## Computer Chat

Function Keys

On a computer keyboard, the keys that start with an "F" that are usually found on the top row. They are meant to perform user-defined tasks. The function keys are frequently used in combination with other keys such as the CTRL key, the ALT key, and the Shift key. This results in a plethora of possible keyboard shortcuts.
Here is a brief rundown of the function keys

F1

If you press F1 while working in a program, **help** for that program will usually appear. If you press F1 while at the Windows desktop or when the Windows Explorer is open, a Windows help screen will pop up. If you happen to be working in a program and would like to see the Windows help screen, simply press the Windows key.
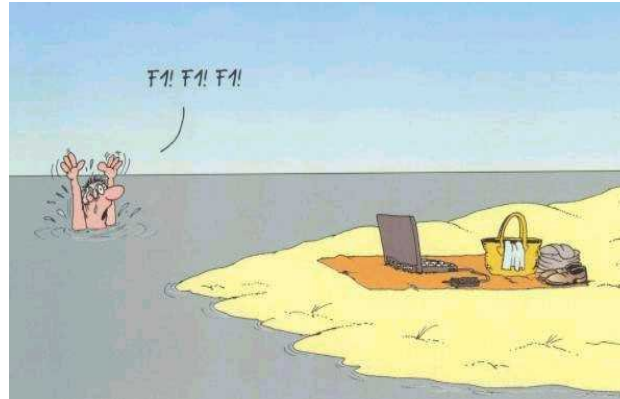
F2

Use the F2 key to rename an item when working in Windows. Highlight any folder or file, and press F2. You will then be able to type a new name for the object. After you type the new name, just click outside the name box or press the enter key to make the name change. This works just like right-clicking a file or folder and selecting Rename.

F3

When you are working in Windows, the F3 key will open the Find Files window.

F4

Press F4 to open the Address bar when working in Internet Explorer. This will allow you to type the address of a Web page for quick access. You can also press the Alt key and the F4 key at the same time to close the open Window that you are currently working on.

F5

The F5 key is the refresh key. You can press F5 when viewing a Web page to make sure that you have the most current version of that Web page. You can also use F5 when in Windows to refresh the screen. This can be a handy shortcut. If perhaps you are viewing the contents of a floppy disk and you insert a new floppy, your screen will still show the contents of the first floppy. Just press F5 to refresh the screen and see the contents of the floppy you just inserted.

F6

This key is often used to move the cursor around the structure of the program.

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F7

The F7 key does not have any functionality in Windows. It may, however be used in some individual programs. To find out if it is available in the program you are using, bring up the program's help screen and type in the words function key.

F8

The F8 key can be used to access Safe Mode if pressed during the computer's boot up process. This is a trouble-shooting mode, which will start the computer with minimal drivers.

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The F9 key does not have any functionality in Windows. It may, however, be used in some individual programs. To find out if it is available in the program you are using, bring up the program's help screen and type in the words function key.

F10

F10 is the key that is used to activate the menu bar in many programs. You can use F10 to highlight the first menu choice, and then use the arrow keys to move around the menus. Pressing the Shift key while pressing

F10 will bring up the shortcut menu. This is similar to right-clicking on an object.

F11

Press F11 when you are working in Internet Explorer and the window will open to full screen mode. This will make all the toolbars disappear and can be useful to see more information on the screen. Press F11 when you are in full screen mode will toggle you back to your normal view.

F12

The F12 key does not have any functionality in Windows. It may, however be used in some individual programs. To find out if it is available in the program you are using, bring up the program's help screen and type in the words function key.
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Download vs Upload

One of the most common uses of computer to computer communications is to transfer files from one to the other.

Downloading means to transfer a file **to** your computer **from** elsewhere.

Uploading means to transfer a file **from** your computer **to** another.

Accessories WordPad

Start—All Programs—Accessories—Word Pad

WordPad is a simple word processor that is included with almost all versions of Microsoft Windows from Windows 95 upwards. It is more advanced than Notepad, which is rather a basic text editor, but not at all as advanced as Microsoft Word. It supports the Rich Text Format.

It has facilities to format and print text, but lacks intermediate features such as a spell checker, thesaurus, support for tables etc. As such, it is suitable for writing letters or short authorships, but underpowered for such tasks as long reports (which usually rely heavily on graphics) or large authorships, such as books or manuscripts.

Bottom Line...

Passwords

Don't EVER give your password to anyone! If someone else signs on your computer and visits inappropriate places or "breaks a rule'...remember, EVERYTHING and EVERYWHERE you go on the computer can be traced. It doesn't matter who was on the computer, if they were logged on under your name, YOU are responsible. Please don't risk it!
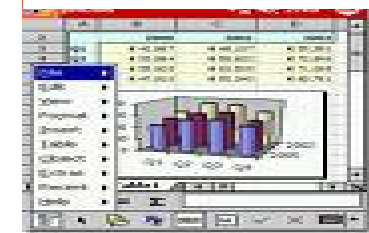
"Someone's been messing around at my work station too!"

Spotlight on Software

Microsoft Excel 2003

Microsoft Excel is the most widespread program for creating spreadsheets. Spreadsheets allow you to organize information in rows & columns. With one click you can create graphs to represent the information in the spreadsheet. Using formulas, you can also add, subtract, divide and average. (example grades)

http://getit.rutgers.edu/tutorials/excel/media/excel.pdf

http://www.exceltip.com/

---until next week.