



TECH SNIPPETS

Information, Communication & Technology

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Windows updates

We have mentioned this before, but if you don't take charge of when your PC or laptop does Windows updates, it will decide for you. Once started, the update process may warn you to NOT shutdown your device while it is at work. The update process usually causes a lot of hard drive activity which is indicated by a rapidly flashing or steady on drive light, resulting in very sluggish responses to your inputs.

Should you decide to power off your device during the update process, you will very likely corrupt your Windows operating system. This is because updates often involve significant changes to Windows' kernel (i.e. the core of the operating system) without which it cannot operate. These changes are made by writing new files and deleting old ones that control how Windows works. Lose those files and you lose Windows!

Tab stops

When you press the **Tab** key on your keyboard, the insert cursor jumps to the next default tab stop, but if you insert your own tab stops then you can override these to suit your needs.

There are four different types of tab stops:

- Left Tab** left-aligns the text at the tab stop
- Center Tab** centres the text around the tab stop
- Right Tab** right-aligns the text at the tab stop
- Decimal Tab** aligns numbers with their decimal point.

Select the type you require by repeatedly clicking on the tab button located at the top left of your page, then clicking on the top ruler approximately where you want to insert it. If you click and hold down the left mouse cursor on the new tab stop, you can refine its position by sliding it left or right along the ruler.

Generally, when you press the **Enter** key at the end of a line, your new tab stops are repeated for the next paragraph. If you want to adjust several different paragraphs together, first select them and drag the dark tab stops to where you want them. If there are different tab stops amongst your selection of paragraphs, they will appear faded on the top ruler. Click and drag the ones you don't want downwards off the ruler.

Did you know?

- The first electronic computer ENIAC weighed more than 27 tons and took up 1800 square feet.
- Only about 10% of the world's currency is physical money, the rest only exists on computers.
- TYPEWRITER is the longest word that you can write using the letters only on one row of the keyboard of your computer.
- The password for the computer controls of nuclear tipped missiles of the U.S was 00000000 for eight years.
- HP, Microsoft and Apple have one very interesting thing in common – they were all started in a garage.
- The first ever hard disk drive was made in 1979, and could hold only 5MB of data.

See source [here](#).

How to book a venue using MS Outlook

Lots of teachers are discovering that their venue bookings are not being propagated to the venues' calendars, with the result that when they arrive to use these venues they find that they have been double-booked. To avoid this problem:

1. Click on the **Calendar icon** at the bottom left corner of Outlook.
2. Click in the **Search Calendar** field at the top left of the screen and start typing the name of the venue you want to book (e.g. Computer Room), then select this venue when it appears in the list beneath the **Search Calendar** field. This will bring up the Computer Room calendar with its existing bookings in the centre of your screen. You can close your own calendar to simplify the view if you prefer.
3. To make a Computer Room booking, double click on the date you require on the Computer Room calendar.
4. Under the **Details** section, in the **Add a title for the event** field, type your surname and initial. In the **Add a location or a room** field, start typing the name of the venue you want to book (e.g. Computer Room) and then select it from the drop-down list beneath.
5. Specify the **exact** start and end times according to the school timetable for that cycle day and day of the week. Do not use the default times unless they suit your purpose (e.g. a meeting with a parent or supplier in the Interview Room).
6. Add the **People** required to attend. Don't forget to add your own name if you need to attend yourself! If you need an item of equipment (e.g. the Presentation laptop), start typing its name and then select it. Yes, the Presentation laptop is a person too! Please follow up with the ICT Department / AV Club concerning any equipment you do book to ensure that it is available and ready for use when you need it.
7. Check all your entries to make sure they are correct and complete. You can come back to the booking and make alterations to it later, but remember that each time you do so you will generate an automated email message, so lots of changes may mean lots of annoyed **People!**
8. Finally, click **Save** at the top left of your screen. When you do so, a notification is sent to everyone you listed under **People**, as well as to the person / people delegated to process your venue booking request. [Note: If you prefer to do your bookings via your own calendar instead of following the above steps, it is essential that you click **Send** to complete the process.]
9. A sure way to know that your booking has been successful is the receipt of a confirmation email from the delegate who processed your venue request. If you don't receive such an email then you should suspect that your booking has failed. A booking will only fail if you do not follow all the steps above.

A list of bookable resources is available in the Lesson Planning folder found [here](#).