

Technology **TIPS**



By: Mrs. J. Soto

Issue No. 7

Letters & Mailings

Create and print labels or cards
using MS Word

- ⊙ Click on TOOLS
 - ⊙ Letters/Mailing ⇒ Envelopes/Labels
 - ⊙ Click on the LABELS tab
 - ⊙ Choose the LABEL type
 - ⊙ Click NEW DOCUMENT
- Type your information... Copy &
Paste to save time!

Computer Station #1

Room 19



Symbols/Special Characters

These are symbols that you don't
find on the computer keyboard.

You may need the division
symbol, copyright symbol or even
the square root symbol.

- ⇒ Go to INSERT on the menu bar
- ⇒ Select SYMBOL
- ⇒ Choose a FONT
- ⇒ Click on symbol and click
INSERT

Examples: π \div 98° ® 50¢

A**bb**reviation**Z**

The A to Z of acronyms

FAQ

(Frequently Asksed Question)(s)

FAQs are complications of
information which are usually the
result of certain questions that
are frequently being asked
(posted) along with their answers
often in a newsgroup on
a website - hence the name FAQ.

Today you'll find FAQs popping
up just about anywhere...many
people read them and benefit
from them.

👉 QUICK TIP

Hit the CTRL+SHIFT + ~
keys simultaneously to create
the tilde

Example: Peña

Hit the CTRL+SHIFT+ ^
keys simultaneously to create
the caret

Example: Â Ê Î Ô Û