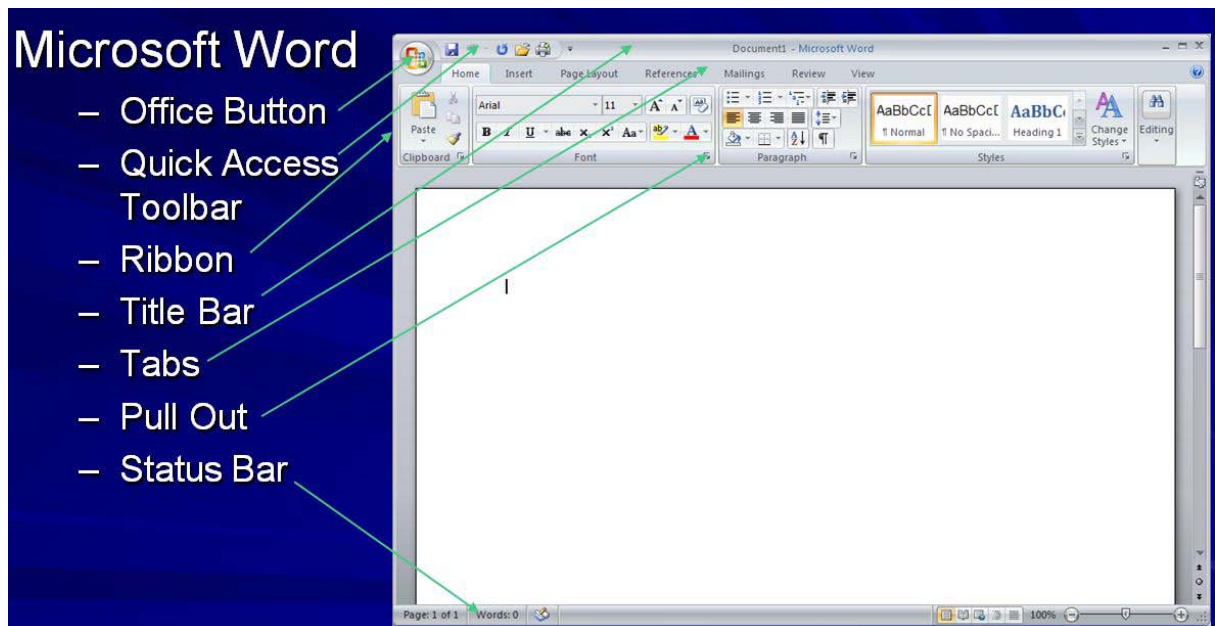




Lecture 3

What we'll demonstrate and talk about

1. Misc: Lab chair and flat panel monitor adjustment for height
2. Misc: Off-campus access to ONID files from a Macintosh
 - a. Finder | Go | Connect to Server...
 - cifs://onid-fs.onid.oregonstate.edu/your_ONID_username (gets you Z: drive)
 - cifs://arborimus.forestry.oregonstate.edu/forshare (gets you T: drive)
3. ONID Printing in the College of Forestry
 - a. Helpdesk – B/W printer (default) and a color printer. SLC (PVY 252) – B/W printer only.
 - b. Duplex is default. Change to single-sided in the Finishing tab of printer Properties.
 - c. Careful on printing .pdf files when they are opened inside Blackboard or a web browser. Use the print option in the .pdf program...don't use the browser's File > Print method
 - d. Check out the scanner function in PVY 254. Detailed instructions are posted.
 - Insert a coin (you'll get it back at the end)
 - You can e-mail yourself a black and white .pdf document of what you scan
4. Keyboard Shortcuts
 - a. Cut – Copy – Paste {use **Ctrl** key **plus X** (cut), **C** (copy), **or V**(paste)}.
 - b. Windows Logo Key + E ... Opens Windows Explorer
 - c. Windows Logo Key + M ... Minimizes all open windows
 - d. Ctrl + Z ... Undo in many applications. A life saver sometimes.
 - e. Ctrl + A ... Select All (again, it works in many applications).
 - f. Ctrl + Scrolling the Mouse wheel zooms in/out in many applications
5. Microsoft Word 2007: Overview



6. Open T:\teach\classes\for112\2009_For112.doc
7. Navigating a Word document
 - a. Arrow keys move the Insertion Point
 - b. Ctrl key + Left/Right Arrow moves to the next word
 - c. Ctrl key + Home/End moves to the start or end of a document
 - d. Ctrl key + PageUp/PageDown moves to beginning of previous or next page
8. Status Bar at bottom of the screen
 - a. Look at the right side of the status bar: the icons are shortcuts to different views and there is also a slider control for zooming in/out on a document. Check out the View tab on the ribbon for related “Viewing” options (e.g.- displaying a ruler).
 - b. Right-click the status bar to customize what you see in the status bar. Select the “Section” option so we can always see what the current section number is as we navigate a document.
9. Selecting Text (also referred to as “highlighting”)
 - a. Double-click on a word to select the entire word. Triple-click to select its paragraph
 - b. Click in the left margin to select an entire line. Double-click in the same margin area to select an entire paragraph.
 - c. Line spacing shortcut on the Home tab in the Paragraph group 
10. Show/Hide. Click on this icon . What the heck is that thing...It’s a pilcrow!
 - a. The icon toggles between showing and hiding the end-of-paragraph markers and other hidden formatting (e.g.- spaces, tabs, page breaks, etc).