Activities/ Resources for Outcomes

Activities/ Resources for Outcome #1

Websites for Mouse Learning

Learn to Use the Mouse
www.instruction.greenriver.edu/avery/activities/mouse/MouseSkills.htm

Clicknlearn
www.clicknlearn.net

Activities/ Resources for Outcome #2

Keyboard Shortcuts and the Ribbon

In the 2007 Microsoft® Office system, some programs — Word, Excel®, PowerPoint®, Access, and parts of Outlook® — have been redesigned for greater efficiency and ease of use. Along with the new look come new keyboard shortcuts for accessing and executing commands.

Keyboard shortcuts called **access keys** relate directly to the tabs, commands, and other things that you see on the screen. You use access keys by pressing the ALT key followed by another key or a sequence of other keys.

Every single command on the Ribbon, the Microsoft Office Button menu, and the Quick Access Toolbar has an access key, and every access key is assigned a **Key Tip**.

HOW TO USE KEY TIPS

1. Press the ALT key.

    Badges showing the Key Tips appear.

2. Press the key for the tab or Quick Access Toolbar command you want.

    If you press a tab Key Tip, you see the Key Tips for every command on that tab. If you press a Quick Access Toolbar command Key Tip, the command is executed.

3. Press the key (or keys) for the tab command you want.

    Depending on what command you choose, an action may be executed or a gallery or menu may open; in the latter case you can choose another Key Tip.

Tip If the Key Tip badge shows two letters, press them one after the other.

OTHER WAYS TO NAVIGATE THE RIBBON

You can also move around the Ribbon by using the arrow or TAB keys.

1. Press the ALT key to move the focus to the Ribbon.

2.   Move around the Ribbon:

- Move left, right, up, or down by pressing the relevant arrow key.
- Move from command to command within a group, then on to the next group, by pressing the TAB key. Press SHIFT+TAB to move backwards through commands and groups.

USE MICROSOFT OFFICE 2003 ACCESS KEYS

Most Office 2003 menu access keys still work. However, you'll need to know the full shortcut from memory. There are no on-screen reminders of what keys you need to press.

In previous versions of Office, you pressed ALT, E to open the **Edit** menu, and then you pressed an underlined letter to execute a command. In the 2007 Office system Ribbon programs, when you press ALT and then one of the old menu keys, you won't open a menu. Instead, you'll see a message telling you that you're using an Office 2003 access key and to press ESC to cancel. If you know the key sequence you want, you can just carry on and initiate the command. Otherwise, do as the box says and press ESC to see the Key Tip badges.

Note   You can also move the pointer around the screen without the mouse by using the **MouseKeys**. These enable the arrows on the numeric keypad on your keyboard to move the pointer around. For further information about MouseKeys, see Microsoft Windows® Help.

Combination keyboard shortcuts

A **key combination** keyboard shortcut is a set of keystrokes that, when pressed together, initiate an action. You can find the key combination for a command by resting the mouse pointer over it. If you're not using a mouse, there are no on-screen reminders of the key combinations — you have to memorize the keys. Practically all of these shortcuts work in exactly the same way as they did in previous versions of Microsoft Office.

Other helpful keyboard tips and tricks

- Use the TAB key and arrow keys to navigate a dialog box.
- Activate a command by pressing ENTER. In some cases, this opens a gallery or menu so you can choose what you want and then activate it by pressing ENTER again. For some commands, like the **Font** box, use the arrow keys to scroll through lists. Once you've got what you want, press ENTER.
- CTRL+TAB cycles through the tabs in a dialog box.
- SPACEBAR selects and clears check boxes.
- SHIFT+F10 opens the shortcut menu, which opens when you right-click an item.
- ESC closes an open dialog box or shortcut menu. If nothing is open, it takes the focus away from the Ribbon and back to the main document.
- To close a task pane, first press CTRL+SPACEBAR to open the task pane menu. Then press C to select **Close** on the menu.
- ALT+F4 (pressed simultaneously) closes the active window.
- F1 opens the Help window.

http://office.microsoft.com/en-us/word-help/quick-reference-card-RZ010156267.aspx?section=23&mode=print

Activities/ Resources for Outcome #3

Websites for Keyboarding

Keyboarding skills

http://sense-lang.org/typing/

Typing Games

http://freetypinggame.net/play.asp