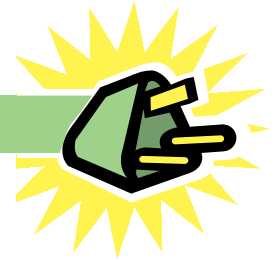


Decoding Technology

Computer Shortcuts

by Tim Walker and Chip Donohue



For the typical early childhood administrator, there will never be enough hours in a day to finish the work that needs to be done. This includes numerous hours spent on a computer tracking enrollment, managing the budget, researching curriculum ideas online, and many other administrative tasks. Improving your computer efficiency can free up time in your busy day to tackle some of those other jobs piling up on your desk. In this issue we discuss how to save time and effort by using computer shortcuts.

Tech Terms

- **QWERTY Keyboard:** Also known as the Universal keyboard. The most common layout for a computer keyboard, named after the first six letters in the top alphabet row.
- **Alt Key:** Short for Alternate. A key on most computer keyboards that can be used in conjunction with another key to perform an action. For example, Alt+F will open the File menu in most Windows® programs.
- **Ctrl Key:** Short for Control. A key on most computer keyboards that can be used in conjunction with another key to perform an action. For example, Ctrl+P will open the Print dialog box in most Windows® programs.
- **Esc Key:** Short for Escape. A key on most computer keyboards that can be used to cancel or exit an open file, view, window, or program.
- **Function Key:** A set of keys on most computer keyboards labeled F1 through F10 or F12 that can be used to perform an action. These keys may have different uses depending on the program being run. For example, F1 opens the help feature in all Microsoft® Office programs.

Editor's Note: This is the final article in the *Decoding Technology* series. Please see the entire list of topics covered at the end of this article. You may access these articles through our Online Articles at www.ChildCareExchange.com. We would like to thank Chip Donohue and Tim Walker for their technical expertise and diligence in keeping *Exchange* readers current with the many technological advances these past four years!

- **Shift Key:** A key on most computer keyboards that can be used in conjunction with another key to give it a second command. For example, Shift+A will change a lower case letter "a" to an upper case "A."
- **Windows® Key:** A key found on a Windows® compatible keyboard labeled with the Windows® logo that can be used by itself or in conjunction with another key to perform an action. For example, pressing the Windows® key alone will open the Start menu.



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- **Application Key:** A key found on a Windows® compatible keyboard labeled with a mouse pointer on menu icon that can be used to display a selected item's shortcut menu. Shortcut menus can also be opened by right-clicking the mouse.
- **Apple® Key:** Also known as the Command key. A key found on a Macintosh® compatible keyboard labeled with the Apple® logo that can be used in conjunction with another key to perform an action. For example, Apple+S will save a file in most Macintosh® programs.

Tech Tips

Not all keyboard shortcuts are widely known, and finding the more uncommon ones can be a tiresome task unless you know where to look. Here are some tips to get you started:

- Access a program's help feature — Keyboard shortcuts can be unique to a specific program. To locate a list, run the program's help feature and type in keyboard shortcuts.
- Reference menus and toolbars — Many menus and toolbars include the keyboard shortcut along with the menu item or button name. Make note of these as you are working. The next time you need to perform the same action, try using the keyboard shortcut.
- Create your own keyboard shortcuts — Almost all programs allow you to make your own keyboard shortcuts. If there's an action you perform frequently that doesn't already have a shortcut assigned to it, try creating your own. For instance, you can create a shortcut to open an icon on your Windows® desktop. Right-click on the icon and select Properties on the menu. Click on the Shortcut tab and enter a

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"Optimism is the father that leads to achievement." — Helen Keller

A New View on Leadership

Organizational experts are continually analyzing what makes an effective leader. In an article, "The New Psychology of Leadership," in **Scientific American Mind** (August 2007; www.sciammind.com), Stephen Reicher and Alexander Haslam propose a new explanation of leadership effectiveness. Their approach involves "the ability to shape what followers actually want to do, not the act of enforcing compliance using rewards and punishments." They summarize this view...

"Effective leaders must understand the values and opinions of their followers — rather than assuming absolute power — to enable a productive dialogue with team members about what the group stands for and thus how it should act. According to this new approach, no fixed set of personality traits can assure good leadership because the most desirable traits depend on the nature of the group being led.

"Leaders who adopt this strategy must try not only to fit in with their group, but also to shape the group's identity in a way that make their own agenda and policies appear to be an expression of that identity."

Your Comments

Kathleen Seabolt — The Sunflower School, Pittsford, New York, United States

Thank you for this! We have all survived workplaces that do not remotely strive to reflect the principles they espouse. An important point to mention is that many daycare teachers have spent entire careers in a climate of punishment/reward (and this ethic is reflected in their gold sticker chart classrooms) and it is very difficult to encourage them toward self-reflective behavior. With no intention of being vulgar, I strongly recommend Stanford University professor of management Robert I. Sutton's excellent book "The No A**hole Rule: Building a Civilized Workplace and Surviving One that Isn't." This is an accomplished book with real solutions.

Gwen Morgan — Wheelock College, Boston, Massachusetts, United States

This message didn't feel so new to me, until I realized that, even though Alfie Kahn and others have been giving us reasons to believe that motivation is intrinsic, and that our efforts to tie it to salaries defeats our efforts to achieve quality, our field is really dominated by the belief that we are not "professional" unless highly paid. That belief is not a part of the paradigm of professionalism. It blinds us to seeing and expressing to others the intrinsic value of our work. It takes our focus off-center. Of course, we need more resources in our programs for children to enable us to achieve quality; we need more planning time, we need the low ratios that make quality possible. But we don't need high salaries to respect our own work.

keyboard combination in the Shortcut Key box. The steps to create keyboard shortcuts vary by program so refer to the help feature for assistance.

- Search the Internet — There are an immeasurable number of Web sites that provide tutorials for learning keyboard shortcuts. Use your favorite search engine to locate these sites. Include the program's name and keyboard shortcuts as part of your search phrase.

Tech Links

These are links to sites that provide keyboard shortcuts for many common commands:

- Keyboard Assistance and Shortcuts for Microsoft® Products
www.microsoft.com/enable/products/keyboard.aspx
- Mac OS X Keyboard Shortcuts
<http://docs.info.apple.com/article.html?artnum=75459>
- SEO Consultants: Windows® Keyboard www.seoconsultants.com/windows/keyboard/
- Internet4Classrooms: Mac Keyboard www.internet4classrooms.com/mackeyboard.htm

Tech Tools

Alt key shortcuts

Activate command on menu	Alt+Underlined letter on menu
Close active window	Alt+F4
Display list of open windows.....	Alt+Tab
Move forward or backward in a Web browser.....	Alt+Left or Right Arrow

Ctrl key shortcuts

Open a file	Ctrl+O
Save open file.....	Ctrl+S
Copy selected text or object.....	Ctrl+C
Cut selected text or object.....	Ctrl+X
Paste text or object.....	Ctrl+V
Undo last action.....	Ctrl+Z
Redo last action	Ctrl+Y
Select all	Ctrl+A

Function key shortcuts

Rename file or folder.....	F2
Refresh current window	F5
Activate the menu bar options.....	F10
Switch to full screen view in Internet Explorer.....	F11

Windows® key shortcuts

Toggle to minimize and open all windows.....	Windows+D
Open Explorer window	Windows+E
Lock computer.....	Windows+L
Find files or folders.....	Windows+F

Apple® key shortcuts

Open a file.....	Apple+O
Print a file	Apple+P
Copy selected text or object.....	Apple+C
Cut selected text or object.....	Apple+X
Paste text or object	Apple+V
Undo last action	Apple+Z
Select all.....	Apple+A
Close window	Apple+W
Exit program.....	Apple+Q
Find files or folders.....	Apple+F

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