

TIPS & TRICKS

DADE COUNTY TECHNOLOGY

Week of December 9, 2013

“Almost” Equal Time for the Mouse

Okay... last week I went crazy with keyboard shortcuts. So the tips and tricks entry for this week will offer “almost” equal time for the mouse.

Highlighting Tips:









- Double-clicking on a word will highlight that word.
- Triple-clicking on a word will highlight the entire paragraph that contains that word.
- To select a large portion of text, click at the beginning of the desired text then hold down the [SHIFT] key and click the end of the selection.
- In your text editor (or Word), holding down [CTRL] while selecting will allow you to highlight various amounts of text around the document.

On the **Insert** tab, the galleries include items that are designed to coordinate with the overall look of your document. You **can use these galleries** to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, **charts, or diagrams**, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text **by choosing a look for the** selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look









- Holding down [ALT] while selecting text is especially useful if the desired text is in columns.

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- Using [SHIFT] while selecting files or folders will allow you to select a continuous group from the list.

Name	Date	Tags	Size	Rating
 Chrysanthemum	3/14/2008 1:59 PM		859 KB	☆☆☆☆☆
 Desert	3/14/2008 1:59 PM		827 KB	☆☆☆☆☆
 Hydrangeas	3/24/2008 4:41 PM		582 KB	☆☆☆☆☆
 Jellyfish	2/11/2008 11:32 AM		758 KB	☆☆☆☆☆
 Koala	2/11/2008 11:32 AM		763 KB	☆☆☆☆☆
 Lighthouse	2/11/2008 11:32 AM		549 KB	☆☆☆☆☆
 Penguins	2/18/2008 5:07 AM		760 KB	☆☆☆☆☆
 Tulips	2/7/2008 11:33 AM		607 KB	☆☆☆☆☆

- Using [CTRL] while selecting files or folders will allow you to select random items from the list.

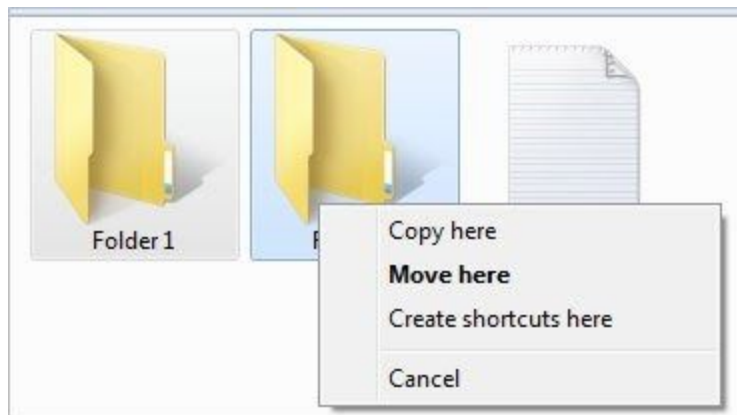
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- In Word, if you move the mouse to the left margin, it will become a mirror-image of itself. Clicking once will highlight the line of text immediately to the right of the mouse.


Double-clicking will highlight the entire paragraph to the right of the mouse.
Triple-clicking will highlight the entire document. Clicking once with this mirror-imaged mouse while holding down the [CTRL] key will also highlight the entire document.

Right Mouse Button Tips:

- Right-clicking on an object will bring up a menu of options that pertain to the object (ie. copy and paste functions, properties, etc...)
- If you hold down the right mouse button and drag an object to another location you will get a menu that allows you to do one of the following: copy the object to the new location, move the object to the new location, or to create a shortcut in the new location to the original object.



Scroll Wheel Tips:

- Clicking your mouse's scroll wheel like a button will change how the mouse scrolls a page of information. First, click the scroll wheel and an icon (see image to the right) appears on the screen. Now, simply move the mouse up or down and the page should scroll. Click any button to exit out of this feature. (NOTE: If you get this feature started and then just slightly pull down the page will auto scroll... so you could read a long text entry, web page, etc... without having to constantly scroll the page.) 
- If you click on an Internet browser tab with the scroll wheel, the tab will close.
- Clicking on a link in your Internet browser will open the clicked link in a new tab.
- Scrolling the wheel while holding down the [CTRL] key will zoom in and out in your Internet browser or text editor.
- Scrolling the wheel while holding down the [SHIFT] key will move backwards and

forwards through the pages you have just visited. This works like the backward and forward arrows in your Internet browser's icon menu.

Manipulating Windows with the Mouse:

- Double-clicking on the title bar of a window will maximize that window.
- Double-clicking on the title bar of a maximized window will return it to what is called its "restored" state which is simply somewhere in between maximized and minimized.
- In Windows 7 you can drag a window to the top of the desktop to maximize it. Dragging a window to the left will cause the window to take up the left 50% of the desktop (same happens if you drag a window to the right).

Bonus Browsing Tip:

- If you highlight a word (or phrase) in your Internet browser, then right-click on the selected word(s), an option appears in the menu that pops up that will allow you to do an Internet search on that word (or phrase). Chrome and Firefox will search using Google. Newer versions of IE will search using Bing.

Here's a link on when and how to clean your mouse...

http://www.helpwithpcs.com/maintenance/mouse_problem_maintenance.htm

Please send any questions or comments about this installment of Tips & Tricks to technology@dadecs.org.