



InTAcT Newsletter

April 16, 2009
PC Backup Mini Lesson

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

BACK-UP YOUR DATA



It's that time of year again. As we prepare to wrap the year up, we need to get our data backed up and stored in a safe place. You will find what you need to know about making sure your information isn't lost over the summer break on the [InTAcT webpage](#). A guide is posted under "Helpful Downloads and Links" and next to the **April Meeting**. Please follow the procedures outlined to back up your files and settings to a CD, USB drive, and/or a network folder.

If you have any questions or need any help with this process, please contact Michael Peterson (peterstonm@whitesboroisd.org) at x4223 or Aaron Shelton (sheltona@whitesboroisd.org) at x4245.

Get Alphabetized

A

Microsoft Word...To alphabetize a list you've typed in Word, make sure you typed each list item on a separate line i.e. clicked Enter/Return between items). Then click Table > Sort and OK. If text other than the list appears on your page, highlight the list before sorting

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Microsoft Excel - To arrange an Excel spreadsheet in alphabetical order...or by city...or by largest dollar amount...or by..., highlight every row you want included in the sort (including the top row even if it's just headers). Click Data > Sort, choose Ascending (A to Z or lowest to highest) or Descending (Z to A or highest to lowest) and Change. Choose the column you want to sort by, and then click OK.

Z

Microsoft Office 2007

This summer the Technology Department will be installing Microsoft Office 2007 on all computers in the district. The new Ribbon interface looks completely different from all previous versions, but it makes previously hard-to-find features now easier to explore. If you've learned to control Word or Excel, PowerPoint, or Outlook by using keystrokes, these will work the same as they did before.

To help prepare you for this change, the Technology Department will offer Introductory training courses this summer. Be sure to look for these courses in the summer training brochures, which will be available soon.



Tick - Tock - Tick - Tock

Time is Ticking.....Do you have your 21 comp time hours complete? If not, check out the classes listed below. If you're having trouble getting your hours, you can also schedule a small group session with someone in the Tech Department or work with your principal to find an approved activity.

Upcoming Staff Development

DATE	COURSE	LOCATION	INSTRUCTOR
4/21/2009	Tech Tuesday	3:30pm, IS Computer Lab	Technology Staff
4/28/2009	Tech Tuesday	3:45pm, MS Computer Lab	Technology Staff
4/29/2009	WOW Showcase Preparation/ Roundtable	3:45pm, HS Library	Shelby Morgan
5/5/2009	Tech Tuesday	3:45pm, HS Lab 300	Technology Staff
5/7/2009	InTAcT-Mini Lesson: Web Cleanup & End of Year Celebration	3:45pm, IS Computer Lab	Michael Peterson