



TECH SNIPPETS

Information, Communication & Technology

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School SharePoint site

Hillcrest High School has a top-level SharePoint site. You can click [here](#) to access it. We suggest you bookmark it or add it to your bookmarks bar in Google Chrome.

Every subject offered at the school has its own SharePoint site as well. If you have lost the path to your subject SharePoint site, you can click on your subject under "Subject Departments" in the left main menu of the school's SharePoint site. Don't forget to bookmark it afterwards!



Assigning shortcut keys in MS Word

When you are typing a document you may come across the situation where you frequently need to use a symbol that does not appear on a standard keyboard. A good example is the degree symbol (°).

You can insert the degree symbol using MS Word's "Insert" ribbon, clicking on the "Symbol" option and then browsing to the degree symbol, selecting it and then clicking the "Insert" button. This is a little tedious but at least your last choice appears first in the list when you want to insert the symbol again, so you don't have to browse to it each time.

An alternative to using MS Word's "Insert" ribbon is to assign the degree symbol to a "Shortcut Key" via the same pop-up window you use to insert the symbol. For example, if you assign ° to Alt+D, then every time you need it, all you have to do is use the Alt+D keyboard combination.

You can assign any number of symbols to your own choices of shortcut keys — just try to use a system that makes sense to you so that you can remember the shortcut easily without having to write it down. For example, you can assign the "ellipsis" symbol (...) to Alt+. and the "not equal to" symbol (≠) to Alt+= and so on.

Did you know?

- The symbol for approximately is \approx and not \pm (which means, literally, "add or subtract").
- If you want to indicate an approximate time, the correct way is to specify the ideal time and then add or subtract the number of minutes the event is likely to be late or early. For example, a meeting may start at 15h00 \pm 5 minutes.
- The ellipsis is a punctuation mark consisting of a set of three dots (...) used to indicate that words have been omitted. The three dots are not created from three full stops — they are a single "special character" symbol. There is no space before the ellipsis but always one afterwards if it is followed by a new sentence.

Standard keyboard shortcuts

In a very similar vein to the snippet above concerning assigning shortcut keys in MS Word, **Windows** has several built-in keyboard shortcuts for commonly-used functions. In fact, some keyboards even have these shortcuts printed on the relevant keys. They are sometimes referred to as "control keys" because they all require a combination of one of the Control (Ctrl) keys and an alphabet key. These shortcuts are:

Ctrl+A selects everything in the current document

Ctrl+C copies everything you have selected to your clipboard

Ctrl+X cuts everything you have selected and moves it to your clipboard

Ctrl+V pastes into the cursor's current position what you have copied or moved to your clipboard

Ctrl+Z undoes each previous action each time you use it, up until your last save

Ctrl+Y redoes each previous action

Ctrl+F brings up the "Find" dialogue

Ctrl+H brings up the "Find and Replace" dialogue

Ctrl+N starts a new document (or file) within the app you are currently using

Ctrl+O brings up the "Open file" dialogue

Ctrl+S brings up the "Save file" dialogue if you have not already saved your document; thereafter, it simply saves it to the previously selected location without any dialogue

Ctrl+P brings up the "Print" dialogue

Ctrl+B toggles **bold** characters on and off*

Ctrl+I toggles *italic* characters on and off*

Ctrl+U toggles underlined characters on and off*

* remember to include a space to the right of where you are working if there are other characters already there