



InTAcT Newsletter

January 15, 2009
System File Transfer Mini Lesson

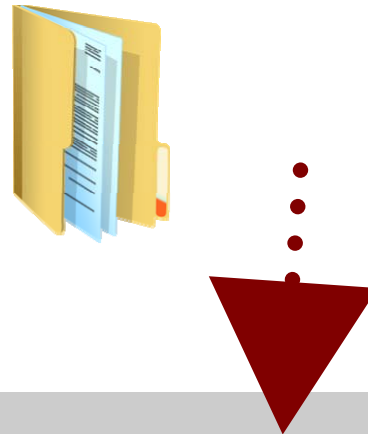
For more InTAcT information visit the InTAcT webpage: <http://www.whitesboroisd.org/MP.cfm?P=4986&>

SYSTEM FILE TRANSFER

Did you know you can transfer files and settings from an old computer to a new one?

You can do this by using the "Files and Settings Transfer Wizard" in Windows XP. First you use the wizard to get the files and settings from the old computer. Then use the wizard to transfer files and settings to the new computer.

For simple step-by-step instructions, visit the InTAcT Webpage: <http://www.whitesboroisd.org/MP.cfm?P=4986&>. The instructions are posted next to the January InTAcT meeting.



Internet Reference Resources You Can Use

⇒ **How Can I Find...?** *Get free tools from Google.* How many teaspoons are in a tablespoon? What invention is this patent number for? What's the definition of the word *balderdash*? For answers to those questions, as well as access to calculators and other free online tools, check out Google's Web Search Features:

<http://www.google.com/intl/en/help/features.html>

⇒ **Can't figure out how to do something on the computer?** The internet is filled with helpful websites. Try using your favorite search engine to find answers to your specific questions. Example: Microsoft Excel Helpful Hints.





POWER POINT VIEWS

There are several different views for PowerPoint. There are two that are the most common to work in.

- ◇ The first is **Normal View**. In this view, slides are designed and created.
- ◇ The second is **Slide Sorter View**. This view is used to sort the slides into the desired order. To change the order of slides in this view, simply select the slide you want to move and drag it to the desired place. To work on a slide, double-click on the slide and it will open into **Normal View**.

To change modes, click on the appropriate button in the bottom left corner of the window.

Movie maker tips

-  **Video Transitions** - A video transition controls how your movie plays from one video [clip](#) or picture to the next. You can add a transition between two pictures, video clips, or titles, in any combination, on the storyboard/timeline. The transition plays before the one clip ends and while the other clip starts to play. Windows Movie Maker contains various transitions you can add to your project. Transitions are stored in the Video Transitions folder in the Collections pane.
-  **Titles and credits**. Titles and credits let you enhance your movie by adding text-based information to your movie. You can add whatever text you want, but you may want to include information such as the title of your movie, your name, the date, and so forth. You can change the appearance of the title or credit, in addition to changing the title animation, which determines how your title or credit displays in your movie.

TECH TUESDAYS

Every Tuesday, January 13th—May 5th, someone from the Technology Department will be in one of the campus computer labs to help you with whatever you need help with. You can come and work your on your website, Movie Maker, Excel, PowerPoint, Word, or just get your general tech questions answered. Come work on a project, get your questions answered, and receive one CE hour.



Upcoming Staff Development

DATE	COURSE	LOCATION	INSTRUCTOR
1/20/09	Tech Tuesday	IS Computer Lab	TBA
1/21/09	WOW	Primary Library	TBA
1/27/09	Tech Tuesday	MS Computer Lab	Carrie Bitros
1/28/09	PowerPoint	MS Computer Lab	Michele Carpenter
2/3/09	Tech Tuesday	HS Lab 300	Michele Carpenter
2/4/09	United Streaming	IS Computer Lab	Carrie Bitros
2/10/09	Tech Tuesday	3:30pm - HPS Computer Lab	Carrie Bitros
2/11/09	Excel	3:45pm - HS Lab 300	Michele Carpenter
2/17/9	Tech Tuesday	3:30pm - IS Computer Lab	TBA
2/18/09	Mimo	3:45pm - MS Computer Lab	TBA
2/19/09	InTAcT	3:45pm - MS Library	EBSCO, Sue Barker