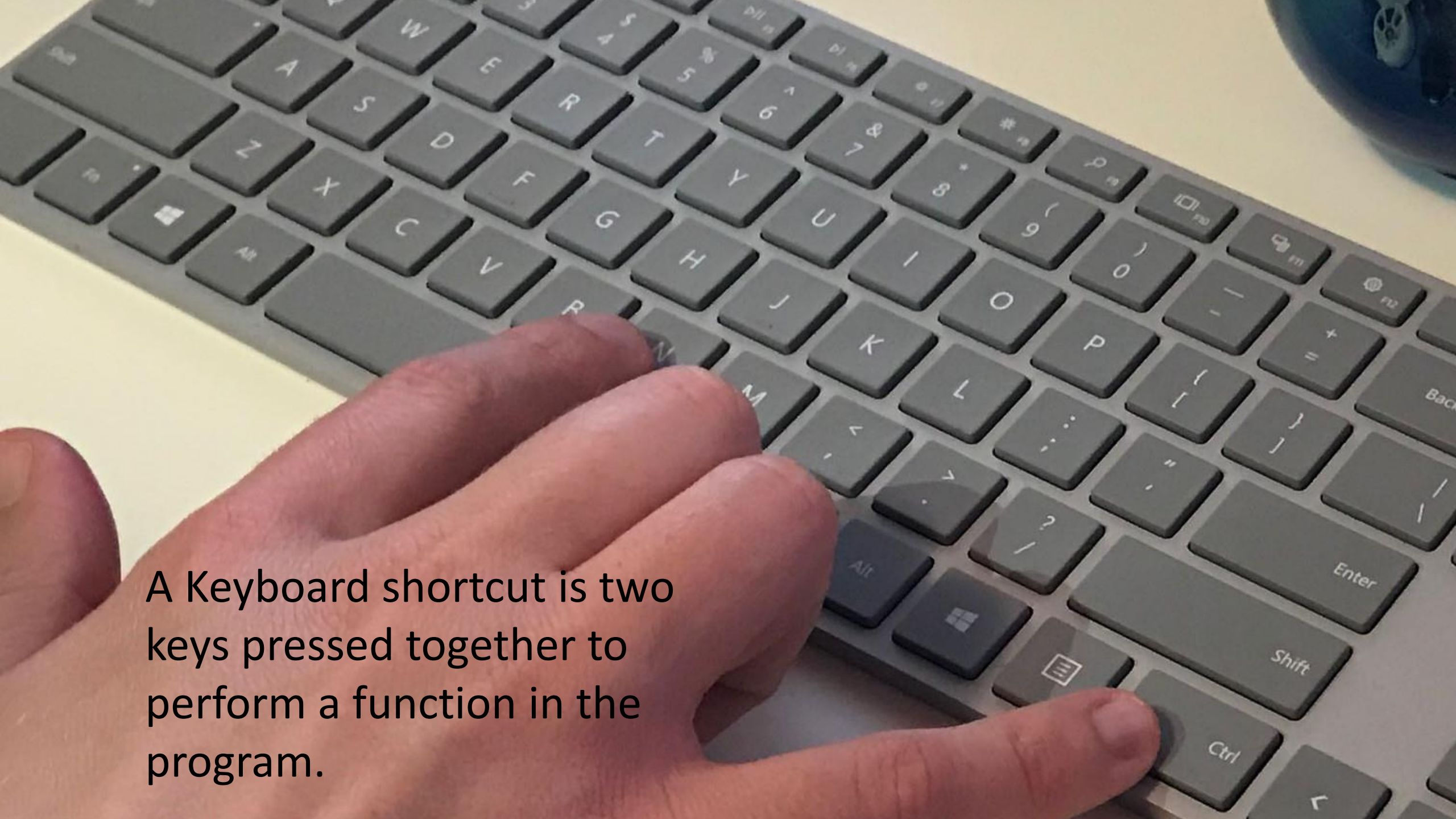


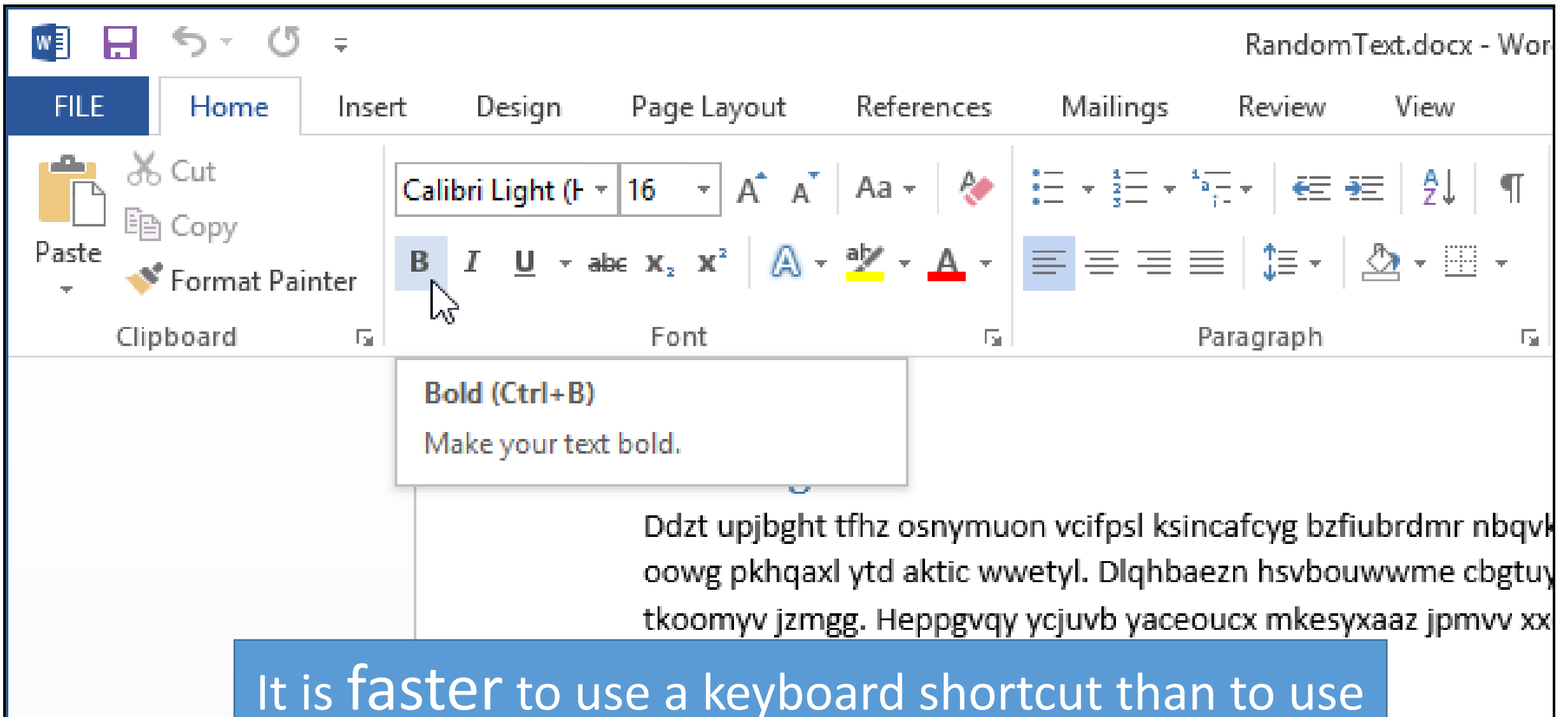
Housekeeping

Keyboard Shortcuts

Efficiency on Computers



A Keyboard shortcut is two keys pressed together to perform a function in the program.



It is faster to use a keyboard shortcut than to use a mouse. It is WAY faster than using a laptop trackpad. Start using them to save time.



Word Cheat Sheet

Open Document



Create New



Save



Close Document



Print



Help!



View the latest Word
course schedule:
tiny.cc/word-courses



Beginning
of Document



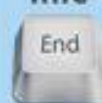
End of
Document



Beginning
of line



End of
line



Down One
Screen



Up One
Screen



Align Left



Align Centre



Align Right



Cut



Copy



Paste



Undo



Redo



Find



Replace



Change Case
of selected text



Insert Date



Insert Time



Insert Page Number



Apply Normal Style



Bold



Italics



Underline



Select All



Switch
Documents



Spell
Check

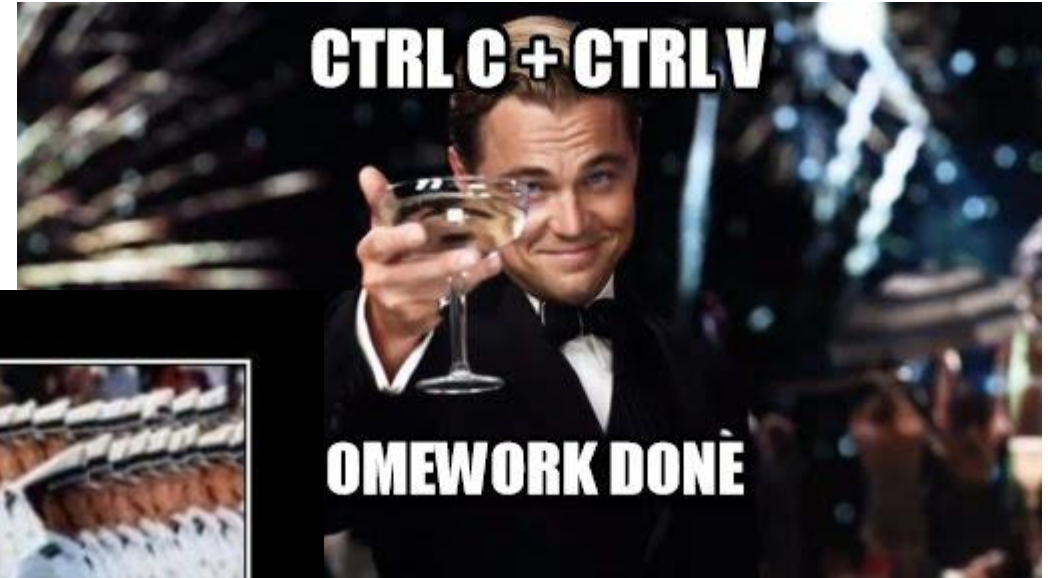


View the latest Word
courses schedule:
tiny.cc/word-courses





Ctrl+C. Ctrl+V, Ctrl+V, Ctrl+V...

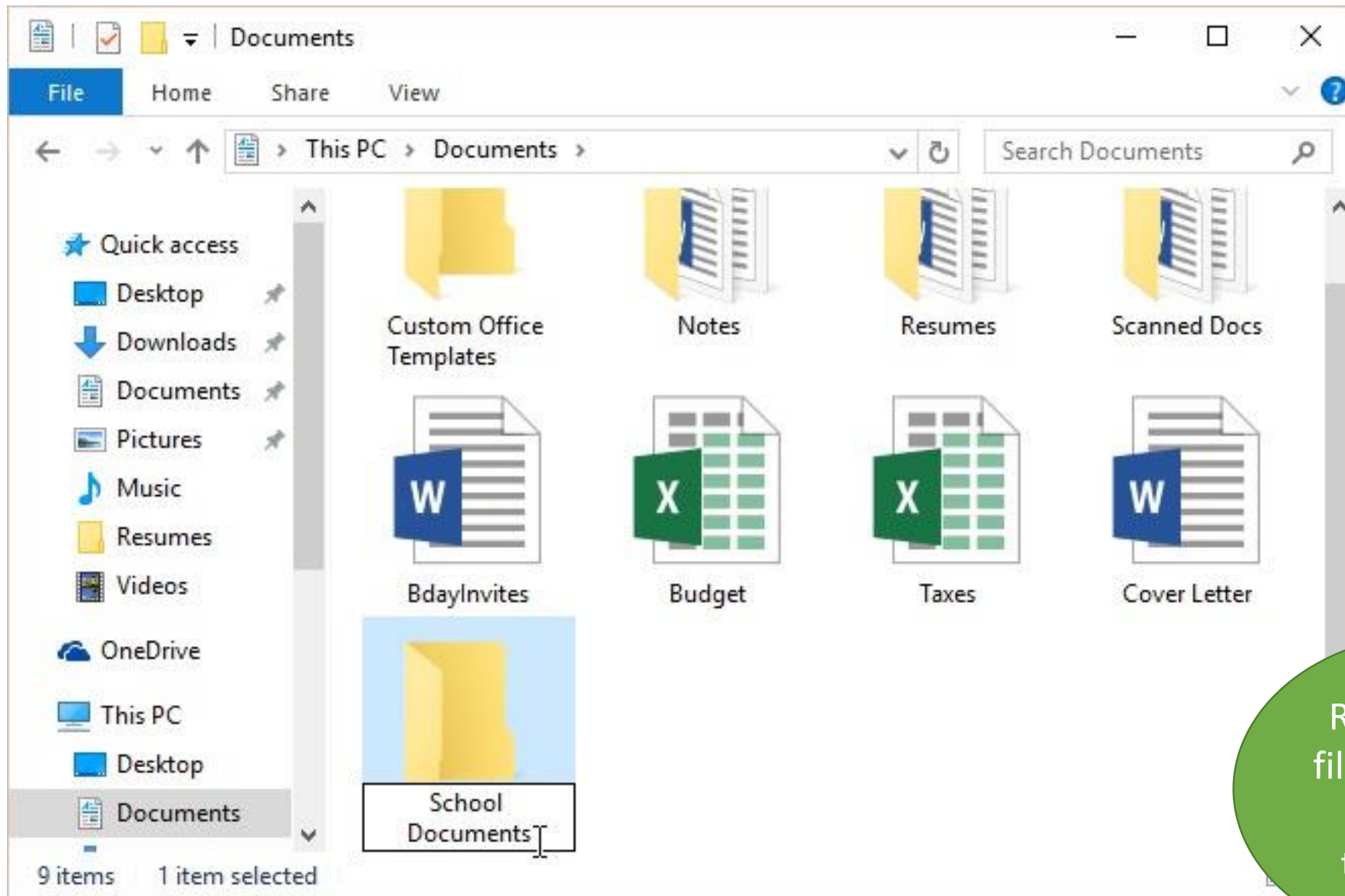


Ctrl + C, Ctr + V, Ctr + V, Ctr + V

Ctrl C
Ctrl V
Is a meme.

Computer
Housekeeping
is a series of things
you should do
periodically to
keep your
computer running
in peak condition.





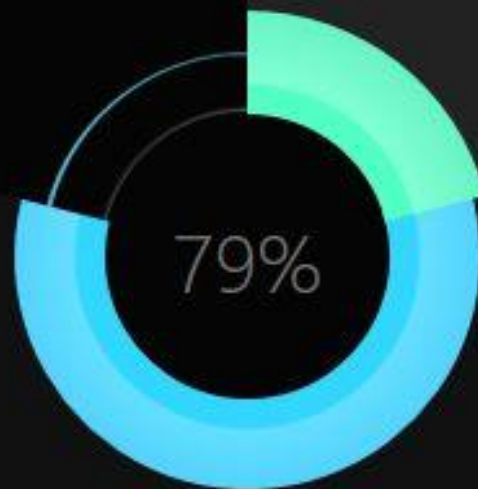
Put your
files in
folders.

Rename your
files so you can
easily find
them again.

Scanning and cleaning

Scanning c:\windows\system32\speech\speechux\speechuxps.dll

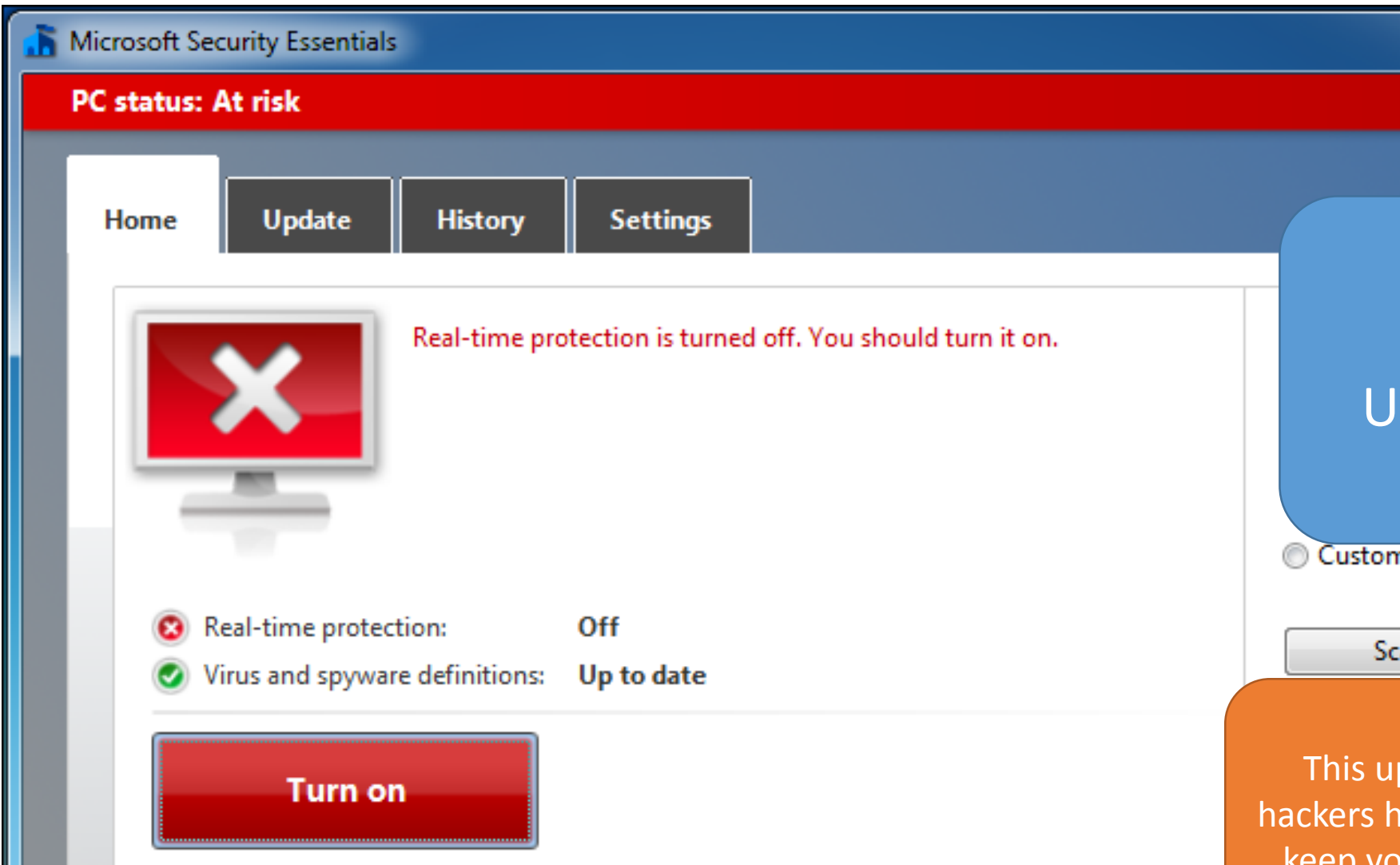
Scanning system



Memory scan completed

No harmful items found

Run a virus scanner.



Update your
software.
Update your virus
scanner.

This updates plug holes
hackers have found. They will
keep your computer safer.

Clear Browsing Data

Obliterate the following items from: the beginning of time ▼

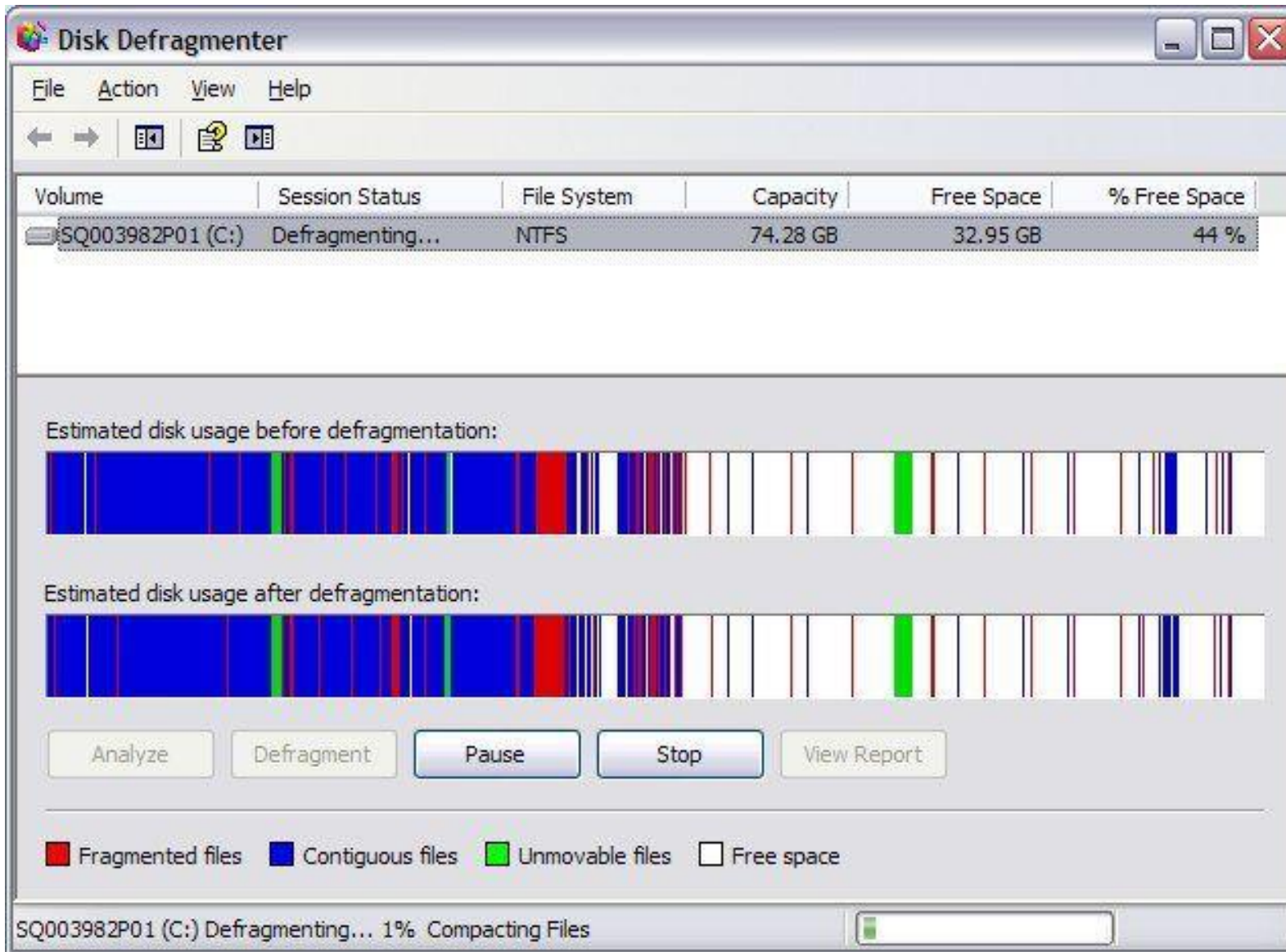
- ☒ Clear browsing history
- ☒ Clear download history
- ☒ Empty the cache
- ☐ Delete cookies and other site and plug-in data
- ☐ Clear saved passwords
- ☒ Clear saved Autofill form data

Clear browsing data

Cancel

Delete your
browsing history.

This clears up disk space
AND protects your privacy
AND prevents hackers
from finding up
information about you.



Defragment your computer hard drive to make opening and saving files faster.

Defragmenting is re-ordering the files on your hard drive so they are sorted nicely.



osxdaily.com



Make Backups.

Make a second copy of your files in another place (say, your email, or the cloud, or on a USB Flash Drive).



Why Backup?

One of my profs at Waterloo used to say:
"You will die. Your disk will die. Your disk will die first. Do Back ups"

If it is too important to lose, make a copy.



Why backup?



There are all kinds of reasons your computer might get lost or stolen.





**WORLD
BACKUP
DAY**

/////////
MARCH 31ST

**WHAT WOULD YOU DO
IF YOU LOST**

EVERYTHING?



Some people are trying to start a backup day to remind people to do back ups.