

Using Other Microsoft Word Features

Lesson 8

Microsoft Word contains many other tools that can make your documents more interesting. One of the most fun is WordArt. It allows you to use special effects for your text.

WordArt

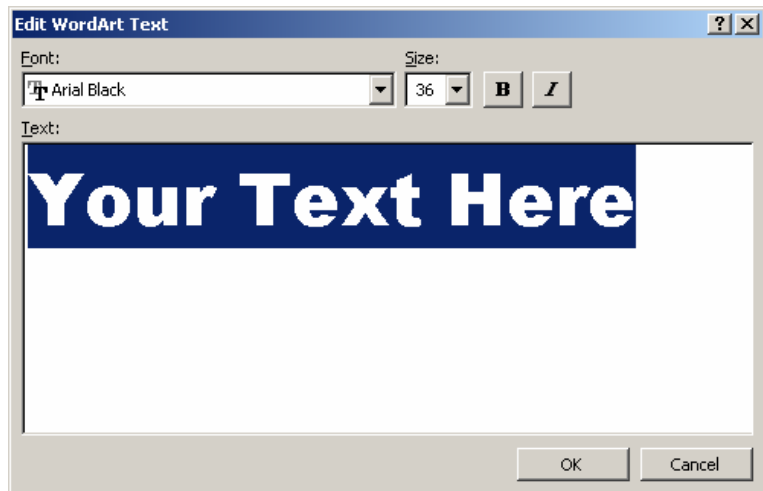
1. Select the WordArt icon on the Drawing Toolbar.



2. Select the style text that you would like and click the square.



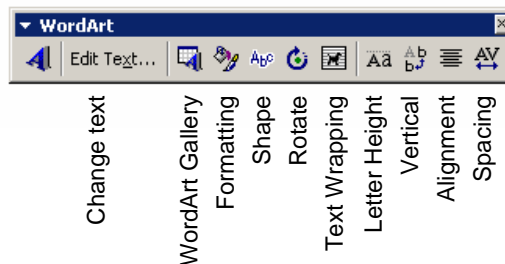
3. A box will pop up for you to enter the desired text. Click on **Your Text Here** and type the words you want.



4. Your typed words will show up on the document.

My Science Project

6. You can edit it by using the WordArt Toolbar. You can change the color and shape of the letters. You can make it go up and down on the page (vertical) or you can spin it around with the rotate button. Try the different buttons and see what they do. Remember you can always undo with the button on your standard toolbar!





Using ScanDisk & Disk Defragmenter

Lesson 9

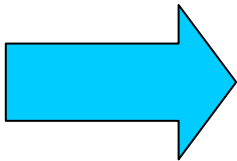
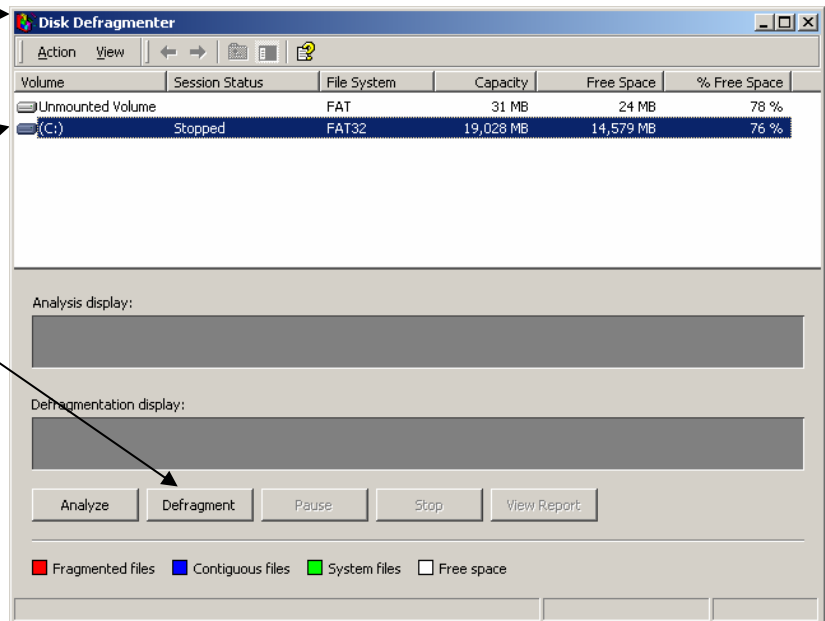
In Class 2, we discussed two useful **System Tools** that can help keep your computer running smoothly and efficiently over time: **ScanDisk** and **Disk Defragmenter**.

You can use **ScanDisk** to check your hard disk or a floppy disk for logical and physical errors. ScanDisk can then repair the damaged areas.

To run **ScanDisk**:

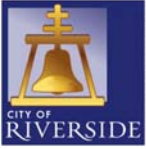
1. Open the **Start Menu**
2. Point to **Programs**
3. Point to **Accessories**
4. Point to **System Tools**
5. Click on **Disk Defragmenter**

1. The **disk Defragmenter** window opens
2. Select the drive that you want to scan--in this option, the computer's **hard drive (C:)** is selected.
3. Click on **Defragment** to begin the process.



Suggestions:

- Run a thorough ScanDisk test once a month to help maintain your hard drive.
- Use ScanDisk on a floppy disk any time that you encounter problems opening a file from a floppy.



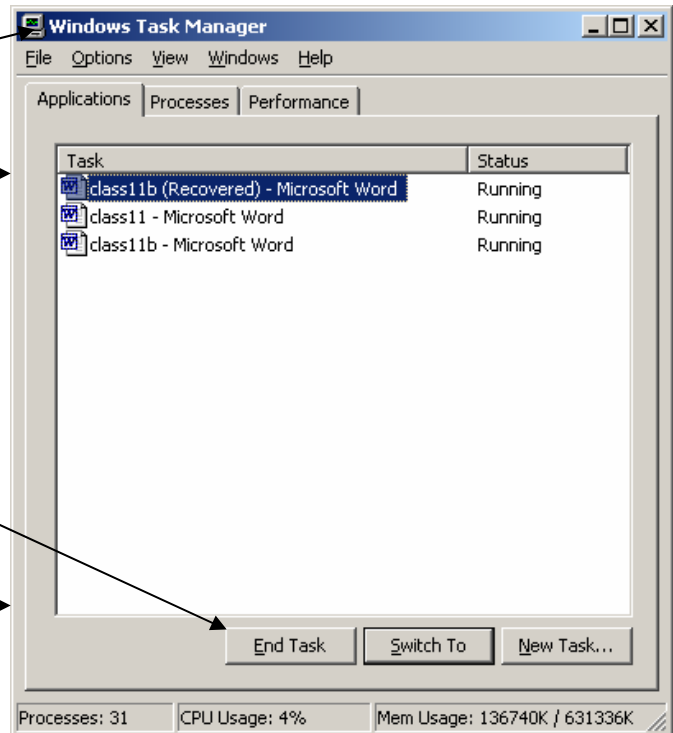
Help! My Computer is Frozen!

Lesson 9

Windows XP is not a perfect operating system--it will often cause your computer to freeze for no apparent reason. You might be typing a letter, sending an Email, waiting for a Web site to load, or closing a program when suddenly your mouse pointer freezes and your computer stops responding to keyboard commands. What do you do now?

Option #1

1. First, try holding down 3 keys together--the **CTRL+ALT+DEL** keys.
2. The **Close Program** dialog box will open.
3. A list of programs that are currently running on your computer will be displayed.
4. Select any program that says **Not Responding** next to its name. In this example, all of the programs are running smoothly, so **Not Responding** doesn't appear.
5. Click on **End Task** to close the program that is not responding.
6. Ideally, your computer will be responding normally again now that the problem program has been closed.

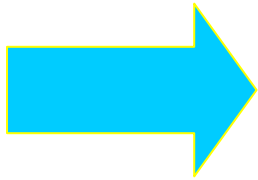


Option #2

If the computer is no longer responding to keyboard commands (in other words, pressing **CTRL+ALT+DEL** does nothing), press your computer's **restart** button located near the power button on the front of the tower case. The computer should restart, but you might lose any work that hasn't been saved.

Option #3

Occasionally, none of the above will work--your computer will not respond to any keyboard or mouse commands and it will not restart. At this point, your only option is to power off your computer from the power button on the front of the tower.



If your computer seems to be acting up in general (for example, running especially slowly), save all your work, close up any open programs, and **RESTART** the computer from the **Shut Down** dialog box in the **Start Menu**. When the computer restarts, it will often right itself. If only car problems could be fixed so easily!





Disk Cleanup

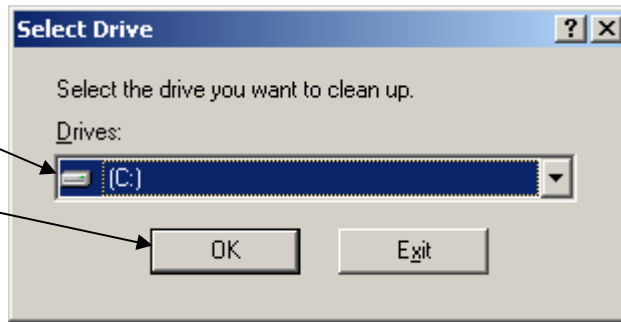
Lesson 9

After using your computer for a while there will be a lot of files in your computer that you don't use/need. Disk cleanup will help you delete those files.

2. Point to **Programs**
6. Point to **Accessories**
7. Point to **System Tools**
8. Click on **Disk Cleanup**

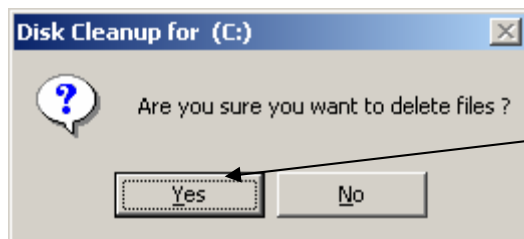
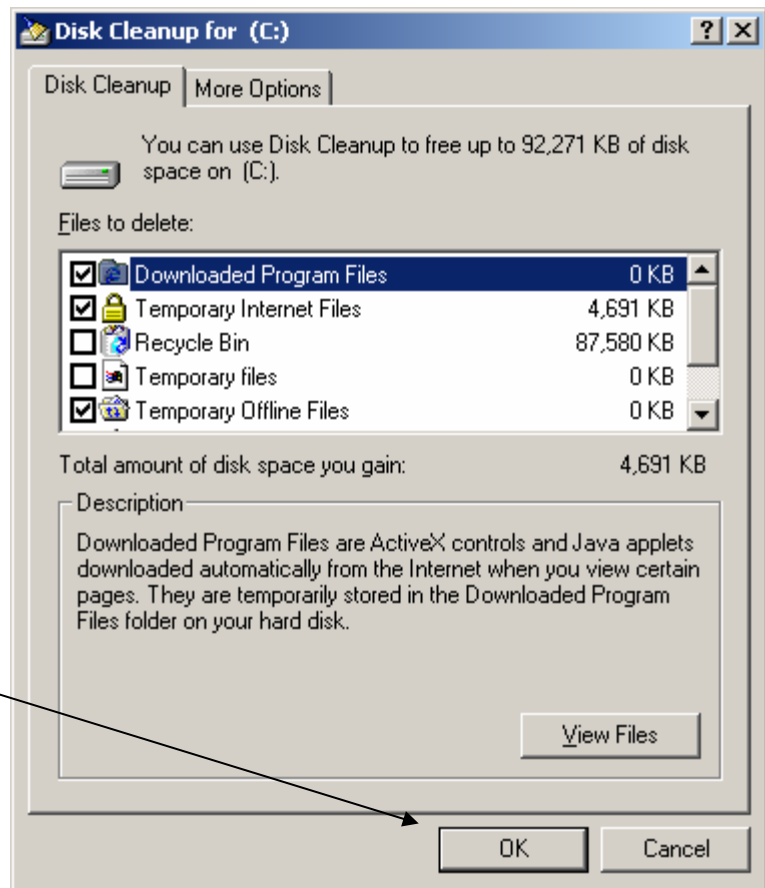
The screenshot shows the Windows 2000 Start menu with the following navigation path highlighted: Start > Programs > Accessories > System Tools > Disk Cleanup. Arrows from the numbered instructions point to each step in the menu hierarchy. The taskbar at the bottom shows the Start button and two open applications: 'class11b - Microsoft Word' and 'untitled - Paint'.

1. Make sure **C:** is selected.
2. Click **OK**.

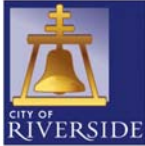


1. Make sure to check only the options you want to delete. The most common items checked here are **Temporary Internet Files** and **Recycle Bin**.

2. Click **OK** to begin



A dialog box will pop up to ask you if you want to delete the files. Click **Yes**.



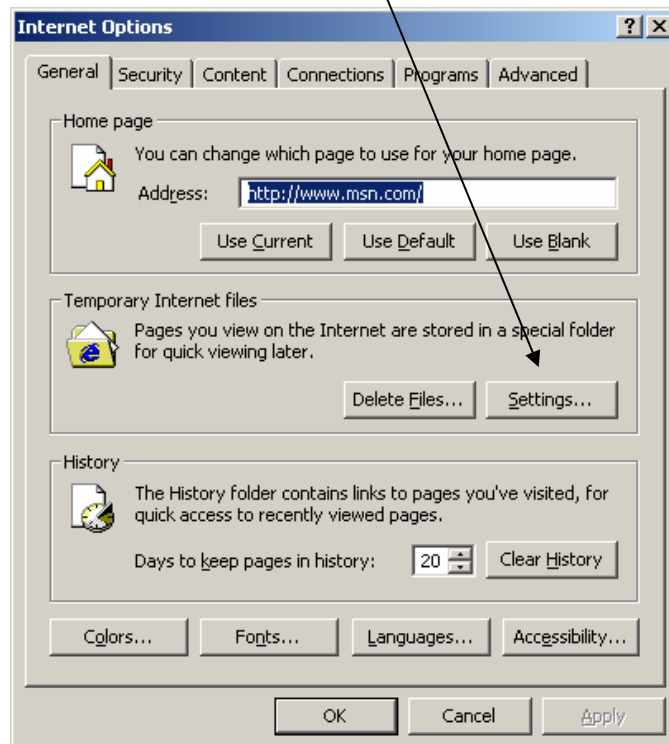
Check Internet Temp Files Lesson 9

Every website you visit in Internet Explorer will download data into the Internet Temp Files folder on your hard drive—these files are called Internet temp files. Periodically, you should check these files as a way to monitor the websites your children have been visiting. Internet Explorer will also perform better if these files are deleted once per month.

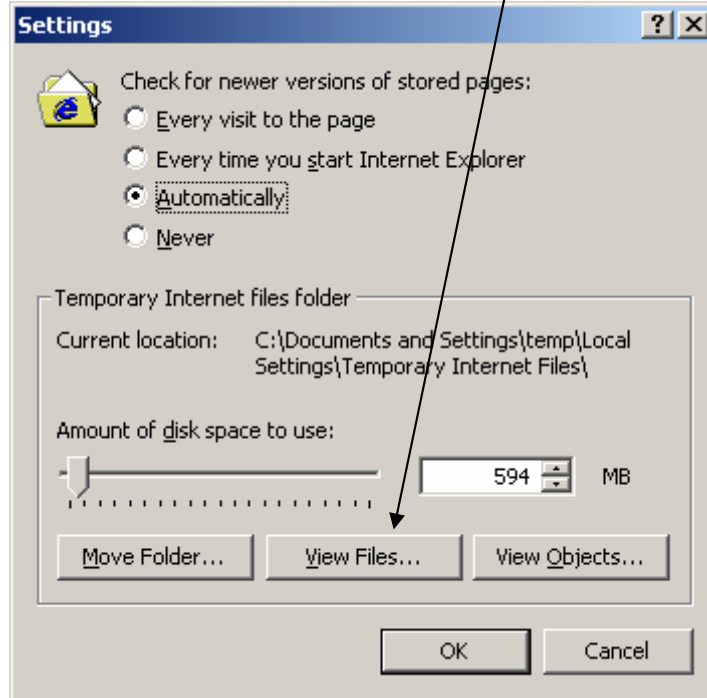
1. Open Internet Explorer.
2. Go to the menu and click on **Tools** and select **Internet Options...**



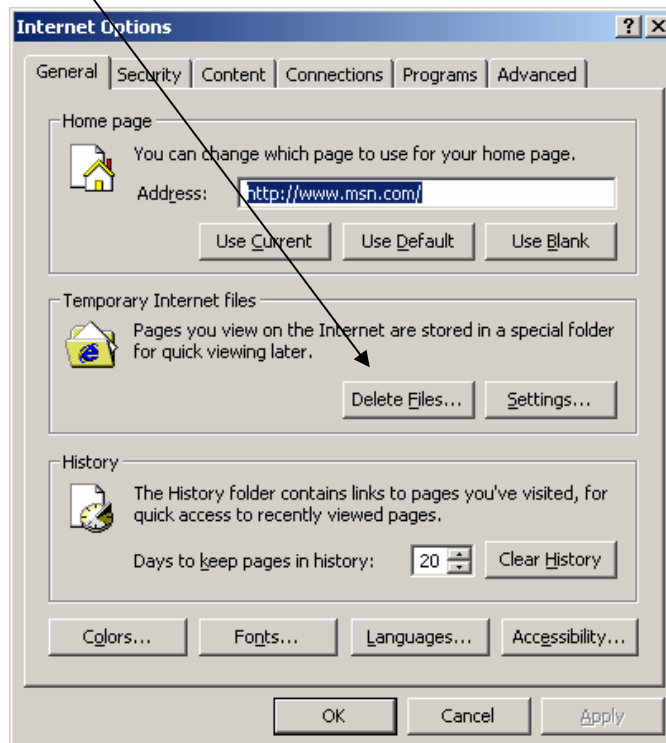
3. The **Internet Options** window will open. Click on **Settings**



4. The **Settings** window will open. Click on **View Files**



5. The **Temporary Internet Files** folder will open.
6. To delete Temporary Internet Files repeat step 1-2. When the **Internet Options** box opens, click on **Delete Files**



7. The **Delete Files** window will pop up. Place a check mark next to “Delete all offline content” and click **OK**.

