



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: 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

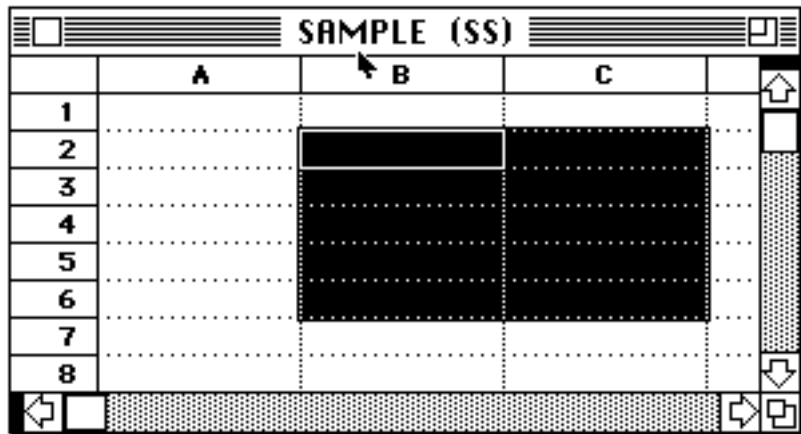
print more: summercore.com/tips

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

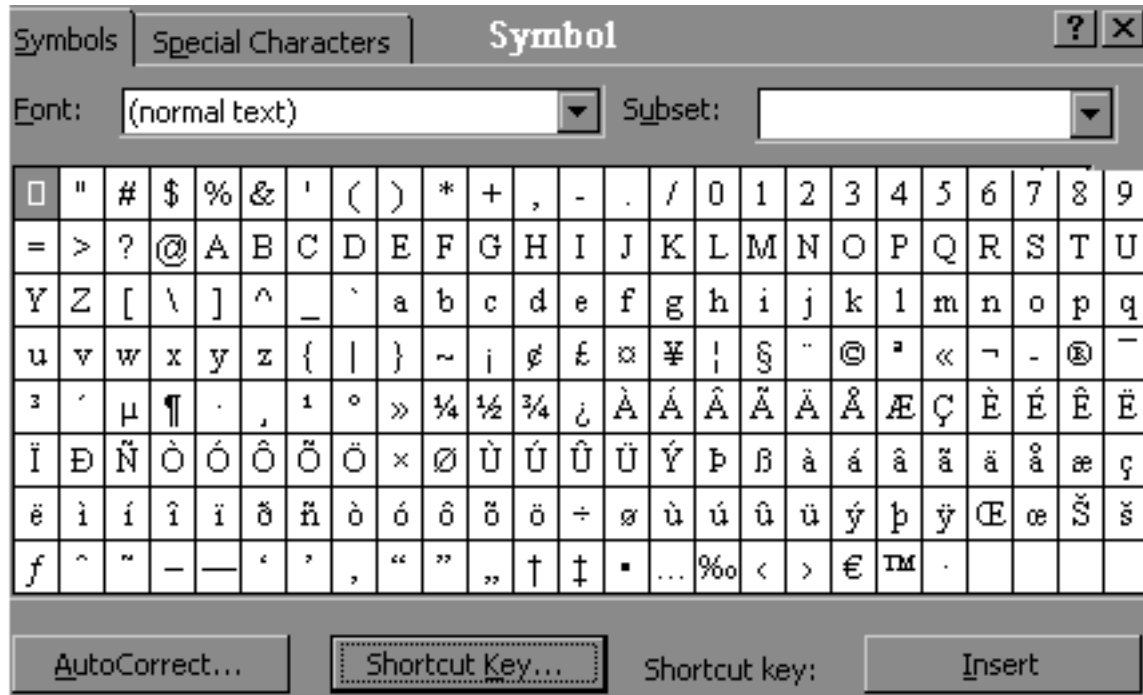
HOW TO	EXPLANATION
Type the Acute Accent ´	Push OPTION-e, then release and type the e or other letter you want to accent, for example— école.
Type the Circumflex Accent ^	Push OPTION-i, then release and type the i or other letter you want to accent, for example— maître.
Type the Grave Accent `	Push OPTION-`, 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

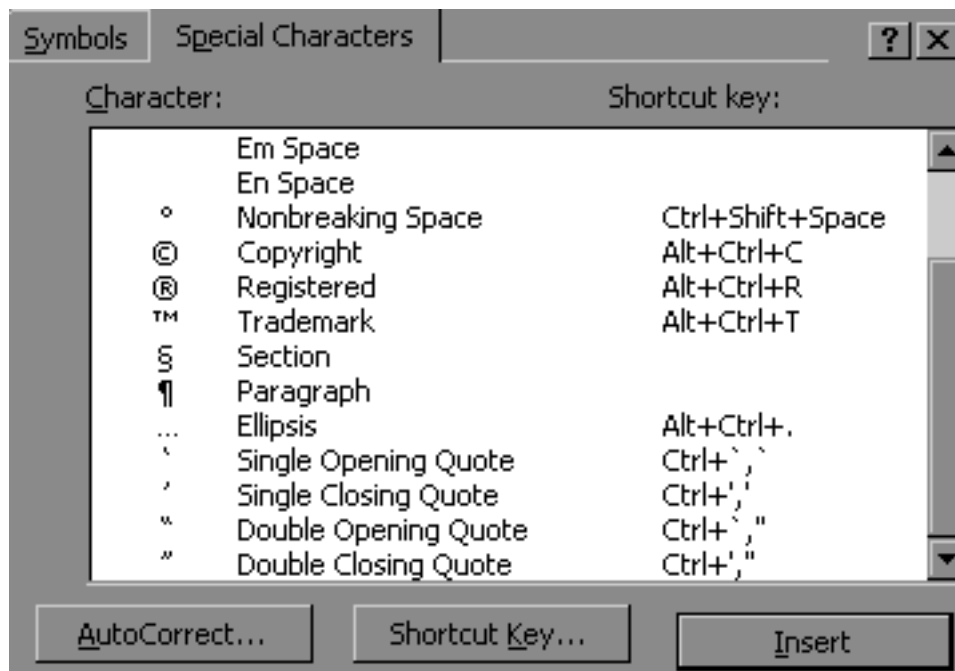
HOW TO	EXPLANATION
Type the < SYMBOL	Use &lt;
Type the > SYMBOL	Use &gt;
Type the word 	Use &lt;FONT&gt;
Type the é character	Use &#233 or use &eacute;
Type the è character	Use &#232 or use &egrave;
Type the ñ character	Use &#241 or use &ntilde;
Type the ç character	Use &#231 or use &ccedil;
Type the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

Foreign (and other) symbols: PC

Using the features of your software to insert special characters:

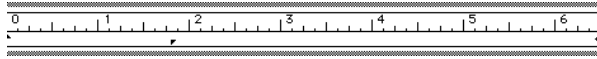


When in Microsoft Word, choose SYMBOL under the INSERT menu. You will then see the screen above (SYMBOL TAB) and the screen below (SPECIAL CHARACTERS TAB). Each time you click on a symbol (e.g. é) you will see the Shortcut Key (e.g. control ' followed by e) “whispered at the bottom of the screen.” If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



Word Processing Challenges

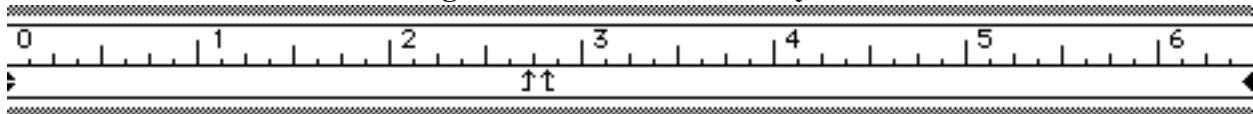
- Can you type each of the following using your word processing skills?
- Can you obey the basic rule never to push RETURN at the right side of screen in the middle of a paragraph and never to push the SPACE BAR twice in a row?
- Can you demonstrate the correct use of the 2 left and 1 right margin markers?
- Can you demonstrate the correct use of the 4 tab symbols?



Challenge #1: use of tabs to write an assignment sheet

due Tuesday 11/1 Read pp 23-45 of Catcher in the Rye and discuss how Holden chooses to upset another member of his family.

due Wednesday 11/2 Read pp 45-56 of Catcher in the Rye and try to explain where the ducks go in the Winter when they leave Central Park.



Challenge # 2: use of left & right tabs for “end of movie” look

President Red Auerbach
General Manager Chris Wallace

Challenge #3: use of tabs in writing a resume

June 1969 Graduated from Ramapo High School in a small town called Spring Valley, New York
June 1973 BA/MA in mathematics
December 1983 First interest in Boston Celtics. Watched virtually no games during the season but did catch the NBA championship game when Bird called his teammates “sissies” and the Celtics came from behind to beat the Lakers in 84

More word processing challenges can be found at www.summercove.com/challenges:

These are word processing challenges to stretch you a bit (perhaps) with your skills with tabs. You can ignore the [graphic of Larry Bird](#) unless you wish to take on a harder challenge. Our WP exercises which include JV & Varsity Exercises can be found on our Summercove memory stick or below.

- Challenge#1 ... click [here](#) ... basic use of a TAB
- Challenge#2 ... click [here](#) ... basic use of "outdented text" for an assignment or resume
- Challenge#3 ... click [here](#) ... leader tab and right align tab for a table of contents

The Copyright Basics

It is not so complicated to explain the proper use for photostating printed material for educational purposes. Single copies of a chapter from a book, an article from a periodical or newspaper, or a chart, diagram or cartoon may be made by a teacher for use in teaching or for preparation. Multiple copies of an article can be made only if these four conditions are satisfied:



Brevity: poems must be less than 250 words, articles must be less than 2500 words, excerpts of books must not exceed 10% of the work, but no copying of consumables such as workbooks, exercises, standardized test, test booklets is allowed.

- Spontaneity:** the copying and moment of desired classroom teacher use are so close that it would be unreasonable to expect a timely reply for permission.
- Cumulative effect:** the sum total from one author should not exceed one article or two excerpts, no more than 9 instances for one course during one class term, no copying of consumables such as workbooks, exercises, standardized test, test booklets.
- Repetition:** no copying shall be repeated with respect to the same item by the same teacher from term to term.

How many Bytes books in your house?

Just how big is one gigabyte? Well, as you learned from the first chapter, it is about 1000 books, each with 1000 pages. Not many people have that many books in their house, but David and Ginny Fine from Lexington Mass claimed that they did. Here is a picture of David Fine, a friend and Lexington neighbor on that famous walk when he and I made a dinner bet about gigabyes. We went on October 16, 1994 once we saw that article in the Boston Globe titled "Local Geological Faults Appear Dormant." On that walk, I tried to teach David the words byte, K, megabyte and gigabyte. I shared with him the fact that a computer CD (or actually any CD) holds 650 megabytes, well over half of a gigabyte. I told him that one would have to have over 1000 books in order to have a gigabyte of data. He claimed he did, but I refused to believe him!

A fine computer literacy quiz for



- 1) One byte = one _____ .
- 2) One K is an abbreviation for one _____ and is analogous to one _____ .
- 3) One MEG is shorthand for one _____ and is analogous to one _____.
- 4) A standard floppy disk (1 hole) holds about ___ K or ___ meg or _____ bytes.
- 5) A high density floppy disk (2 holes) holds about ___ K or ___ meg or _____ bytes.
- 6) One gigabyte is about ___ K or __ meg or ___ bytes. One gigabyte is analogous to _____ .
- 7) One computer CD or music CD holds about __ K or __ meg or _____ bytes or __ gigabytes.
- 8) One laser disc (i.e. videodisc) holds about ___ K or ___ meg or _____ bytes or __ gig.

Several weeks later, David and Ginny produced this itemized report

- their den had 306 books
- their guest room had 469 books
- Amy's room had 235 books but we settled on 100 since there were too many thin paperbacks
- Liz's room had 21
- The basement had 139, but we settled on 122 for same reason. And so David was right: $306 + 469 + 100 + 21 + 122 = 1,018$. We owed them one dinner.

HTML Basics: HyperText Markup Language

10 JV Tips to Help you Get Started

Tip #1: the first command of your document must be <HTML> with </HTML> for the last command. This command can be called a CONTAINER while others might be called SINGLETONS. Note that spaces and extra carriage returns are irrelevant; commands can be upper or lowercase. Many web programmers suggest UPPERCASE for clarity.

Tip #2: The top section of your HTML document should contain <HEAD> and </HEAD> with the <TITLE> and </TITLE> commands between these two; the title of your HTML document gets used by Netscape when it loads your file. Either leave your head empty or put in a simple one or two word title as in the example below.

Tip #3: After the head comes the body; use the commands <BODY> and </BODY> for the main part of the document using <P> for end of each paragraph since extra spaces or carriage returns mean nothing. The command
 is for carriage returns while <P> skips an extra line

Tip #4: Instead of the basic <BODY> command, use a fancier version with # sign and hexadecimal numbers or no # sign and one of 16 colors (black, silver, gray, white, maroon, red, purple, fuchsia, green, lime, olive, yellow, navy, blue, teal and aqua).

```
<BODY BGCOLOR="#1B52C4" TEXT="#1A2B3C">  
OR <BODY BGCOLOR="BLACK" TEXT="MAROON">
```

Tip #5: Be careful to avoid use of the fancy quotes “ and ” that are sometimes automatic within AppleWorks; check your preferences under EDIT regarding SMART QUOTES -- make sure you are using DUMB QUOTES and that SMART QUOTES is turned off!

Tip #6: Use <H1> and </H1> to make the text between these commands to be the largest heading size; the 6 sizes go from H1 to H6, with H1 being the largest.

Tip #7: Use <HR> to produce a horizontal ruler line, or if you want to have a thicker line of specified # of pixels, use <HR SIZE=33>.

Tip #8: Use the commands <CENTER> and </CENTER> so that anything between the two CONTAINERS will be centered.

Tip #9: Use the symbol of <!-- for a programmer comment line or remark that will be ignored by the computer , end it with -->

Tip #10: use <I> and </I> for italics or and for bold

```
<HTML>  
<HEAD> <TITLE>Rick Pitino</TITLE></HEAD>  
<BODY>  
<!-- remember to keep your head small; if not, bugs can arise -->  
<CENTER><HR>  
<H1>Rick Pitino will help the Celtics win #17</H1></CENTER>  
<I>Rick Pitino</I> has coached Providence, the New York Knicks and Kentucky.  
As a teenager, he went to the same summer camp as Doug Guy. One of his kids  
goes to St. Sebastian's School and one goes to <B>Milton</B> Academy. None  
of his kids go to Nobles. This is sad.<P>  
<HR>Two, Four, Six, Eight<BR>  
Who will Celtic fans learn to appreciate<BR>  
Pitino, Pitino, yay! Pitino!<BR> </BODY></HTML>
```

HTML Basics: HyperText Markup Language

10 Intermediate Tricks on your way to the Varsity

Trick #1: use `` and `` to surround an UNORDERED LIST of items; the `` command means start the list while the `` means to end the list. The `` command marks each item within the list ; For example:

```
<UL><LI>He helped Providence get to the elite eight.  
<LI>He helped Kentucky win the NCAA.</UL>  
Or we use <OL> and </OL> to get ordered lists, e.g. 1,2,3.
```

Trick #2: use commands such as `` and `` to change the font size to be larger or use `` to make smaller ; used frequently for "leading letters" e.g. `Rick Pitino`

Trick #3: use the `` command to have a picture displayed within your Web page; this assumes that you have prepared a JPEG or perhaps GIF picture, perhaps with Photoshop or some other graphics program. If you want the graphic centered, use `<CENTER>` before and `</CENTER>` after.

Trick #4: To make text to be HYPERTEXT, e.g. blue or purple text that will be clickable and will go to a certain website, use the command `hypertext` and more text. This wonderful command creates your link to the outside world. In the place of website, you type the http address. In the place of hypertext, you type the word or words you want to become blue or purple hypertext, In the place of more text, you type other info that will be just black, readable

```
<A HREF="http://www.kentucky.edu">UK</A> is in Kentucky<P>
```

Trick #5: if you want a picture to be clickable, use the same syntax as trick #4 above, except putting the graphic command where it says UK above. For example, this is ONE command line

```
<A HREF="http://www.kentucky.edu"><IMG SRC = "Pitino.gif"></A> is in KY<P>
```

Trick #6: if you want text within your document to LINK to a section further below in your document, you need two commands, one that will be the blue or purple Hypertext link, e.g.

```
<A HREF="#Kentucky">Visit Kentucky</A> right now!
```

the other to be the place that it goes to. Example: the top command is the Hypertext link that makes the links to the portion of your html document that contains this command below:

```
<A NAME="Kentucky">Welcome to Kentucky , home of RP!
```

Observe that the first, not second, command has a # sign.

Trick #7: use this sample command to include a graphic from a Web page posted on another web server in cyberspace ``

Trick #8: use a super-enhanced version of the `<BODY>` command to include a graphic image that will repeat throughout the document (careful to make this image to be light)

```
example: <BODY BGCOLOR="#FFFFFF" TEXT="#000000" BACKGROUND="webv8a.jpeg">
```

Trick #9: use the `<PRE>` and `</PRE>` commands to allow the text in the middle to be "unformatted" by Netscape, i.e. left as it is, complete with extra spaces and return pushes. This is ideal for poetry, so that you do not need `
` or `<P>` at end of each line. You can also use it with SPACES (not TABS) to simulate columns.

Trick #10: use the AMPERSAND command of `è` to get a special symbol such as è (each number is a different symbol).

Sample Computer Proficiency Test (JV)

- 1) A 2 inch by 2 inch graphic in 1 BIT COLOR would consume about how many bytes _____ and how many K? _____
- 2) Translate the binary number 10110111 into decimal: _____
- 3) Translate the hexadecimal number B4 into decimal: _____
- 4) Translate the decimal number 99 into an 8 bit binary number _____
- 5) ROM stands for _____ and is analogous to what in humans? _____
A ROM chip can be defined as _____
- 6) RAM stands for _____ and is analogous to what in humans? _____
A RAM chip can be defined as _____
- 7) One K = _____ bytes = _____ bits • One meg = _____ K
One gigabyte = _____ megabytes • One high density floppy disk holds _____ megabytes.
- 8) Every keystroke is assigned a special code called the A _____ code. This 5 letter word stands for A _____ S _____ C _____ I _____ I _____
- 9) The word BAUD refers to _____ rated in _____ per second.
- 10) Pick any 2 of these acronyms. State the exact word phrase that this acronym stands for: DOS, CPU, CRT, MIDI, OCR, MODEM, BIT

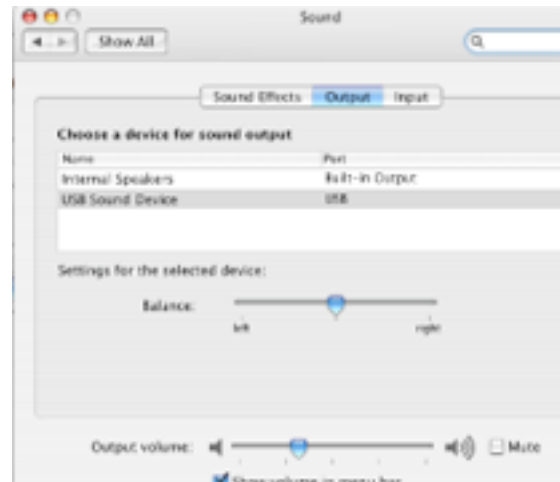
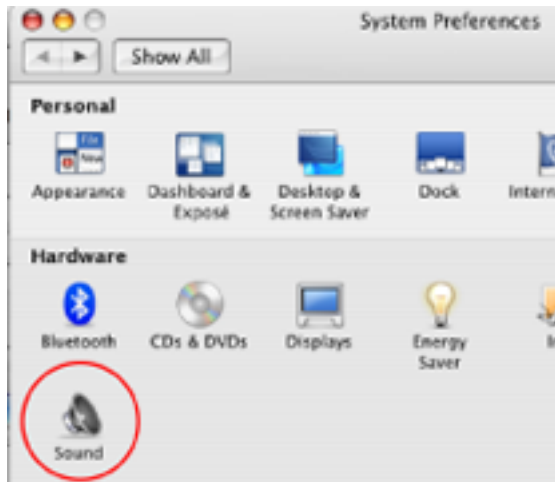
Sample Computer Proficiency Test (Varsity)

- 1) A 2 inch by 2 inch graphic would consume a) if in 1 bit color _____ bytes and _____ K?
b) if in 8 bit color _____ bytes and _____ K? c) if in 24 bit color _____ bytes and _____ K?
- 2) Translate the binary number 10110111 into decimal: _____ and into hexadecimal _____
- 3) Translate the hexadecimal number B4 into decimal: _____ and into binary _____
- 4) Translate the decimal number 99 into an 8 bit binary number _____ and into a two character hexadecimal number _____
- 5) ROM stands for _____ and is analogous to what in humans? _____
- 6) RAM stands for _____ and is analogous to what in humans? _____ A RAM chip can be defined as _____ A typical Mac has about _____ RAM
- 7) One K = _____ bytes = _____ bits • One meg = _____ K = _____ bytes
 - One gigabyte = _____ megabytes = _____ K = _____ bytes
 - One high density floppy disk holds _____ megabytes while a regular, double density disk holds _____ meg and a CD ROM disk holds _____ meg
- 8) Every keystroke is assigned a special code called the A _____ code. This 5 letter word stands for A _____ S _____ C _____ I _____ I _____
In this coding scheme, the letter A = code # _____ all the way through Z = code # _____
- 9) The word BAUD refers to _____ rated in _____ per second. A 14.4 modem sends 14,400 _____ per second, which is approx _____ K per second
- 10) Pick any 5 of these acronyms. State the exact word phrase that this acronym stands for: DOS, CPU, CRT, MIDI, OCR, MODEM, BIT

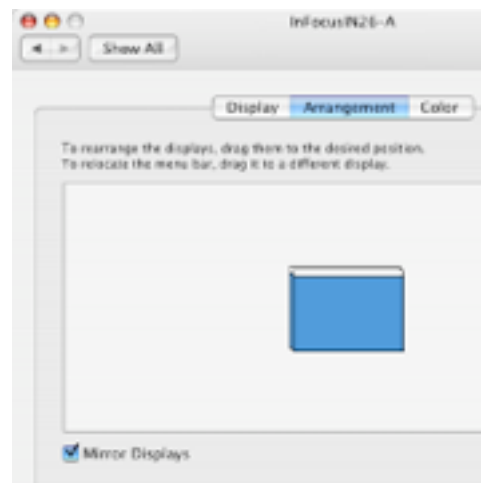
Smartboard Tips & Tricks

TIP #1 If you have trouble, check all cables (sometimes unplugging) and make sure you re-start the computer. This solves many problems! It is a best practice whenever you plug a laptop into a Smartboard to restart the computer and then test markers and sound, re-aligning as necessary before your students arrive!

TIP #2 If the audio does not play through the speakers, go to the APPLE MENU then SYSTEM PREFERENCES then SOUND then USB.



TIP #3 If there is no image on the screen (except for name of projector), go to the APPLE MENU then SYSTEM PREFERENCES then DISPLAY. Now choose ARRANGEMENT then check the box called MIRROR DISPLAYS.



33 Questions for 33 Dollars

- 1 One byte = _____ and equals __ bits.
- 2 One K= _____ and is metaphorically the same as _____.
- 3 One meg = _____ and is metaphorically the same as _____.
- 4 One gigabyte = _____ and is metaphorically the same as _____.
- 5 One terabyte = _____ and is metaphorically the same as _____.
- 6 _____ is often referred to as micro-blogging where users can write "tweets" no larger than ___ characters or bytes.
- 7 A typical memory stick might hold _____ megabytes which is the same as _____ gigabytes.
- 8 The word blog first used in 1999 is short for _____.
- 9 A CD ROM holds about ___ meg which is the same as _____, _____ K or _____ [floppy disks](#).
- 10 A DVD disk holds between ___ and ___ gigabytes.
- 11 RAM stands for R _____ A _____ M _____ and refers to _____.
- 12 ROM stands for R _____ O _____ M _____ and refers to _____.
- 13 Larry Bird's initials (LB) in ASCII code are __ and __.
- 14 Memory Sticks and many other devices tend to use the ___ port which stands for the 3 words _____.
- 15 YouTube began in ___ and every minute, ___ [hours](#) of video is uploaded to YouTube.
- 16 A viral video can be defined as _____.
- 17 Three ways to make a graphic file smaller are _____, _____ and _____.
- 18 How many bytes _ and bits __ in the team that lost 4 games in a row to the Sox in Oct 2004?
- 19 An MP3 file is a c _____ m _____ file and typically might be ___ megabytes.
- 20 A _____ is used to create a collaborative website that allows users to easily add or edit content (hint: "quick" in Hawaiian).
- 21 In order to keep track of new content on blogs and websites, you should use an aggregator such as _____ that grabs ___ feeds.
- 22 The Rule of 3 refers to the following 3 reminders when saving: _____ and _____ and _____.
- 23 The fourth tip when saving (*hint: it involves file formats*) is that _____.

- 24 The point size of __ equals 1 inch.
- 25 Use ___ space(s) between sentences.
- 26 Pushing the _____ button repeatedly is a sign that you have not reached computer maturity.
- 27 List 5 suffixes or extensions for files (Mac or PC) and explain what each one refers to.
- 28 Audio files that Web users subscribe to are called _____.
- 29 HTML stands for H _____ T _____ M _____ L _____.
- 30 A computer virus can be defined as _____.
- 31 Software that you are allowed to put onto multiple computers is called _____.
- 32 Many schools have abandoned Microsoft Office moving to _____ a collaborative Web 2.0 based word processor, spreadsheet, and presentation environment which allows users to create and edit documents online simultaneously.
- 33 Larry Bird's uniform number in binary is _____.