

## Tips and Tricks

submitted by Diane Zoellmer, Instructional Technology Coordinator  
231-767-7242 or dzoellme@muskegonisd.org

- To quickly change between multiple open application windows in Windows XP, hold down the **Alt** key (next to the spacebar) and press and release the **Tab** key. A window similar to this one will open to show you all of the applications that you have open. Continue to hold down the Alt key and press Tab repeatedly until the application you wish to change to is highlighted with the blue square. When you release the Alt key you will switch to the other program. This is especially helpful if you are in the middle of a PowerPoint presentation and need to switch to another application, and then back to your presentation again.
- You're trying to select some text by dragging your cursor over it and your cursor goes flying past where you want to stop and then when you try to go back you go flying too far in the other direction. Has this ever happened to you? If so, do this. Click once at the beginning of the text that you want to select, hold the SHIFT key down, scroll down to the end of the text you want to select, and click. Voila! Your text is selected!!
- Have you ever created a document, and one or two lines spill over to the next page? You could change your margins, but you could also click on **File**, click on **Print Preview** and click on the **Shrink to Fit** button.