

Tech Savvy Exercise

1. Click on the **Start Menu** and then **All Programs**. Click on **Accessories**. Right click on **Notepad** and select *Pin to Taskbar*. Right click on **Paint** and select *Pin to Taskbar*. Right click on **Snipping Tool** and select *Pin to Taskbar*. Right click on **Windows Explorer** and select *Pin to Taskbar*.
2. Scroll down to **Microsoft Office** and click on it. Right click on **Microsoft Excel** and select *Pin to Start Menu*. Right click on **Microsoft PowerPoint** and select *Pin to Start Menu*. Right click on **Microsoft Word** and select *Pin to Start Menu*.
3. Scroll up to the top of all programs and right click on **Internet Explorer**. Hover over *Send to*, then select **Desktop (Create Shortcut)**. Close the start menu by clicking anywhere on the screen.
4. Open the **Start Menu** and open **Microsoft Word**. Right click on one of the tabs in the ribbon and select **Customize the Ribbon**.
5. In the dialog box that opens click on *New tab*. Select the New Tab (Custom) that is added in the right window then click on *Rename*. Name it **Main** then click OK. Select the New Group (Custom) underneath your 'Main' tab and click *Rename*. Name it **Edit** then click OK.
6. Above the left pane, click on the 'Choose commands from' drop down menu and select **Main Tabs**. Click on the *plus sign* next to **Home**. Click on the *plus sign* next to **Clipboard**. Add Copy, Cut, Paste, and Office Clipboard. Click the *minus sign* next to **Clipboard**, then click the *plus sign* next to **Font**. Add Font, Font Size, Bold, Italics, Underline, and Font Color. Click the *minus sign* next to **Font**, then click the *plus sign* next to **Paragraph**. Add Bullets, Numbering, Align Left, Center, Borders, and Paragraph. Click on the *minus sign* next to **Paragraph**.
7. Below the right pane, click on *New group* and then *Rename*. Name it **Enhance** then click OK.
8. In the left pane, click on the *plus sign* next to **Insert**. Click on the *plus sign* next to **Illustrations**. Add Picture, Clipart, and Shapes. Click on the *minus sign* next to **Illustrations**, then click on the *plus sign* next to **Text**. Add Text Box. Click on the *minus sign* next to **Text**, then click on the *plus sign* next to **Symbols**. Add Symbol. Click on the *minus sign* next to **Symbols**.
9. Below the right pane, click on *New group* and then *Rename*. Name it **Review** then click OK.
10. In the left pane, click on the *plus sign* next to **Review**, then click on the *plus sign* next to **Proofing**. Add Spelling & Grammar and Word Count. At the bottom right, click **OK** then click on your tab in the ribbon. Click on the **Office Clipboard** command in your **Edit** group. Minimize the word document.
11. Open up **Mozilla Firefox** and do a search for *pizza* by typing pizza in the address bar at the top of the window.
12. Highlight the words under the first search result. Right click on them and select **Copy**.

13. Click on the **Images** option below the search box at the top of the page. Click on one of the pizza images. To the right of the window, click on *View Image*. Right click on the picture and choose **Copy image**.
14. In the taskbar, click on your blank word document. You should see the text and picture in the clipboard pane on the left. Paste the text and picture you copied by clicking on them. Click the arrow in the top right corner to minimize the ribbon.
15. Click on the **File** tab. Click on **Save** and name the document *Pizza Info*. Change the file type to PDF then click **Save**. The PDF opens up. Close the PDF.
16. In the taskbar, click on your open web browser page. Click the **back arrow** in the top left corner. Scroll to the top of the page and type "*picture turned sideways*" in the search box then press **Enter**. Click on the first picture of a cat. Click on view image. Click on the **snipping tool** program in the taskbar and use it to draw a box around the picture of the cat without the black message bar at the bottom.
17. In the window that opens, click on the **Save** command. Name the picture *funny cat*. Make sure the **Pictures** folder is selected on the left. Click **Save**. Close the snipping tool window. Open the **Paint** program in the taskbar. Click on the blue file option in the top left corner and choose **Open**. Click on the funny cat picture and open it. Click on the **Rotate** command in the *Image* group at the top and select **Rotate left 90°**. Exit the program then click **Save**.
18. Open **Windows Explorer** in the taskbar. Click on the **Pictures** folder on the left then highlight the picture of the funny cat. Right click on the picture and go to **Send to -> Compressed (zipped) folder**. Name the folder *My Pics*.

Review

Match the program to the correct definition by writing the correct letter in the space provided.

- | | |
|--------------------------|---|
| a. Windows Media Center | allows you to edit, organize, create projects, and more with your pictures. _____ |
| b. Windows Movie Maker | when you open a picture this program allows you to print pictures in different sizes and burn pictures onto a disc. _____ |
| c. Windows Photo Gallery | a video editing software that offers the ability to create and edit movies as well as publish them. _____ |
| d. Windows Photo Viewer | a one stop shop for viewing all media on your computer including pictures, music, videos, movies, and online TV _____ |

Fill in the blank with the correct answer

Ctrl + V Ctrl + P Ctrl + C Ctrl + S

Pressing _____ will copy the highlighted text or selected item

Pressing _____ will paste the text or item.

Pressing _____ will save my work.

Pressing _____ will print my work.

Name one thing Microsoft owns.

Name one thing Google owns.

Name one thing Apple owns.

Order the memory sizes 1-4 from smallest to largest with 1 being the smallest and 4 being the largest.

____ MB

____ TB

____ GB

____ KB

Where are the Backup and Restore options in Windows? Circle the correct letter.

- a. Network and Internet
- b. Control Panel > System and Security
- c. Appearance and Personalization
- d. Control Panel > Administrative Tools

What are four tools and settings you should manage in your Web Browser?