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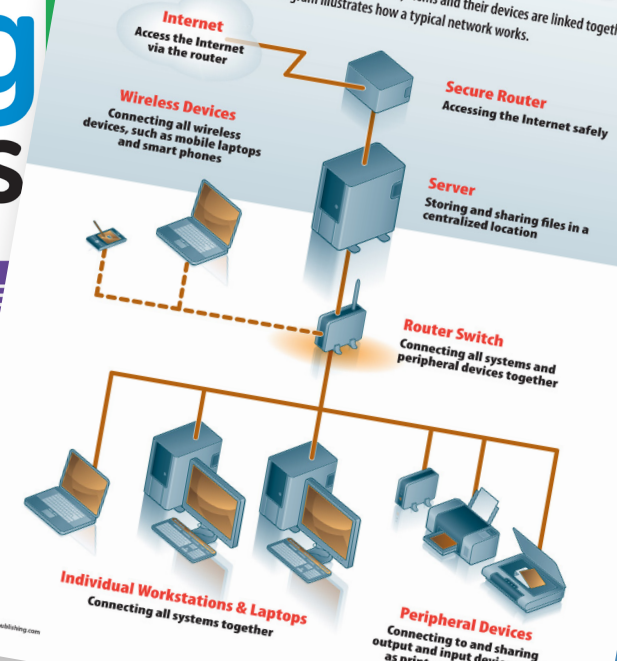


You can do a million things with Google Apps



How a Network Works

A network is a group of two or more computer systems and their devices are linked together. This diagram illustrates how a typical network works.



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CYBER SAFETY Computer Safety

It is important practice for all computer users. If left unprotected, your computer can quickly become the victim of a variety of problems. From viruses and hackers to spyware, worms, and spam, your computer can suffer serious damage and even be rendered completely useless unless proper precautions are taken. Following the advice provided here will help guard your computer from the many lurking threats that exist in today's cyber world.



Safety Tips

Surf the Net safely.
Look for secure sites and other designed-looking web pages.

Know your source.
Do not download programs from unknown sources and don't click the online.

Use email caution.
Never give an email address and do not attach and forward a "viral" from anyone.

Use security software.
Use computer security software that is updated and reliable.

Remove or free software.
Do not install downloadable software or software unless you are sure it is safe. Remove any software that is not needed.

Backup your files.
Back up your files regularly so that you will not lose them if your computer crashes or is stolen.

Fix the problem.
If you need assistance, contact your computer support or a professional.

Know the Risks

If left unprotected, your computer can fall victim to one or more of the following:

- Virus attacks
- Spyware and adware
- Malware or "Trojan" computer files
- Phishing attacks
- Denial of service attacks

Fact
In 2014, there were over 6.5 billion cyber attacks worldwide.

CYBER SAFETY Cyberbullying

It is a term used to describe online harassment over social networking websites, chat rooms, email, text messaging, and other electronic communication channels. Cyberbullies are people who often post false and offensive comments, pictures, and videos about others. When a young person is cyberbullied or harassed, the experience of using mobile phones and the Internet becomes a source of fear and anxiety.



Safety Tips

Don't respond.
Remember that the Internet is not anonymous. If you respond, you are giving the bully and the cyberbully more power.

Report the problem.
If you feel you are being bullied, tell a trusted adult right away. Do not keep it a secret.

Keep the evidence.
Do not delete or ignore any messages, emails, or postings that are harassing. Save them as evidence.

Block bullies.
If you are being harassed, blocked, or bullied, tell your parents or a trusted adult. They can help you block the bully and report the problem to the appropriate authorities.

Use protected sites.
If you are being harassed, blocked, or bullied, tell your parents or a trusted adult. They can help you block the bully and report the problem to the appropriate authorities.

Examples of Cyberbullying

- Sending inappropriate text messages including threats, harassment, or intimidation
- Sending inappropriate photos or videos to friends or posting them on social media
- Posting negative comments, rumors, or threats on social media
- Posting negative comments, rumors, or threats on social media
- Posting negative comments, rumors, or threats on social media

Fact
Studies suggest that 1 in 3 adolescents worldwide have experienced some form of cyberbullying.

CYBER SAFETY Identity Theft

It occurs when personal information, like your name, address, date of birth, or social security number, gets into the wrong hands or even stolen. Since there are cyber thieves lurking all over the Internet, identity theft can take on a variety of shapes and sizes. From cloning passwords and credit card numbers, to taking all of your money from your bank account, it is important that you recognize how to keep your personal information safe and secure from these identity thieves.



Safety Tips

Use secure passwords.
Create a strong password that is at least 8 characters long and includes numbers, letters, and symbols. Do not use the same password for multiple accounts.

Protect your privacy.
Do not share your personal information with strangers. Be cautious of what you post on social media.

Don't share information.
Do not share your personal information with strangers. Be cautious of what you post on social media.

Know the Risks


If your identity is not properly protected, you may become victim to the following:

- Your credit and financial records can be stolen and used to make purchases you did not authorize.
- Your personal information can be used to steal your identity.
- Your personal information can be used to steal your identity.
- Your personal information can be used to steal your identity.

Fact
The FTC (Federal Trade Commission) reports that in 2014, there were approximately 1.2 million identity theft incidents.

CYBER SAFETY Netiquette

It is an abbreviation for the word "netiquette." Basically, netiquette is a set of rules and guidelines for behaving properly online. Since the online world is truly a global society where people from all over the globe can surf, chat, and communicate, we all need to be responsible for how we behave online. Doing so makes the Internet a better place to be. Look at it this way: If you were walking into a grocery store with your grandmother, the polite thing to do would be to hold the door for her. It's not written anywhere that you have to, but just do it because it's the right thing to do. In the cyber world, the same holds true.



Tips

Do not plagiarize.
Do not copy and paste text from the Internet without giving credit to the source.

Be respectful.
Remember that you are communicating with real people.

Do not steal.
Do not download software without paying for it.

Remember your grammar.
Use proper grammar and punctuation.

Don't forward it.
If you receive a message that is offensive or inappropriate, do not forward it to others.

Examples

Some examples of when to use proper "netiquette" while online:

- Downloading music
- Downloading software
- Posting a bad comment
- Copying and pasting text
- Using someone's name without permission
- Posting a bad comment
- Copying and pasting text
- Using someone's name without permission

Fact
In 2014, there were approximately 370 billion emails sent per day worldwide. That's roughly 4.2 million emails sent per second!

CYBER SAFETY Social Networking

It is a great way to stay in touch with family, friends, and others with common interests across the globe. These networks are like unique communities in the cyber world because the Internet is filled with millions of people who are looking to meet others to gather and share their latest information and experiences about music, sports, cooking, employment, and so much more. Just about any interest, subject, or experience you can imagine has a community online devoted to that topic. While social networks are a great place to connect, they can also be dangerous. Users should always take the necessary precautions while engaging in social networking sites.



Safety Tips

Keep your profile safe.
Do not post anything that is offensive or inappropriate.

Protect your privacy.
Do not share your personal information with strangers.

Don't post harmful information.
Do not post anything that is offensive or inappropriate.


Know the risks.
Do not post anything that is offensive or inappropriate.

Fact
More than 1.5 billion pages of content (text, links, images, photos, etc.) are shared on Facebook daily.

Stop Cyberbullying

When faced with a cyberbullying situation, it can be tempting to bully back. However, seeking revenge will only make conditions worse. These five strategies are a better way to deal with cyberbullying:

- Tell a trusted adult who can help you deal with what's happening.
- Report the incident to the service provider, such as Facebook or Twitter.
- Maintain positive online safety habits, like using strong passwords and avoiding sharing personal information.
- Block communication from the bully.
- Don't seek revenge; don't become a bully yourself!




Practice Email Etiquette

Emailing Dos

- Be respectful to teachers, coaches, and adults in emails.
- Use caution when forwarding emails.
- Include a relevant subject line.
- Be aware that humor can look like sarcasm or criticism in online communications.
- Use a salutation and a complimentary close.

Emailing Don'ts


- Don't use informal language or slang in emails that require a professional tone.
- Don't give your email password to anyone else.
- Don't forward spam.
- Don't hit "reply all" in a group communication when you want to address a comment to just one person.
- Don't be a "flamer" or a "troll."



Use Strong Passwords

Passwords are like locks that keep your private information safe. Emails, social networks, and some gaming websites all use password to help protect your private data. Without a strong password, private information can be easy for thieves to steal.

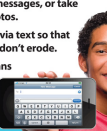
- Avoid using obvious facts about yourself.
- Make passwords of at least eight characters.
- Include a combination of numbers, symbols, and letters.
- Change passwords often.
- Don't enter passwords into your phone.
- Don't type passwords in a public place.



Text Message Safely

Texting is a great communication tool. But, as with any tool or technology, there are rules for texting safely:

- Never text while driving.
- Give your number only to people you know and trust.
- Don't reply to a text if you don't know or can't tell who it is from.
- Keep your texts or calling history private, and think twice before allowing someone to use your phone.
- Never send inappropriate messages, or take or share compromising photos.
- Avoid communicating only via text so that your in-person social skills don't erode.
- Tell your parents or guardians immediately if someone is stalking you via text.



Unplug from Technology


Research shows that unplugging from technology, or taking a break from all things digital, is necessary for people's brains and bodies to function normally. These tips will help you reach a healthy balance between plugged and unplugged time:

- Schedule time away from technology throughout the week.
- Unplug when you're socializing with others, especially during meals, and time with family and friends.
- Don't take technology with you on vacation, or while visiting a friend.
- Find other, more fulfilling ways to occupy your time, like sports, playing an instrument, reading, volunteering, or being with friends.



Building an Online Identity

Everything you say, do, and display online leaves a digital footprint.



Words
communicate who you are

Actions
shape what people think of you

Images
form lasting impressions about your personality

PROTECT YOUR PRIVACY!

SOCIAL NETWORKING



What you post on your social networking page can be viewed by people all over the world.

social media

Rewards

- Join Social Communities
- Connect Instantly
- Self-Expression
- Collaborate With Others
- Real-Time Information

Risks

- Cyberbullying
- Identity Theft
- Overuse
- Posts are Permanent

UNDERSTANDING INTERNET ADDRESSES

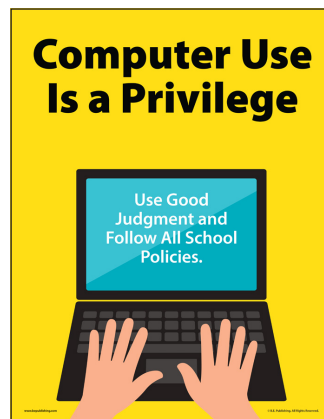
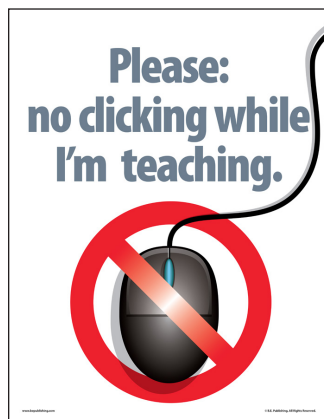
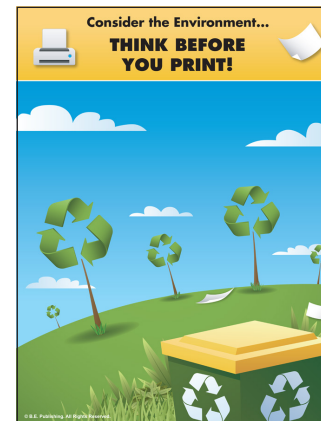
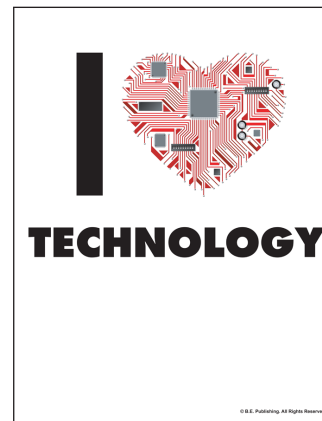
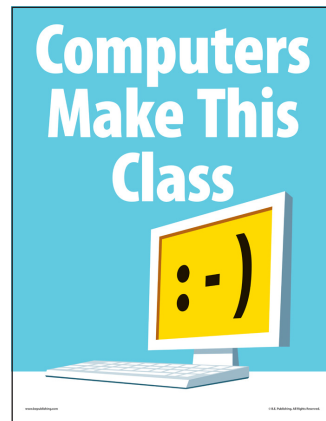
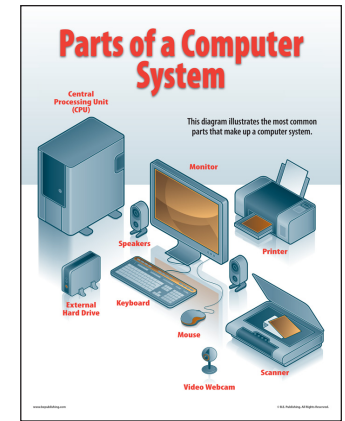
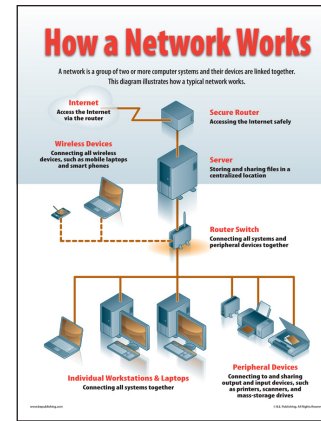
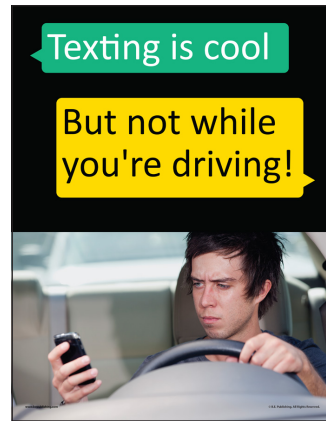
When you type an Internet address, you are really typing a URL (Uniform Resource Locator). A URL is the unique address for a file that is accessible on the Internet. The diagram below explains each part of a URL.

http://www.apple.com/itunes/download/itunes9.html

- Hypertext Transfer Protocol (http)**
The message format computers use to exchange information on the Internet.
- Domain Name of the Web Site**
This tells the Internet browser what Web server to point to. The server is referred to as a DNS (Domain Name Server).
- File Extension**
The file extension tells the Internet browser that there is a Web page to be loaded. The most common is HTML, which stands for Hyper Text Markup Language.
- Stands for World Wide Web (www)**
This is the prefix used for all Internet addresses.
- Domain Extension**
The code following the period that usually tells users what type of organization is sponsoring the Web site. While there are many domain extensions, the most popular are COM, NET, ORG, EDU, and BIZ.
- Directory or Folder Names**
Similar to folders on a computer hard drive, Web site folders (or directories) are used to help organize pages within a Web site.

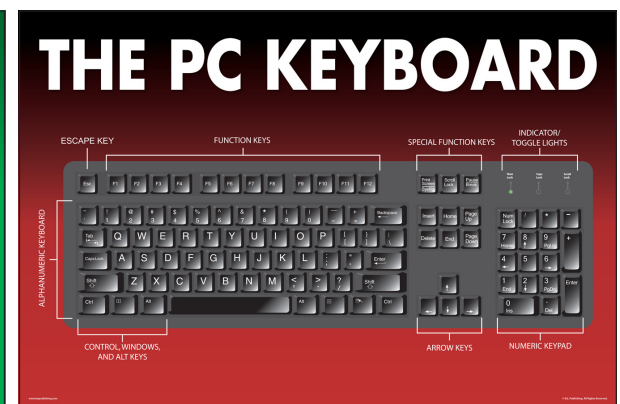
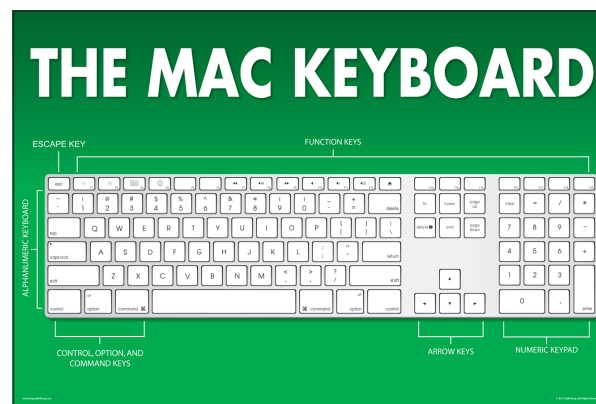
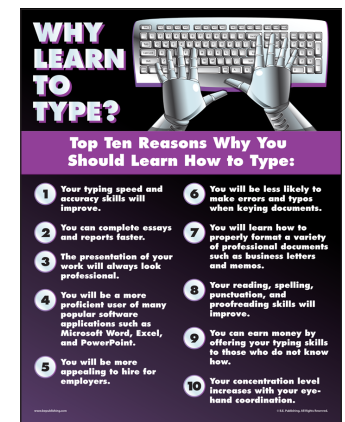
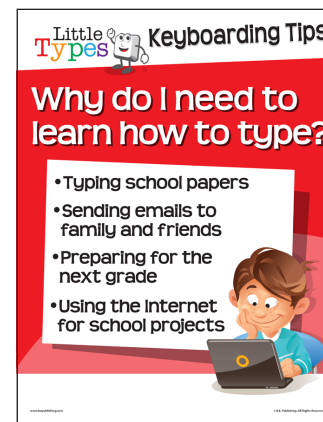
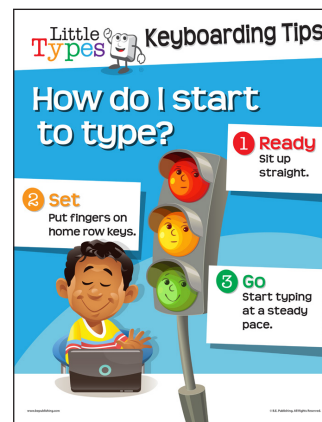
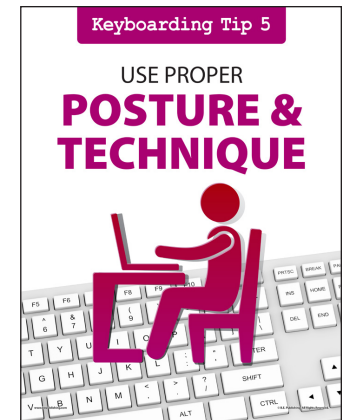
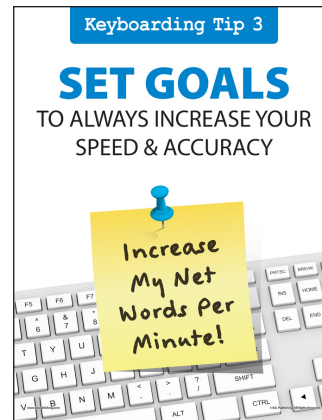
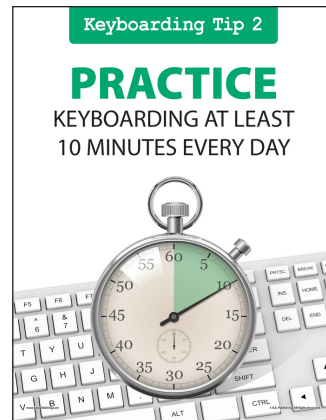
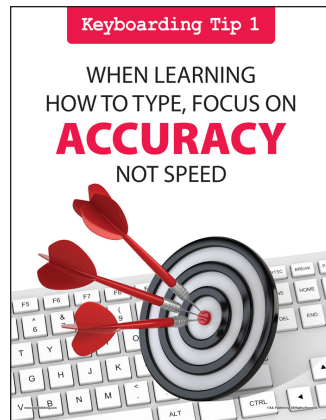
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Digital Literacy



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Keyboarding



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Keyboarding

Tips for Timed Keyboarding Tests



To perform your best on timed keyboarding tests, follow the advice below.

- 1 Flex**
Flex and move your hands and fingers to warm them up for a few minutes before taking the timed test(s).
- 2 Warm Up**
Before you begin the timed test, warm up your fingers by keying a few practice sentences.
- 3 Breathe**
A few seconds before the timed test begins, take a deep breath and exhale slowly. The extra air in your lungs will help calm your nerves.
- 4 Eyes Focused**
During the timed test, focus on keeping your eyes on what you are typing. This will help you keep a steady rhythm to increase speed and accuracy.
- 5 Keep a Steady Pace**
If you make mistakes, don't dwell on them. Mistakes are part of learning how to type. Simply move on to maintain a steady typing pace until the timed test is complete.

Energize Your Keyboarding Skills



As with any new skill you learn, it's the little things that can make a big difference. Follow the tips below to make your fingers do the talking when it comes to keyboarding.

- 1 Minimize typos**
Be sure that your home row keys are placed properly on the home row keys. Use the raised bumps located on the "I" and "O" keys to feel for proper finger positioning.
- 2 Know your problem keys**
Identify which keys are giving you difficulty. To correct the problem, practice the finger reach for these keys on a daily basis.
- 3 Practice**
This one's obvious. The more typing you do, the better you'll get. The secret is to practice typing every day until you become proficient. For practice, try typing a page from your textbook or magazine.
- 4 Maintain good posture & technique**
While typing, sit upright in your chair with both of your feet flat on the floor. Wrist should not be resting on the desk while typing. Instead, they should remain slightly raised.
- 5 Monitor your progress and set goals**
Set a new WPM (words per minute) goal each week. For example, if your average WPM is 20 after a week or two of practicing, try to achieve an average of 23 or 26 WPM the following week, increasing your WPM goal each week thereafter.
- 6 Think "light"**
One of the biggest problems with typing novices is the tendency to want to push downward on the keys. The skill of touch typing requires just that, a light touch. Think of your fingers as lightweight movable parts that glide around the keyboard.


I ♥ Keyboarding

KEEP YOUR EYES ON WHAT YOU'RE TYPING!



Looking down at your keys while typing breaks up your rhythm leaving room for slower speed and more errors.


Keyboarding is like pitching a baseball.



Accuracy

is more important than speed!

Keyboarding Proper Posture & Technique



Exercising proper posture and technique will allow you to maintain a steady, comfortable pace while typing at your keyboard.

- Keep eyes on the copy you are typing from.
- Sit up straight.
- Keep fingers curved and straight with thumbs hanging near the spacebar.
- Keep feet flat on the floor.

Keyboarding Riddle

Solve to reveal a keyboarding tip:

key + p

y + o

on wht?

u r + ping

KEYBOARDING TEXTING TIPS

Test your way to becoming a top-notch keyboarder with these texting tips...

fof feet on floor	fohr fingers on home row	eoc eyes on copy	foa focus on accuracy
sus sit up straight	asdf left home row keys	jkl; right home row keys	awu always warm up
pmp practice makes perfect	ugp use good posture	ugt use good technique	skl strike keys lightly

Touch-Typing Finger Placement Guide

Alphabetic and Common Symbol Keys

Home Row Keys	H and E Keys	I and R Keys
T and O Keys	N and G Keys	Left Shift and . Keys
U and C Keys	Right Shift and W Keys	B and Y Keys
M and X Keys	P and V Keys	Q and . Keys
Z and : Keys	CAPS LOCK and ? Keys	' and - Keys

* Key

Touch-Typing Finger Placement Guide

Top-Row Numbers and Symbols

8 and 1 Keys	9 and 4 Keys	0 and 5 Keys
7 and 3 Keys	6 and 2 Keys	/ (slash), \$, and % Keys
#, &, and ^ Keys	() Parenthesis and _ Underscore Keys	*, *, and @ Keys
!, =, and \ Keys	< > and Keys	

Numeric Keypad

Home Row (4, 5, 6) and Enter Keys	7, 8, 9, and + Keys	1, 2, 3, and 0 Keys	/, *, and - Keys
-----------------------------------	---------------------	---------------------	------------------

Stay on the Keyboarding Track!




45 WPM

99% Accuracy

Accuracy

is more important than speed!

THROW A STRIKE WITH EVERY KEYSTROKE



Aim for Keyboarding Accuracy

Always anchor your fingers on the home row keys!



A S D F J K L ;

Got Keyboarding?



Click any poster to download and print.

Financial Literacy

FAB 5 Tips to Financial Fitness

1 Set Goals

What is a Goal?

- A goal is something that you strive to achieve over a certain amount of time.
- Short-term goals are those you expect to achieve in the near future, such as in a day, week, or month within a few months.
- Long-term goals are those you expect to achieve over a longer period of time, such as in a year or beyond.

Why set goals?

- **Be realistic:** get a sense of the "big picture"
- **Breakdown time:** achieve a sequence of "action" steps
- **Stay focused:** gain a sense of ownership
- **Be honest:** decide what is important

Examples

- Bring my Biology grade up 10 points by third quarter
- Save \$100.00 before school
- Finish college with less than \$10,000 in student loan debt
- Buy a house
- Save \$500.00 for the next 2 years for a trip to Italy
- Accumulate \$100 in investment portfolio for retirement

Fact!

29% of people abandon their New Year's resolutions after one week.

64 If you don't know where you are going, you'll end up somewhere else. **99**

Yogi Berra

FAB 5 Tips to Financial Fitness

2 Identify Needs vs. Wants

What are Needs & Wants?

- A **NEED** is something essential to you, regardless of your financial position - food, clothing, and shelter.
- A **WANT** is something that you might wish to have, but it does not threaten your existence - expensive clothes, designer jeans, a car, etc.

Why is it important to know the difference?

- If you have limited resources, you must not overspend and saving is important.
- Making smart spending and saving decisions will help you stick to a financial plan.
- Understanding your personal values on spending and saving will help you achieve your financial goals.

Examples of Needs vs. Wants

- You need shoes, but want those \$100 neon green ones
- You need food, but want that \$10.00 gourmet pizza
- You need a car to get to work, but want a convertible
- You need coffee, but want to add those designer pens to your collection

Fact!

65% of millennials (people born in the 1980's or 1990's) say losing their phone or computer would have a greater negative impact on their daily routine than losing their car.

64 If you need to buy, **99**

Steve Harvey

FAB 5 Tips to Financial Fitness

3 Track Your Money

What is a Budget?

- A budget is a calculated estimate of income and expenditures for a specific period of time.

How will creating a budget help you?

- It will help you learn to live within your means and get a grip on your spending.
- It will help you develop a savings plan.
- It will allow you to pay your bills on time.
- It will help you stay out of debt and meet your financial goals.
- It will help you afford the "bigger" in life.

Tips for Budgeting Success

- Determine the time frame: decide if you are creating a daily, weekly, or monthly budget
- Identify your income: understand how much money you are earning
- Organize expenses: take inventory of what you use and what you are spending right now
- Examine the bottom line: be sure your expenses are LESS than your income
- Review your goals: personally adjust your short- and long-term goals

Fact!

The number one thing that teens spend their money on is clothing, with food being a close second.

64 A budget is telling your money where to go instead of where it goes. **99**

Steve Harvey

FAB 5 Tips to Financial Fitness

4 Pay Yourself First

What does PFF mean?

- Paying Yourself First means that you pay into your SAVINGS first, then have to live on the remainder of your take-home pay.

Why should you pay yourself first?

- It will help you prioritize your financial health
- It will allow your money to grow over time
- It will prepare you for financial emergencies
- It will help you plan for the future so that you have money to invest
- It will help you retire financially strong so that you can put your money to work for you

Tips for Savings Success

- Make it automatic: have it taken directly out of your pay
- Start early: make time and interest work in your favor - develop a habit for life
- Make your money grow: put your money in the right investments, wisely and it will grow to a small fortune

Fact!

40% of Americans are not saving for retirement.

64 Not even when it's hot, but what is left after saving. **99**

Warren Buffett

FAB 5 Tips to Financial Fitness

5 Create a Plan

What is a Financial Plan?

- A financial plan is the process of planning how you will spend, save, and invest your money today and into the future.

Why have a financial plan?

- It helps you evaluate how wealthy you are using your money
- It helps you get the most from your money
- It prevents careless and wasteful spending
- It organizes your sources of income and your expenditures
- It helps you understand the proper methods of saving, spending, and investing

How should you implement your plan?

- Set goals: write them down and talk about them
- Determine where you are right now: take stock of what you own and what you owe
- Develop a plan: create planning, budgeting, saving, expense tracking, borrowing, spending, investing, and managing
- Put the plan into action: keep your eye on your goals
- Review and revise: periodically check progress, to adjust your plan, to avoid your plan

Fact!

62% of high school seniors who took the Jumpstart personal financial literacy test over the next several years, failed.

64 It is important to you, you will find a way. If not, you will find an excuse. **99**

John Dyer

Financial Literacy

Banking Basics

Banking is the business activity of accepting and safeguarding money deposited by other individuals or institutions. Banks offer their money by lending and increasing the money they receive at a higher interest rate than what they provide for their customers. Banks also earn money by charging fees to their customers for their services. Banks offer various accounts, loans, and forms of credit.

Four Major Types of Accounts

1. Checking Account

Checking accounts are designed for you to use a debit card, to write checks, and to make deposits and withdrawals. They are the most common type of account and are used for everyday transactions.

2. Money Market Account

Money market accounts are similar to checking accounts, but offer the customer higher interest rates. They are designed for short-term savings and are used for emergency funds.

3. Savings Account

Savings accounts are designed for you to save money for the future. They offer higher interest rates than checking accounts and are used for long-term savings.

4. Certificate of Deposit

Certificates of deposit are designed for you to save money for a specific period of time. They offer higher interest rates than savings accounts and are used for long-term savings.

Financial Literacy

Budgeting

A budget tracks exactly how much money is coming in and exactly how much is going out over a given period of time. Budgeting is essential to understanding your financial status, your financial goals, and when you want to achieve them. Your primary goal should be to spend money on your needs first and then take care of your wants if there is any money leftover.

Parts of a Budget

Income

Income is the money that comes into your household. It can be from a job, a business, or investments.

Fixed Expenses

Fixed expenses are costs that are the same every month. They include rent, utilities, insurance, and groceries.

Variable Expenses

Variable expenses are costs that change from month to month. They include entertainment, dining out, and gas.

Steps to Create a Budget

1. Know where your money is going
2. Maximize your income
3. Plan your spending wisely
4. Stay organized
5. Manage your spending and saving habits

Financial Literacy

Financial Planning

A financial plan is the process of planning how you will spend, save, and invest the money that you earn. A financial plan helps you give your money a purpose and a goal. It is a plan that helps you achieve your financial goals and dreams.

Why is Financial Planning Important?

- 1. Know where your money is going
- 2. Maximize your income
- 3. Plan your spending wisely
- 4. Stay organized
- 5. Manage your spending and saving habits

Steps to Establishing Your Financial Plan

Identify Needs vs. Wants

Stick to Your Plan

Financial Literacy

Saving & Investing

Saving is the act of putting aside an amount of money for future use and can only be accessed when you need it. It is a way to build up a fund of money that you can use when you need it.

Investing is the act of using your savings to earn a financial gain. The objective with investing is to earn money with money. Investing begins when savings are "reinvested" rather than "consumed."

Benefits to Saving & Investing

Saving

- Safe
- Liquid
- Low risk
- Low return

Investing

- Risky
- Illiquid
- High risk
- High return

Are you financially fit?

Just as your body needs fitness and exercise to stay healthy, you need to continually "work out" your financial plan to maintain financial fitness and stability. Follow the tips below to begin your financial workout.

1. **Create a Financial Plan and Set Goals**
2. **Live Within Your Budget**
3. **Understand Banking Basics**
4. **Invest Wisely**
5. **Understand Your Paycheck**
6. **Control Your Debt**
7. **Pay Your Bills on Time**
8. **Plan for Big Ticket Purchases**
9. **Plan for Retirement**
10. **Choose Your Career**
11. **Identify Your Needs vs. Wants**
12. **Save Your Money**
13. **Get Organized**
14. **Create an Emergency Fund**

Personal Finance

Skills Can Save You From Drowning in Debt!

Learn to Budget Your Money...

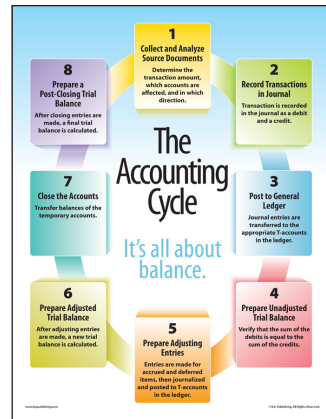
It Doesn't Grow On Trees.

Money Is A Good Servant, But A Bad Master

Got Financial Literacy?

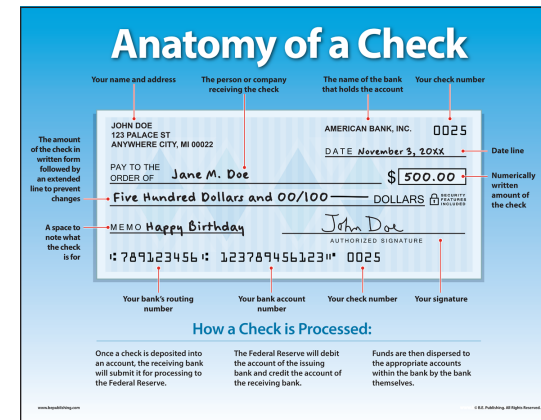
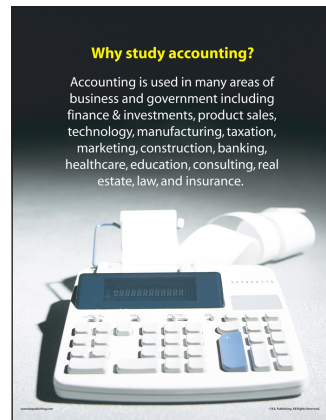
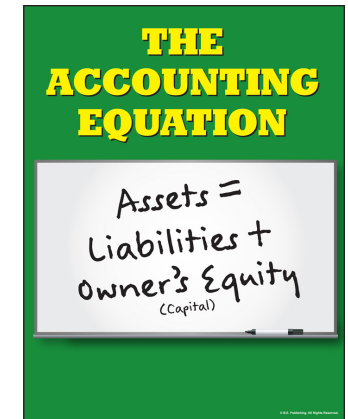
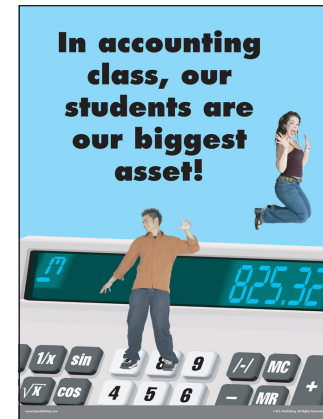
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Accounting



Accounting students always keep you posted.


Account	Debit	Credit	Balance
1. Supplies	100.00		100.00
2. Prepaid Insurance	200.00		200.00
3. Accounts Receivable		500.00	500.00
4. Cash		100.00	100.00
5. Sales		100.00	100.00
6. Sales Tax Payable		10.00	10.00
7. Accounts Payable		100.00	100.00
8. Interest Payable		10.00	10.00
9. Dividends	100.00		100.00
10. Retained Earnings		100.00	100.00
11. Common Stock		100.00	100.00
12. Salary & Wages Expense	500.00		500.00
13. Employee Income Tax Payable		50.00	50.00
14. Social Security Tax Payable		10.00	10.00
15. Medicare Tax Payable		5.00	5.00
16. Health Insurance Premium Payable		10.00	10.00
17. Income Tax Expense	100.00		100.00
18. Employee Income Tax Payable		50.00	50.00
19. Social Security Tax Payable		10.00	10.00
20. Medicare Tax Payable		5.00	5.00
21. Health Insurance Premium Payable		10.00	10.00
22. Supplies	100.00		100.00
23. Prepaid Insurance	200.00		200.00
24. Accounts Receivable		500.00	500.00
25. Cash		100.00	100.00
26. Sales		100.00	100.00
27. Sales Tax Payable		10.00	10.00
28. Accounts Payable		100.00	100.00
29. Interest Payable		10.00	10.00
30. Dividends	100.00		100.00
31. Retained Earnings		100.00	100.00
32. Common Stock		100.00	100.00



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Computer Apps

You can do a million things with Google Apps.



- Safely store photos, videos, PDFs, presentations, and important files
- Share any file with friends and family and let them view, comment, and edit
- Save attachments
- Easily search through your files
- Collaborate simultaneously with multiple people in Docs, Sheets, Slides, Forms, and Drawings
- Access Google Drive on your smartphone, computer, tablet, and any Internet connected devices
- And a million other things

GoogleApps
Poster Series

Google Drive



Google Drive is a free file storage and synchronization service. Using Google Drive, you can store files in the cloud, share files, edit files, and collaborate with others.




What can you do with Google Drive?


- Safely store photos, videos, PDFs, presentations, and important files
- Share any file with friends and family and let them view, comment, and edit
- Save attachments
- Easily search through your files
- Collaborate simultaneously with multiple people in Docs, Sheets, Slides, Forms, and Drawings
- Access Google Drive on your smartphone, computer, tablet, and any Internet connected devices
- And a million other things

GoogleApps
Poster Series

Google Docs



Google Docs is an online word processing application that allows you to create text documents and collaborate on them in real time.




What can you do with Google Docs?

- Type and format an essay for school
- Create a shopping list on the go
- Format resumes for job applications
- Create and share invitations to a pool party
- Create address labels
- Publish documents to your blog or social media site
- And a million other things

GoogleApps
Poster Series

Google Forms



Google Forms is an online application that allows you to create and analyze surveys, tests, and web input forms.



What can you do with Google Forms?

- Create a team roster
- Create a survey to choose a prom venue
- View survey results in a spreadsheet
- Gather email addresses for a newsletter
- Collect RSVPs to a birthday party
- And a million other things

GoogleApps
Poster Series

Google Sheets



Google Sheets is an online spreadsheet application that allows you to create spreadsheets and collaborate on them in real time.



What can you do with Google Sheets?

- Calculate a budget for prom decorations
- Create a chart of vacation expenses
- Calculate how much you need to save for a car
- Organize contact information for drama club members
- Calculate ticket sales for homecoming
- And a million other things

GoogleApps
Poster Series

Google Slides



Google Slides is an online presentation application that allows you to create slide show presentations and collaborate on them in real time.



What can you do with Google Slides?

- Design a presentation for your book report
- Create animated flashcards for a test
- Share and collaborate on a presentation with team members
- Present a report to your class using animations, drawings, and transitions
- Add fun to a speech for student council
- Create photo albums for you and your friends
- And a million other things

GoogleApps
Poster Series

Google Drawings



Google Drawings is an online drawing application that allows you to create, edit, and share drawings.



What can you do with Google Drawings?

- Collaborate to build flowcharts, diagrams, and visual maps of ideas
- Design infographics for the school newspaper
- Design storyboards or collages
- Publish your drawings online
- Draw in front of your class while presenting a project
- Insert creative custom graphics into Google Docs, Sheets, and Slides
- And a million other things

GoogleApps
Poster Series

Google Gmail



Gmail (short for Google Mail) is a free email service, which is available on any device with an Internet connection. To use Gmail, all you need to do is set up an account.




What can you do with Gmail?

- Email your friends and family
- Store files, photos, attachments, and more using free storage
- Organize emails with inbox tabs and category labels
- Back up messages for both online and offline use
- Safely filter spam messages
- Easily view past emails with threaded conversations
- And a million other things

GoogleApps
Poster Series


Microsoft Access



SHORTCUT KEYS

SHORTCUT	DESCRIPTION	SHORTCUT	DESCRIPTION
Ctrl + N	Create a new database	Ctrl + S	Select all records
Ctrl + O	Open an existing database	Ctrl + D	Delete all characters to right of insertion point
Ctrl + W	Close an open Access object	Ctrl + E	Undo typing
Alt + V/A	Close Access	Ctrl + V	Undo changes in current field or record in a table or form
Ctrl + S	Save the database object	Ctrl + V	Insert current data into a field in Datasheet or Form view
Ctrl + C	Copy the selected control	Ctrl + A	Insert default value into a field in Datasheet or Form view
Ctrl + X	Cut the selected control	Ctrl + +	Quick current record in Datasheet or Form view
Ctrl + V	Paste the contents of the clipboard	Ctrl + -	Quick current record in Datasheet or Form view
F7	Open Spellcheck	Alt + H	Insert the field ID, name, or right within a paragraph
Ctrl + F or H	Open Find or Find/Replace	End	Move to last field in current record in Datasheet or Form view
F12	Open the Save As dialog box	Ctrl + End	Move to last record in current record in Datasheet or Form view
Back	Undo the last action	Ctrl + Home	Move to first field in first record in Datasheet or Form view
F4 or Alt + Enter	Switch to the property sheet in Design view	Ctrl + F1	Hide or show the ribbon
Ctrl + F2	Insert an Expression Builder		
Tab	Move and select next field in a record		
Shift + Tab	Move to previous field in a record		


Microsoft Excel



SHORTCUT KEYS

SHORTCUT	DESCRIPTION	SHORTCUT	DESCRIPTION
Ctrl + N	Create a new Excel workbook	F12	Open Save As dialog box
Ctrl + O	Open an existing Excel file	F5	Open Go To dialog box
Ctrl + W	Close the current workbook	Tab	Move one cell to the right
Ctrl + S	Save the active workbook	Shift + Tab	Move one cell to the left
F12	Open the Save As dialog box	Delete	Remove selected cell contents
Ctrl + Z	Undo the last action	Enter	Complete a cell entry and select the cell below
Ctrl + Y	Redo the last action	Esc	Cancel entry in a cell or formula
Ctrl + A	Select the entire worksheet	Home	Move to beginning of a row
Ctrl + C	Copy the selected cells	Page Down	Move one screen down
Ctrl + X	Cut the selected cells	Page Up	Move one screen up
Ctrl + V	Paste the contents of the clipboard	Ctrl + L	Display Format Cells dialog box
Ctrl + P	Print the current worksheet	Ctrl + =	Display Insert dialog box
Ctrl + B	Apply or remove bold	Ctrl + Home	Move to beginning of a worksheet
Ctrl + I	Apply or remove italic	Ctrl + End	Move to the last cell with contents
Ctrl + U	Apply or remove underline	Shift + Tab	Select entire row
Ctrl + E	Apply or remove text color	Ctrl + Shift + S	Apply Currency format
Ctrl + F or H	Open Find or Find/Replace	Ctrl + Shift + %	Apply Percentage format
Shift + F5	Insert a new worksheet	Alt + =	Insert the Auto Sum formula
F1	Get Help	Ctrl + F2	Hide or show the ribbon
F2	Edit the active cell		
Shift + F12	Display Insert Function dialog box		
Arrow keys	Move one cell at a time		

Microsoft PowerPoint



SHORTCUT KEYS

SHORTCUT	DESCRIPTION	SHORTCUT	DESCRIPTION
Ctrl + N	Create a new presentation	Ctrl + F or H	Open Find or Find/Replace
Ctrl + O	Open an existing presentation	Ctrl + Shift + >	Increase the font size of selected text
Ctrl + W	Close a presentation	Ctrl + Shift + <	Decrease the font size of selected text
Ctrl + S	Save the active presentation	F5	Start slide show from first slide
F12	Open the Save As dialog box	Shift + F5	Start slide show from current slide
Ctrl + Z	Undo the last action	Ctrl + K	Insert a hyperlink
Ctrl + Y	Redo the last action	F7	Open Spellcheck
Ctrl + A	Select all text and objects	Shift + V7	Use the Theorem
Ctrl + C	Copy the selected text or objects	Esc or F4	End the slide show
Ctrl + X	Cut the selected text or objects	Speaker or N	Advance to next slide
Ctrl + V	Paste the contents of the clipboard	Backspace	Return to previous slide
Ctrl + B	Apply or remove bold	W	Display a white slide
Ctrl + I	Apply or remove italic	Alt + U	Mute sound
Ctrl + U	Apply or remove underline	P	Go back to previous slide
Ctrl + L	Right-align text	Enter	Perform next animation
Ctrl + R	Left-align text	Ctrl + Shift + H	Group objects
Ctrl + E	Center-align text	Alt + Shift + H	Ungroup objects
Ctrl + J	Justify text	Shift + F2	Change case of text
Ctrl + M	Add a new slide	Ctrl + F1	Hide or show the ribbon


Microsoft Publisher



SHORTCUT KEYS

SHORTCUT	DESCRIPTION	SHORTCUT	DESCRIPTION
Ctrl + N	Create a new publication	Ctrl + Shift + >	Increase font size of selected text
Ctrl + O	Open an existing publication	Ctrl + Shift + <	Decrease font size of selected text
Ctrl + W	Close a publication	Ctrl + R Arrow...	Move one word to the right in a text box
Ctrl + S	Save the active publication	Ctrl + L Arrow...	Move one word to the left in a text box
Ctrl + P	Print the current publication	Ctrl + Shift + I	Insert a new page
Ctrl + F or H	Open Find or Find/Replace	Ctrl + L	Right-align text
Alt + Mouse Drag	Display the selected object	Ctrl + E	Center-align text
Ctrl + A	Select all text and objects	Ctrl + J	Justify text
Ctrl + B	Apply or remove bold	Alt + Shift + P	Insert current page number in a text box
Ctrl + I	Apply or remove italic	Alt + Shift + B	Insert a new blank page
Ctrl + U	Apply or remove underline	Ctrl + Shift + B	Insert a new blank page
Ctrl + C	Copy the selected text or objects	Ctrl + Shift + V	Copy formatted text to selected text
Ctrl + Shift + C	Copy formatting of selected text	Ctrl + X	Cut the selected text or objects
Ctrl + Shift + V	Apply copied formatting to selected text	Ctrl + V	Paste contents of the clipboard
Ctrl + X	Cut the selected text or objects	Ctrl + V	Paste contents of the clipboard
Ctrl + V	Paste contents of the clipboard	Ctrl + Z	Undo the last action
Ctrl + Z	Undo the last action	Ctrl + Y	Redo the last action
Ctrl + Y	Redo the last action	Ctrl + Shift + Y	Turn special characters on/off
Ctrl + Shift + Y	Turn special characters on/off	Ctrl + Shift + F	Change font attributes of text
Ctrl + Shift + F	Change font attributes of text		


Microsoft Word



SHORTCUT KEYS

SHORTCUT	DESCRIPTION	SHORTCUT	DESCRIPTION
Ctrl + N	Create a new blank document	Ctrl + J	Justify text
Ctrl + O	Open an existing document	Ctrl + L	Left-align text
Ctrl + W	Close a document	Ctrl + R	Right-align text
Ctrl + S	Save the active document	Ctrl + E	Center-align text
F12	Open the Save As dialog box	Ctrl + J	Justify text
Ctrl + Z	Undo the last action	Ctrl + Shift + P	Insert current page number in a text box
Ctrl + Y	Redo the last action	Ctrl + Shift + B	Insert a new blank page
Ctrl + A	Select all text and objects	Ctrl + Shift + V	Copy formatted text to selected text
Ctrl + C	Copy the selected text or objects	Ctrl + X	Cut the selected text or objects
Ctrl + X	Cut the selected text or objects	Ctrl + V	Paste contents of the clipboard
Ctrl + V	Paste contents of the clipboard	Ctrl + Z	Undo the last action
Ctrl + V	Paste contents of the clipboard	Ctrl + Y	Redo the last action
Ctrl + Z	Undo the last action	Ctrl + Shift + Y	Turn special characters on/off
Ctrl + Y	Redo the last action	Ctrl + Shift + F	Change font attributes of text
Ctrl + Shift + Y	Turn special characters on/off		
Ctrl + Shift + F	Change font attributes of text		

Microsoft Windows 11

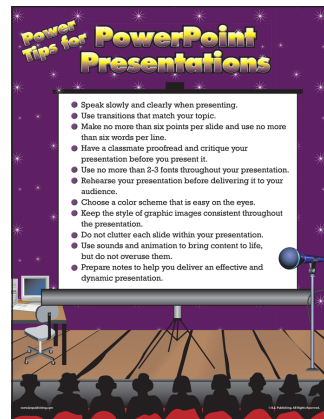
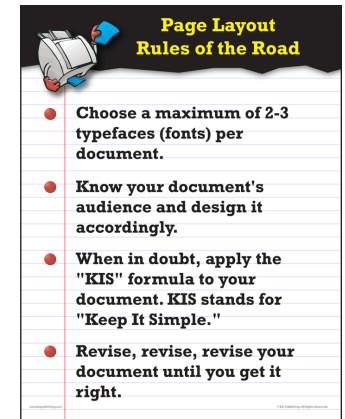
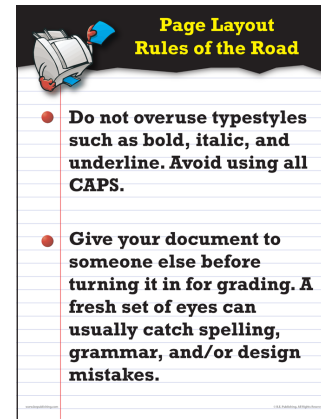
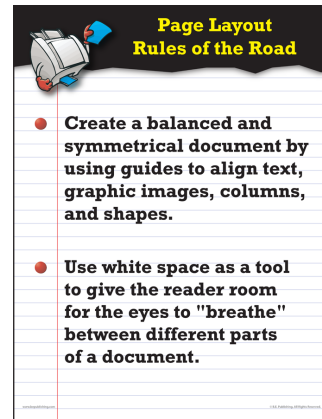
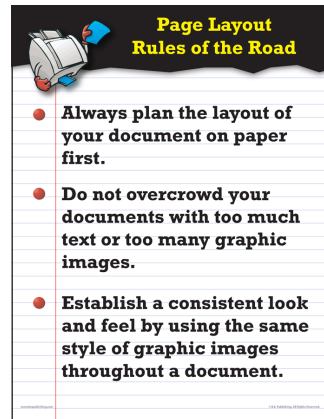
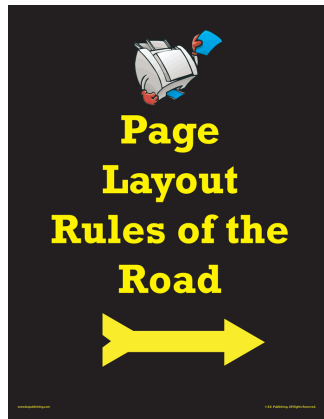


SHORTCUT KEYS

SHORTCUT	DESCRIPTION	SHORTCUT	DESCRIPTION
Ctrl + A	Select all items in a window	Esc	Open or close Start Menu
Ctrl + C	Copy the selected item to clipboard	Esc	Display and hide the desktop
Ctrl + V	Paste content from clipboard	Esc	Open File Explorer
Ctrl + W	Close window	Esc	Open the Feedback Hub
Ctrl + X	Cut the selected item	Esc	Open Voice Typing (Speech to Text)
Ctrl + Y	Redo an action	Esc	Open settings
Ctrl + Z	Undo an action	Esc	Lock your computer or switch users
Ctrl + B	Open or close Start menu	Esc	Minimize all windows
Ctrl + Tab	Move forward through tabs	Esc	Run a command
Ctrl + Shift + N	Create new folder	Esc	Search the web and Windows with Cortana (Windows 10 only)
Shift + Delete	Delete selected item without moving it to the Recycle Bin	Esc	Cycle through apps on taskbar
F2	Rename the selected item	Esc	Open Accessibility settings
F5	Refresh the active window	Esc	Open app pinned to (Number) position on the taskbar
Alt + F4	Close the active item or app	Esc	Maximize/restore the window
Alt + Tab	Switch between open apps	Esc	Open Magnifier
Alt + Enter	Display properties for selected item	Esc	Open Task View
Alt + Tab	Switch between open apps	Esc	Stop or leave the current task
Print Screen	Copy current screen to clipboard		

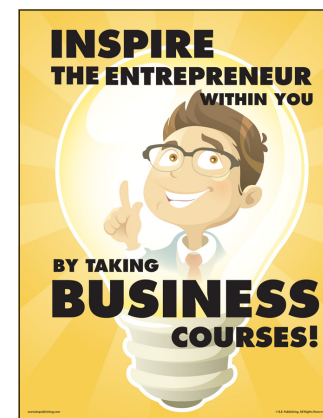
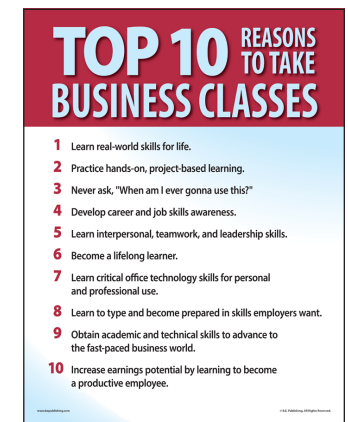
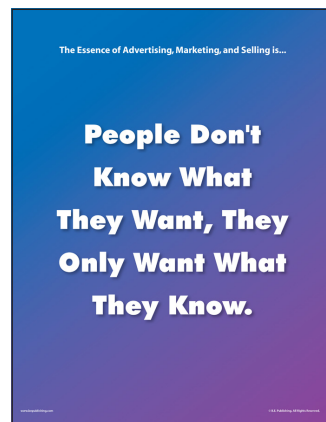
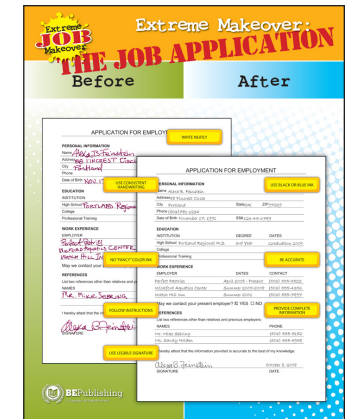
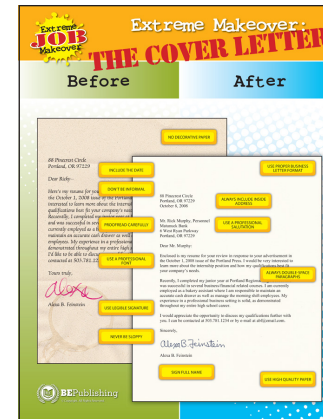
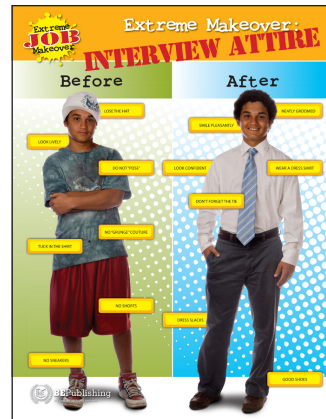
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Computer Apps



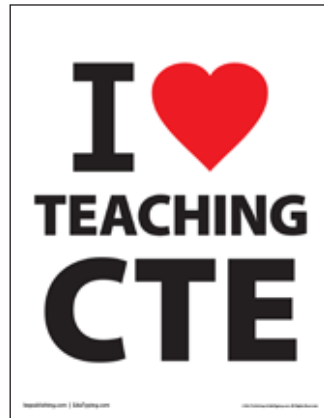
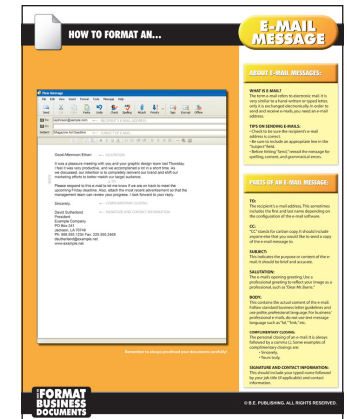
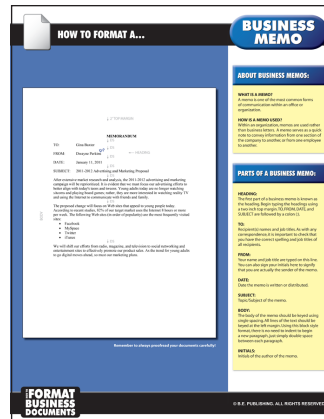
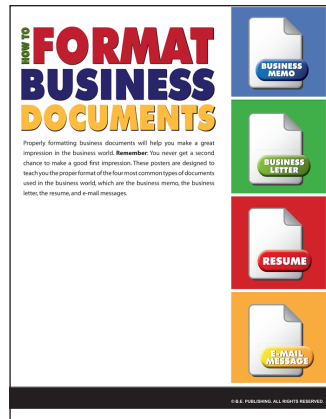
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General Business & Entrepreneurship



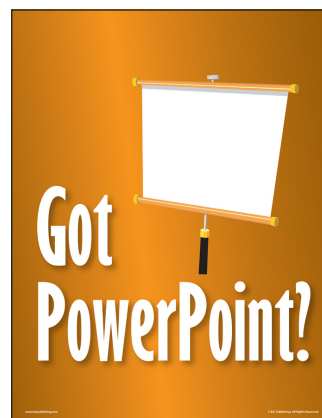
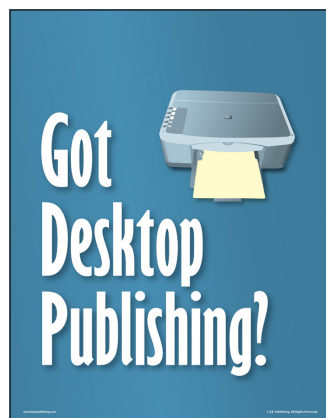
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General Business & Entrepreneurship



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Got...? CTE Series



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