select all  
 ⌘XCVP=cut copy paste print  
 ⌘ OPTION then ESC=FORCE QUIT  
 ⌘ CTRL then Reset = RESTART  
 CTRL and CLICK to simulate  
 RIGHT MOUSE CLICK on PC  
 SHIFT CLICK to mean THROUGH  
 ⌘ Click to mean ALSO  
 ⌘ + or - changes text size  
 within some Web browsers  
 ⌘ SHIFT then 4 to invoke  
 SCREEN SNAPSHOT  
 OPTION 8\$P generates • ¢ Π  
 SHIFT OPTION K generates   
 which is now same as ⌘ key  
*print more: [www.summercore.com/tips](http://www.summercore.com/tips)*

**PC KEYSTROKE TIPS**

*Why not tape to your laptop?*

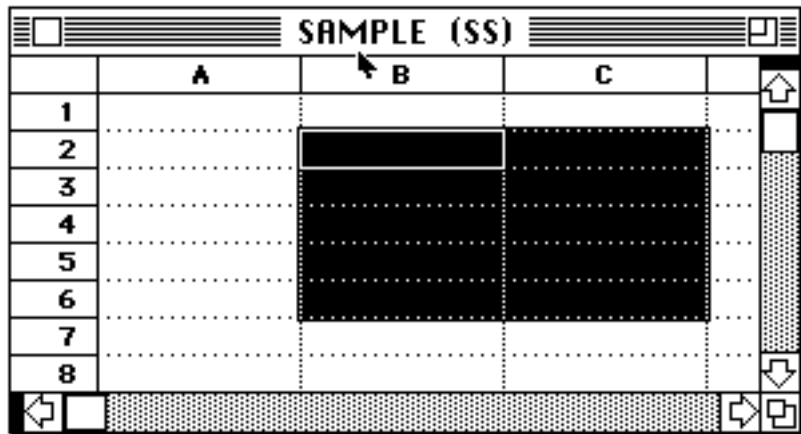
CTRL SZA=save undo select all  
 CTRL XCVP=cut copy paste print  
 CTRL ALT DEL = FORCE QUIT  
 ALT to use underlined letters  
 RIGHT MOUSE CLICK gives  
 additional options on that item  
 SHIFT CLICK to mean THROUGH  
 CTRL Click to mean ALSO  
 CTRL + or - changes text size  
 within some Web browsers  
 PRINT SCREEN captures what is on  
 screen, then paste it into a doc or into  
 PAINT which is within ACCESSORIES  
 WINDOWS  =START MENU  
*print more: [www.summercore.com/tips](http://www.summercore.com/tips)*

# A fill in the blank SS Intro

1) Rows are \_\_\_\_\_ while columns are \_\_\_\_\_ .

2) A cell is the \_\_\_\_\_, e.g. \_\_\_\_\_ .

3) When doing data entry the  $\checkmark$  symbol means \_\_\_\_\_ while the X symbol means \_\_\_\_\_ .



4) To correct a cell, you can either retype it as if it had never been there or click on it and then edit in the top of the screen where it shows.

5) There are many rows and columns in a spreadsheet, so if you are in cell A1 and you accidentally push UP ARROW or LEFT ARROW, then to fix the problem you should \_\_\_\_\_ .

6) The word VALUE refers to a \_\_\_\_\_ while LABEL refers to a \_\_\_\_\_ .

7) To widen a column, you \_\_\_\_\_ . If a column has repeated ##### signs, that means you must \_\_\_\_\_ that column.

8) Any formula must begin with \_\_\_\_ . A typical formula for ADDING UP is \_\_\_\_\_ . A typical formula for AVERAGING is \_\_\_\_\_ .

9) To alphabetize data, you first blacken (highlight) the section, then choose \_\_\_\_\_ .

10) Once you have a formula in one cell and you want it repeated below or to the right, you first \_\_\_\_\_ and then choose \_\_\_\_\_ .

11) To insert a row after you have built a spreadsheet, you first click on the row number on the left and then choose \_\_\_\_\_ . Or to delete the row, you \_\_\_\_\_ . To insert a column after you have built a spreadsheet, you first click on the row number on the left and then choose \_\_\_\_\_ . Or to delete the column, you \_\_\_\_\_ .

## **Here are some more examples of formulas:**

F1)	=C5-B4	Computes difference of two cells
F2)	=B3+(B3*.12)	Computes 12 per cent increase from B3
F3)	=B3*1.12	Another way to calculate 12 % increase
F4)	=(B3*12/100)	And still another way
F5)	=(C3*.1)+(D3*.5)+(E3*.4)	Computes weighted average of C3,D3 & E3
F6)	=(C3+(D3*5)+(E3*4))/10	Computer weighted average another way
F7)	=B3*1.07	Finding 7% population increase
F8)	=C3-B3	Finding \$ salary increase from B3 to C3
F9)	=100*(C3-B3)/B3	Finding % salary increase from B3 to C3
F10)	=B3+1	Adds 1 to B3; useful for generating integers or years quickly

# Foreign (and other) symbols: Mac

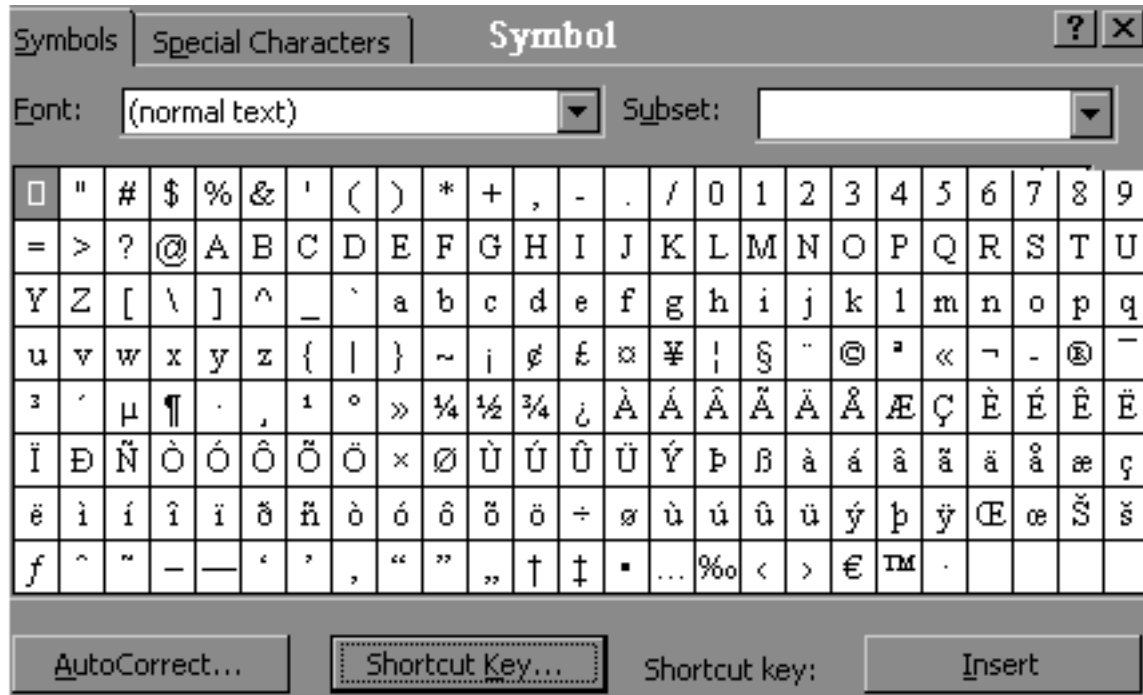
<b>HOW TO</b>	<b>EXPLANATION</b>
Type the Acute Accent ´	Push OPTION-e, then release and type the e or other letter you want to accent, for example— école.
Type the Circumflex Accent ^	Push OPTION-i, then release and type the i or other letter you want to accent, for example— maître.
Type the Grave Accent `	Push OPTION-`, then release and type the e or other letter you want to accent, for example— lèvre.
Type the Spanish symbol ¡	Push OPTION down and then type 1 whenever you want to get the upside-down exclamation mark ¡ symbol.
Type the Spanish symbol ¿	Push OPTION-SHIFT down and then type ? whenever you want to get the upside-down question mark ¿ symbol.
Type the Symbol ç (cedilla)	Push OPTION-c whenever you want to get the cedilla, for example— façade.
Type the Tilde Accent ~	Push OPTION-n, then release and type the n or other letter you want to accent, for example— mañana.
Type the Umlaut Accent ö	Push OPTION-u, then release and type the o or other letter you want to accent, for example— Böblingen.

## Foreign (and other) symbols with HTML codes

<b>HOW TO</b>	<b>EXPLANATION</b>
Type the < SYMBOL	Use <b>&amp;lt;</b>
Type the > SYMBOL	Use <b>&amp;gt;</b>
Type the word <FONT>	Use <b>&amp;lt;FONT&amp;gt;</b>
Type the é character	Use <b>&amp;#233</b> or use <b>&amp;eacute;</b>
Type the è character	Use <b>&amp;#232</b> or use <b>&amp;egrave;</b>
Type the ñ character	Use <b>&amp;#241</b> or use <b>&amp;ntilde;</b>
Type the ç character	Use <b>&amp;#231</b> or use <b>&amp;ccedil;</b>
Type the ö character	Use <b>&amp;#246</b> or use <b>&amp;ouml;</b>
Type the ¿ character	Use <b>&amp;#191</b> or use <b>&amp;iquest;</b>
Type the ÷ character	Use <b>&amp;#247</b> or use <b>&amp;divide;</b>

# Foreign (and other) symbols: PC

Using the features of your software to insert special characters:



When in Microsoft Word, choose SYMBOL under the INSERT menu. You will then see the screen above (SYMBOL TAB) and the screen below (SPECIAL CHARACTERS TAB). Each time you click on a symbol (e.g. é) you will see the Shortcut Key (e.g. control ' followed by e) “whispered at the bottom of the screen.” If you want, you can wire this to be F5 or any other function key by clicking where it says Shortcut Key!

