# Activities/ Resources for Outcomes

# Activities/ Resources for Outcome #1

**TDL Technology Awareness and Skills Module Outcome #1**

## Websites for Mouse Learning

## Learn to Use the Mouse
http://www.instruction.greenriver.edu/esol/activities/mouse/mouseskills.htm

## Mouse Practice
www.mouseprogram.com/mousepractice/

# Activities/ Resources for Outcome #2

# File:  Keyboard Key Practice

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**Outlander Spices**

**To:**    Outlander Spices employees
**From:** Ann Salinski
**Re:**    Internal update

### Overview

As you know, we've recently finished production on the latest edition of Outlander Cooking! If you haven't yet seen a copy of the finished product, they'll be circulating with all of our sales reps, and copies are bound to start appearing around the office.

Congratulations to all who have worked so hard to get the 2006 edition of our cookbook into the hands of our customers.

In conjunction with the release of the cookbook, we'll be sending press releases to major papers and trade publications. So that you can start fielding questions, from either press or customers, here are the major features we want to push:

A new section on spice history, describing briefly the ways in which spices have been used and how the spice trade has impacted world events.

A section describing some of our most popular spices, as well as some of the more arcane facts and uses of each.

All new recipes covering a wide variety of tastes and using a selection of spices.

### Closing

We've all put in many hours of hard work to complete this project. Thanks to everyone who had a hand in seeing this through. Next year's cookbook is sure to be even better!

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# Keyboard Shortcuts and the Ribbon

In the 2010 Microsoft® Office system, some programs — Word, Excel®, PowerPoint®, Access, and parts of Outlook® — have been redesigned for greater efficiency and ease of use. Along with the new look come new keyboard shortcuts for accessing and executing commands.

Keyboard shortcuts called **access keys** relate directly to the tabs, commands, and other things that you see on the screen. You use access keys by pressing the ALT key followed by another key or a sequence of other keys.

Every single command on the Ribbon, the Microsoft Office Button menu, and the Quick Access Toolbar has an access key, and every access key is assigned a **Key Tip**.

HOW TO USE KEY TIPS

1.  Press the ALT key.

    Badges showing the Key Tips appear.

2.  Press the key for the tab or Quick Access Toolbar command you want.

    If you press a tab Key Tip, you see the Key Tips for every command on that tab. If you press a Quick Access Toolbar command Key Tip, the command is executed.

3.  Press the key (or keys) for the tab command you want.

    Depending on what command you choose, an action may be executed or a gallery or menu may open; in the latter case you can choose another Key Tip.

    **Tip**    If the Key Tip badge shows two letters, press them one after the other.

**OTHER WAYS TO NAVIGATE THE RIBBON**

You can also move around the Ribbon by using the arrow or TAB keys.

1.  Press the ALT key to move the focus to the Ribbon.

2. Move around the Ribbon:

- Move left, right, up, or down by pressing the relevant arrow key.
- Move from command to command within a group, then on to the next group, by pressing the TAB key. Press SHIFT+TAB to move backwards through commands and groups.

**USE MICROSOFT OFFICE 2003 ACCESS KEYS**

Most Office 2003 menu access keys still work. However, you'll need to know the full shortcut from memory. There are no on-screen reminders of what keys you need to press.

In previous versions of Office, you pressed ALT, E to open the **Edit** menu, and then you pressed an underlined letter to execute a command. In the 2007 Office system Ribbon programs, when you press ALT and then one of the old menu keys, you won't open a menu. Instead, you'll see a message telling you that you're using an Office 2003 access key and to press ESC to cancel. If you know the key sequence you want, you can just carry on and initiate the command. Otherwise, do as the box says and press ESC to see the Key Tip badges.

**Note**    You can also move the pointer around the screen without the mouse by using the **MouseKeys**. These enable the arrows on the numeric keypad on your keyboard to move the pointer around. For further information about MouseKeys, see Microsoft Windows® Help.

**Combination keyboard shortcuts**

A **key combination** keyboard shortcut is a set of keystrokes that, when pressed together, initiate an action. You can find the key combination for a command by resting the mouse pointer over it. If you're not using a mouse, there are no on-screen reminders of the key combinations — you have to memorize the keys. Practically all of these shortcuts work in exactly the same way as they did in previous versions of Microsoft Office.

**Other helpful keyboard tips and tricks**

- Use the TAB key and arrow keys to navigate a dialog box.
- Activate a command by pressing ENTER. In some cases, this opens a gallery or menu so you can choose what you want and then activate it by pressing ENTER again. For some commands, like the **Font** box, use the arrow keys to scroll through lists. Once you've got what you want, press ENTER.
- CTRL+TAB cycles through the tabs in a dialog box.
- SPACEBAR selects and clears check boxes.
- SHIFT+F10 opens the shortcut menu, which opens when you right-click an item.
- ESC closes an open dialog box or shortcut menu. If nothing is open, it takes the focus away from the Ribbon and back to the main document.
- To close a task pane, first press CTRL+SPACEBAR to open the task pane menu. Then press C to select **Close** on the menu.
- ALT+F4 (pressed simultaneously) closes the active window.
- F1 opens the Help window.

http://office.microsoft.com/en-us/word-help/quick-reference-card-RZ010156267.aspx?section=23&mode=print

# Activities/ Resources for Outcome #3

# TDL Technology Awareness and Skills Module Outcome #3

## Websites for Keyboarding

**Keyboarding  skills:**  http://sense-lang.org/typing/



**Typing Games:**   http://freetypinggame.net/play.asp

# Ergonomically Correct Space

Prevent that "crick" in your neck or back; use your computer space wisely!!

**Chair**
- Push your hips as far back as they can go in the chair.
- Adjust the seat height so your feet are flat on the floor.  Use a foot rest if necessary.
- Adjust the back of the chair to 100-110 degree reclined angle.  Make sure your upper and lower back are supported. Use a cushion if necessary.
- Adjust armrest so that your shoulders are relaxed.

**Keyboard**
- Position the keyboard directly in front of your body.
- Determine what section of the board you use most and readjust the keyboard so that section is centered with your body.
- Adjust the keyboard height so your shoulders are relaxed, your elbows are in slightly open position, and your wrists and hands are straight.
- Wrist rests can help but should only be used to rest the palms of the hands between keystrokes.  Using the wrist rest while typing is not recommended.
- If you cannot adjust your keyboard, you may need to change your chair or workstation height.

**Monitor, document and phone**
- Center the monitor directly in front of you above your keyboard.
- Position the top of the monitor approximately 2 to 3 inches above seated eye level.  If you wear bifocals, lower the monitor to a comfortable level.
- Sit at least an arm's length from the screen, then adjust the distance for your vision.
- Reduce glare by repositioning the screen.
- Place screen at right angles to windows.
- Adjust curtains or blinds to avoid glare.
- Place your telephone within easy reach.
- Use headsets and speakerphone to eliminate cradling the headset.
- Position your source document directly in front of you between the monitor and the keyboard, using an in-line copy stand.  If necessary, place source documents on a document holder positioned adjacent to the monitor.