LESSON 5: Hello Charlotte and Mary (Stephen has dropped out unfortunately)

Do you have a Gmail account? If not, it is time to get one
https://accounts.google.com/SignUp
Just like with twitter, you will live with your google name and many have been used.
So you might try CMcKeown or MPekkala or CharlotteMcKeown or MaryPekkala.

Once you have a GMail Account that works, please send me an email from it.
Thanks!
The current lesson this week does NOT depend on it but it will in a week or two.
Let me help you when we speak if you want.

First I would like you to check out one more educational web and continue to use twitter. Please look at funbrain.com/ and send out one more tweet stating what you liked about it. Please use @funbrainworks in your tweet so it goes to their account or use #funbrain in your tweet so it is searchable along with hundreds of others.

To remind you, when you use @ funbrainworks in your tweet, it means that the owner of that twitter account will see your tweet.

When you use #funbrain in your tweet, it means that anyone who search via hashtag for #funbrain will see your tweet.

So you should one or the other or both in our tweet.

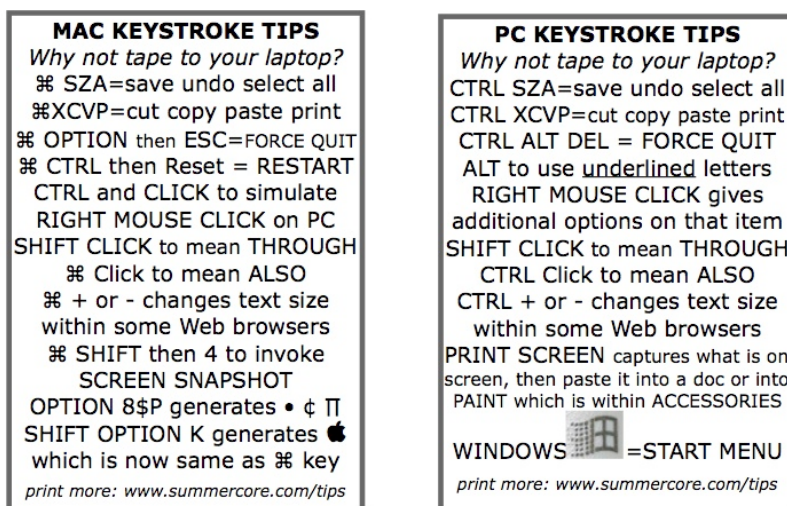**Secondly and the main work for this week:**

I have a custom designed set of WP exercises and challenges for you to do. Each of you has a unique URL. By now, you know that the URL is the web address that might begin with http:// but that you never need to type that in. Similarly, you rarely need to type in the www.

So the URLs for each of you are

Charlotte: tinyurl.com/charlotte35

Mary: tinyurl.com/mary35

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The exercises begin by seeing my card of tips for Mac users or PC users. This comes from a page in our Summercore book, by the way.

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 • ¢ ∏
SHIFT OPTION K generates
which is now same as ⌘ key
print more: www.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: www.summercore.com/tips

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My suggestion is that you print out the PC version and tape it to the top of your computer. All of the tips are abbreviated so that this fits on my business card. But to write them out for PC users, they are

- CTRL S to save
- CTRL Z to undo
- CTRL A to select all
- CTRL ALT DEL to force quit
- ALT to allow the menus to be used without touching the mouse
- RIGHT MOUSE CLICK to get more features
- SHIFT CLICK to highlight from one place to another -- you click at position X and then perform a shift click at position Y
- CTRL CLICK to highlight two separate things -- you click on one word and then CTRL click on a second word that is not next to the first one
- CTRL + or - on most browsers makes the size bigger or smaller
- PRINT SCREEN takes a snapshot of the screen which you can then paste in Microsoft Word or into PAINT

Please review them and when we talk, you can ask for clarity on whatever needed.

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Below are the exercises so you can have a printed copy. Please do the first 6 exercises that are numbered. At the end, there are several bonus questions you can do as an optional challenge if you like!

Here are my videos on the exercises to help you. You should watch these videos before you get started but you may need to re-watch the second or third when you get to that topic.

WP1 (4 min) Intro　　　　　　　　　　　　　　http://youtu.be/Nd4Cw8rmEE0

WP2 (3 min) Shortcuts with Paint Format　　　http://youtu.be/7xaPdG4_WfE

WP3 (7 min) Tabs and Margin Markers　　　　http://youtu.be/VTMYH7ZZTvw

Online WP Exercises for ____ using GD
(GD is short for either Google Docs or Google Drive)

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Google Drive Challenge #1 Set • "The Basics"
Make the readability of this enter document be bigger or smaller with Command + or -
(Mac) or Control + or - (PC)

1A) Use the shortcuts for CUT and PASTE to put these red names into alphabetical order. Do not retype them! The shortcuts can be found under the EDIT menu of GD which is different from the EDIT menu of your browser. Be very careful about this. Use the trick to DOUBLE CLICK on a word to highlight it.

Larry Alice Kevin Barbara Jill Carol Reggie Donna Fred Ed Tom Gary Mary Hope

1B) SPACE BAR and RETURN or ENTER

The task is to learn to gobble spaces quickly, eliminate incorrect RETURNS/ENTERS and to add spaces when necessary. In the text below in red, the writer pushed RETURN/ENTER and SPACE BAR mistakenly many times. Your mission is to clean up the errors to make the writing into one nice looking paragraph When you're done, check that the paragraph begins with 1 TAB and that there is 1 space consistently between sentences. In using any word processor, pushing RETURN or SPACE BAR can be hazardous to your health. It is probably best to say that the alphabet consists of 28 letters, A-Z, SPACE BAR and RETURN. The RETURN button ends the current line and moves any remaining text to the next line. As a result, it appears catastrophic when you push RETURN in the middle of a line. Try it now, moving the mouse anywhere into the above paragraph, clicking once and pushing RETURN. Once the tear occurs, you can push BACKSPACE or DELETE once and you'll see the paragraph join together again. The procedure is the same for making two paragraphs into one. Put the cursor at the front of the second paragraph and push BACKSPACE or DELETE until they become one. In summary, we can say that there are 3 correct uses for RETURN: to end a paragraph: to skip blank lines, to end a short line (e.g. Dear Ms. Jones or lines of poetry) Useful trick? Use the Show/Hide icon (if possible) to view the hidden characters.

MostBoston   fans remember the   fifth game of the   Eastern
playoff seriesagainst the Pistons in 1986.   Detroit was up   by
one point and was   throwing the ball in with 5   seconds left on
the clock. Isiah
 lofted the in-bounds pass to Laimbeer   and Bird   stole the
pass.   He countedin his   head 5,4,3,2,1 just in time to   pass to
DJ who put in the layup to win the game.Without   question, this
was a trulyamazing Celtic   win! So where were you anyway when
that fifth game took place and
 Larry stole the ball? Were you watching the game on Sports
Channel?
 Were
 you listening to Johny Most on the radio? Or perhaps were you

ignoring the event altogether?I must confess, I was in an
embarrassing   spot, since I didnÕt decide to
subscribe to Sports Channel until the following year.
My wife was out at a local PTA meeting and my 2 year old son was
fast asleep.   My 7 year old daughterand I were listening on the
radio,
 but as the drama unfolded, we wanted desperately to be watching
the game. We spotted my neighborÕs big screen TV tuned in to the
Boston Garden. Yes, they had subscribed to Cable TV and we hadnÕt!
So
we took a portable radio into our backyard
and walked to the corner of our yard. With our feet in the wood
chips, we watched those last 5 unbelievable seconds on TV as Larry
stole the ball, passed to DJ and the Celtics won the game.
Unbelievable!

1C) Check the very cool **See Revision History** every time you work on this exercise.
(Hint: Found under File Menu)

Fill in the blank: Every time someone works on this document in GD, it is noted in the feature called
_____ found under the _____ menu. You can even go back in time and see any previous
version.

1D) Use the left align, center align or justify icons to fix each of these red sentences. You do not need to
highlight the sentence. Just clicking WITHIN the sentence is enough before clicking the desired icon. Please
use the shortcut when neeeded for UNDO which is either COMMAND Z (Mac) or CONTROL Z (PC). This
shortcut needs to become a habit.

                                                                  1. RIGHT guard is a deodorant, so make it go right.
2. Bill Russell was a CENTER for the Celtics.
                                3. Dave Cowens once LEFT the Celtics to drive a taxi.
4. Could Bowie Kuhn really JUSTIFY his actions in telling Jim Bouton he could not publish the book Ball
Four when in fact Bouton was merely trying to provide the country with a more rational understanding of
what baseball players are really like?
5. It is surprisingly difficult to CENTER clay properly.
6. Martin Luther King stood up for the RIGHTS of many.
7. When Sherlock Holmes accused someone, it was unbelievable how he could JUSTIFY his action,
sometimes by citing the color of the dirt on the bottom of his shoes and sometimes by pointing out the
discrepancy between the stains of his hat and the way the suspect combed his hair.
                                                        8. Bob Dylan LEFT his name Zimmerman in Hibbing.

1E) Change each occurrence of GEORGE in the red text below be replaced by MARTHA. Do not do this
manually but use the feature under EDIT called FIND and REPLACE.

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An important person in the history of the United States of America was George Washington. George helped guide the country through a difficult times, served as a role model for thousands of people and inspired many Americans. George was a person who will also be remembered for his famous peanut butter pudding, sometimes called George's Mush. His mixture consisted of peanut butter, vanilla, sugar and dried milk powder. Although George's exact proportions were never published, many cooks have duplicated George's Mush with remarkable accuracy. His recipe lives on!

1F) Let us get some practice with what is called the "SHIFT-CLICK-TRICK"
• The task is to make every sentence in the first paragraph have a different text color. In the second paragraph, each sentence is to be in different highlight color.

• To blacken a sentence or section of text that consists of more than one line, there is a shortcut that we call the SHIFT-CLICK-TRICK. First, click the mouse directly to the left of the first character of the sentence you want to select. Do not hold the clicker down at this spot, just click and release. Then move the mouse to the end of the sentence. Hold down the SHIFT button with one finger and click the mouse directly after the period at the end of the sentence. This is called SHIFT-CLICKING and it means select from there to here. Without the SHIFT held down, the cursor would simply jump to the second spot you clicked on and abandon the first. But by SHIFT-CLICKING, you are telling the computer "from there to here."

Fonts are designed by human beings. This takes a good deal of artistic, geometric and computer skill. Some fonts are Public Domain. These include many fonts from Apple Corporation as well as others that have been made and released for general use. But like copying software, stealing fonts is just another form of 20th century electronic crime. When you purchase fonts, you are allowed to use them on one computer. Purchasing 1 copy of a special calligraphy font, for example, and then installing it on all 10 of your school's or company's hard disk drives is illegal. Becoming aware that fonts are created by human beings is helpful in understanding the implications of illegal copying and software piracy.
Why do we now say that there should be just one space between sentences? Well, in the old days of typewriters, the rule was 2 spaces between sentences, since the characters were monospaced. With Macs, most fonts are proportional and different letters take up variable amount of width. "Yes, this is a difficult habit to break, but it must be done" says Robin Williams from the book The Mac is Not a Typewriter. "Take a look at any magazine or book on your shelf—you will never find two spaces between sentences. The only exception will be publications or advertisements produced on the Mac by someone who was still following typewriter rules."

Your two paragraphs above should now be colorful. Now make the first paragraph BOLD by using the triple click trick that highlghts the entire paragraph and then making it **bold**. Then make the second paragraph ITALICS by triple clicking on it and choosing *italics*.

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Google Drive Challenge #2 • "More Cool Features in GD"

2A) Correct the speling errars in this sentence using mouse clicks to make the compuuter automaticaaly find the corrrect word.

.(Hint: control-click (Mac) or right mouse click (PC) on the selected word)

2B) Enter a definition for the word "obstreperous."
(Hint: Define found under Tools Menu)

2C) The number of words in the document before this item is _____.
(Hint: first you need to select the text, then choose Word Count under the Tools Menu)

2D) Translate this document into the language of your choice.
(Hint: found under the Tools Menu)

Google Drive Challenge #3 (Hint: use the Tool Bar for these challenges)

3A) Apply this formatting to 3C and 3E by using the Paint Format tool on the toolbar.
3B) This means you first highlight the text in 3A.
3C) Then you single click on the Paint Format tool which is to the left of "Normal Text" on the toolbar.
3D) You can now highlight 3C and it changes automagically to the desired format.
3E) If you double click on the Paint Format tool, you can paint repeated instances.
3F) To get out of copy format mode, you triple click on the Paint Format tool.

Google Docs Challenge #4: The Research Feature under Tools

Change the spacing for this challenge to double-space by highlighting first then choosing the Line Spacing Tool next to the Justify option on the toolbar or under the Format menu.

4A) Research Jane Austen by selecting the words "Jane Austen" in this sentence and choose Research from the Tools Menu. Copy and then paste a quotation below from the extended list of quotations.

4B) Insert a photo of Jane Austen. Add an attribution. Make the photo smaller. Close the research box.

4C) Choose RESEARCH under the TOOLS menu and find an article about the town where you grew up and insert it here:

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Google Drive Challenge #5: Special Characters from the Insert Menu

5) Duplicate these symbols into the right column by typing the missing characters without choosing Copy and paste.

Jack and Jill went ↑ the **hill** To fetch a pail of H_2O Jack fell ↧ and broke his ♔ And Jill's ♥ broke.	**Jack and Jill went ___ the hill** **To fetch a pail of H2O** **Jack fell ___ and broke his ___** **And Jill's ___ broke.**

Google Drive Challenge #6: OutDenting Text Properly
(Hint: use the ruler above this document for these challenges)

6A) Compute how many tab stops and how many returns/enters were pushed.

In this challenge, the typist pressed __ tab stops and pressed the Return/Enter bar __ times.

6B) Next, add one entry to the sample, mimicking the tab structure, for an assignment due 11/7.

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 actually go in the winter when they leave Central Park. Is Holden wrong about the ducks, or is he just misguided?**
due Friday 11/4 **Research JD Salinger's life between 1960 and 1970 and whether or not any of his homes were the settings for his books.**

Bonus: If your computer has a camera, Insert a photo by adding an image from the Insert Menu and then Take a snapshot.

Bonus: Tables

Create a new document (sample below) that can be used in your curriculum. Create a table that is three columns and two rows -- column 1 is the topic, column 2 is a graphic and column 3 is a link to a web site. To make the document visually appealing, change the background color of the page using the feature under Page Setup.

Fractions	$\dfrac{x}{y}$	the fraction song
PI		summercore33.com/pi

Bonus: Styles and Table of Contents

Highlight and then change each of the challenges titles to the Heading 1 format, individually, by going to Format > Paragraph Style > Heading 1 > Apply Heading. Now you can modify the format of one of the headings and you will see all the challenge titles automagically change to be the same after you choose Format > Paragraph Style > Heading 1 > Update Heading 1.

Next, click at the top of the document (right below "Workshop Version") and add a Table of Contents by going to Insert > Table of contents. Write your name below this challenge and then highlight and change your name to the style Heading 1. Make sure to refresh the Table of Contents by clicking on the circle arrow on the bottom right corner of the table of contents.

Assignment 5A: Read this handout
Assignment 5B: Watch the videos highlighted on previous pages in yellow and also on summercore.com/videos for redundancy
Assignment 5C: Schedule a 30 minute phone call or video chat with me
Assignment 5D: Please contribute to our WIKI located at the tinyurl.com/sconlineplunge webpage if you have not done so lately
new words for this week? funbrain, @ symbol on twitter, # symbol on twitter, paint format, revision history, research feature, tabs and margin markers
Assignment 5E: Work on the WP Exercises 1-6
Assignment 5F: check out funbrain.com and one tweet

Steve

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