



# TECH SNIPPETS

Information, Communication & Technology

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## Sticky Notes

Sticky Notes, also called Stickies, is for those who like to make use of Post-it type sticky notelets. This little Windows 10 app is really cute, and works much the same way as the real thing except the notelets cannot be blown away in a breeze.

You can even choose a colour every time, unlike the real version where you have to work patiently through the other colours first or risk splitting the pad into sections.

Being able to choose a colour for each notelet also allows you to colour-code them — yellow for family, blue for work, pink for personal, etc.

The latest version of Sticky Notes requires your Microsoft login so your notelets are accessible from all your devices.



## Keep your digital desktop tidy

While some of us may thrive in an untidy work environment, most find that a reasonably tidy office or classroom desk helps them feel organised and on top of things. It also looks more professional and sets a good example for your students.



The same applies to your digital Windows desktop, yet it is amazing how many users save files on their Desktop and even in their Recycle Bin! Remember that data saved in these locations is not backed up, and when the hard drive eventually fails (which it will), you will almost certainly lose all of this work.

The best and safest place to save your work is on your S: drive, which is located on a server inside the school.

## Did you know?

If you *right-click* the icon for a Microsoft Office application, whether it appears in the main menu, as a Start panel tile or on the Taskbar, you will see a pop-up list of your most recently opened documents associated with that app.

For instance, if you right-click the MS Word icon, a list of your most recently opened MS Word documents will appear. The same goes for MS Excel, MS PowerPoint, etc.

This offers you a very quick way to find and open one of your most recently accessed MS Office files.



## File types



In computing there are thousands of different file types. Each file type is associated with an application (app) which can open that file type. Windows file names are separated into two parts consisting of the **file name** and a **file extension**, separated by a dot. The file extension is a 3- or 4-character abbreviation that specifies the file type. For example, a PC running MS Office will recognise **letter.docx** and open it in MS Word. File extensions that your device can recognise are hidden by default, but we recommend always displaying them.

The most-used **Microsoft Office** file extensions are:

- Microsoft Excel Worksheet.xlsx
- Microsoft PowerPoint Presentation.pptx
- Microsoft Publisher.pub
- Microsoft Word Document.docx

The most common **image file types** associated with your default image / picture viewer are:

- JPEG files (.jpg and .jpeg)
- GIF files (.gif)
- Bitmap files (.bmp)
- PNG files (.png)
- TIFF files (.tif and .tiff)
- RAW files (.raw)

Popular **music file types** associated with your default music player are:

- Windows audio files (.wav)
- MP3 audio files (.mp3 and .m3u)
- Windows Media audio files (.asx, .wm, .wma and .wmx)

**Video file types** often associated with your default movie player are:

- Audio Video Interleaved files (.avi)
- Motion JPEG files (.avi and .mov)
- Windows Media files (.wm, .wmv and .asf)
- Matroska multimedia files (.mkv)
- Apple QuickTime files (.mov and .qt)
- MPEG Movie files (.mp4, .mov, .m4v, .mpeg, .mpg, .mpe, .m1v, .mp2, .mpv2, .mod, .vob, and .m1v)

If your PC does not recognise a file type, you can try to open the file with an app associated with the category it falls into. For example, if it is a sound file, try to open it with an audio app. If this does not work, you will need to install a suitable app or convert the file to another type.