

Computer Basics

- **You may only use your assigned computer in class.**

- Copy: Ctrl & c

- Paste: Ctrl & v

- Cut: Ctrl & x

- **Undo (Go Back in History): Ctrl & z**

- Highlight a Word: Double-Click (Two Mouse Clicks)

- Highlight a Paragraph: Triple-Click (Three Mouse Clicks)

- Highlight all Text on Page: Ctrl & A

- Indent: Push *Tab* key once

- Saving your work on your school hard drive (the one with your last name) will allow you to open that file on any school computer.

- Saving your work and then uploading it into your Schoolloop Locker will allow you to open that file on any computer with the Internet.

- Saving your work in *Documents* folder on computer will allow you to open that file only on that computer.

- All essays should be typed using 12-point Times New Roman font.

- One space after commas, periods, question marks, and exclamation points.

- **Never** type more than one exclamation point in a row.

- **Type your heading before you type the title.**

- **Typing a heading:**

1. Type your last name, first name <Enter>

2. Type the teacher name <Enter>

3. Type the Class name <Enter>
4. Type the date <Enter>

• **Centering a title:**

• **NEVER PUSH THE SPACE BAR SEVERAL TIMES TO CENTER A TITLE**

1. Type title
2. Highlight title
3. Push *Center* button on top menu bar

OR

1. Push *Center* button on top menu bar
2. Type title

- Underline: Ctrl & u
- Bold: Ctrl & b
- Italicize: Ctrl & i
- Print: Ctrl & p