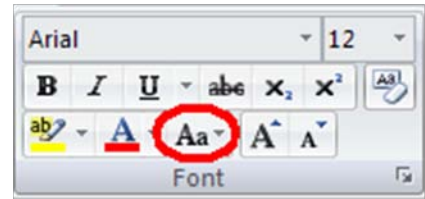


Lecture 6

What we'll demonstrate and talk about

1. Open T:\teach\classes\for112\2009_For112.doc
2. Reveal Formatting... Press <Shift> + <F1>
 - Shows you the formatting (font, paragraph, section) of the text at the insertion point
 - Clickable links to the dialog box to change any of the formatting
3. Quick Feature: Change Case (located in the Font Group on the Home tab)

Handy tool to avoid retyping a block of text.



4. AutoCorrect and AutoFormat As You Type

Office Button | Word Options | Proofing | AutoCorrect Options...

- Go to the AutoCorrect tab to view/add entries
- Go to the AutoFormat As You Type tab for options related to:
 - a. border lines: “===” or “---”
 - b. fractions: turns 1/2 into ½
 - c. ordinals: turns 21st into 21st

5. **Laptop Q and A**

How to setup for the OSU_Secure wireless network:

Go to <http://oregonstate.edu/net/wireless/wpa/#HowTo> and click on the operating system (XP, Vista, Mac) that you have.

How to print to the ONID printers in Peavy Hall from your laptop

- Start | Search/Run | and type [\\cof-onid.forestry.oregonstate.edu](http://\cof-onid.forestry.oregonstate.edu)
- Right-click on desired printer and choose Connect
- You may need to install a printer driver.

Do you have questions?