

Microsoft Office Shortcuts

Ctrl + A	Select All
Ctrl + B	Bold
Ctrl + C	Copy selection
Ctrl + D	Format Font (<i>Word only</i>)
Ctrl + E	Center justify
Ctrl + F	Find
Ctrl + G	Go to (<i>Word only</i>)
Ctrl + H	Find & Replace
Ctrl + I	Italic
Ctrl + J	Justify paragraph
Ctrl + K	Insert Hyperlink
Ctrl + L	Left justify paragraph
Ctrl + M	Indent paragraph (<i>Word</i>)
Ctrl + N	New document
Ctrl + O	Open document
Ctrl + P	Print document
Ctrl + Q	Quit
Ctrl + R	Right justify paragraph
Ctrl + S	Save
Ctrl + SHIFT + S	Save As
Ctrl + T	Indent paragraph (<i>Word</i>)
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + W	Close window
Ctrl + X	Cut selection
Ctrl + Y	Redo
Ctrl + Z	Undo
Ctrl + [	Reduce font size
Ctrl +]	Increase font size
PrtSc	Adds a screenshot to clipboard
Ctrl + Home/End	Jumps to the start/end of a document
Ctrl + Enter	Adds a page break

There are many, many more shortcuts that you can use so if you do something regularly then it's definitely worth finding out. You might also find that if you are a Mac user at home the shortcuts are different.

Code of Conduct

Code of Conduct (cont)

The full wording is printed in your school diary/planner.

Username

You all have your own unique username. You will need to remember it as you will not be able to log on to the school network without it.

The format for your username is **SOU + first 4 characters of surname + initial + number**

For example, if your name was Daisy Smith, your username would be **sousmitd1**. *Your username is not case sensitive.*

You should never log on using another student's username!

You should never tell anyone else your password

Your password needs to be at least 8 characters long and include at least 1 number and 1 capital letter. You can not reuse an old password.

Your school email address is **initial.surname@SHHS.GDST.NET**, for example, *d.smith@SHHS.GDST.NET*

You can set up your Edmodo username to be whatever you like; it has to be something:

- You can remember easily
- You will not be totally embarrassed by as you move on to year 8 and beyond!

You may also be given subject specific username and passwords for sites like 'My Maths' or 'Code Academy'.

Access to SHHS

N Drive	Personal files (2GB) You can use this area to save your personal school documentation. You need to make sure that you do not save/download any file that breaches the school Code of Conduct.
P Drive	Pupil drive - Your 'Cohort Group' is the year you would leave year 13 (2021)
S Drive	Staff only!
Edmodo	Web based learning environment. Teachers post lesson resources. Also used for many clubs/notices. Students should check daily.
SHHS portal	School's home page, access from home via portal.gd-st.net
SHHS email	Access via SHHS portal outside of school

When trying to access files, emails and portal from outside the school via the internet, it is recommended that you use Internet Explorer.

If you have a tablet/iPad/Smartphone, you can download the Edmodo app to make it easier to use.

Getting help

You have all agreed to the SHHS Code of Conduct.

This does not just cover the things you might do in your lessons at school on a computer.

The Code also extends to include any behaviour that might harm or upset yourself, other members of the SHHS community or the reputation of the school itself.

You should not post any pictures of yourself or your friends which would make your school identity known.

If you need specific help with how to do something on a computer then you can leave a message on the Edmodo group for your computing lesson.

If you have a technical issue with your school network you can email ictsupport@shhs.gdst.net or go to the Technician office behind the reception.



By **SHHS_computing**
cheatography.com/shhs-computing/

Published 29th September, 2014.
Last updated 9th May, 2016.
Page 1 of 2.

Sponsored by **Readable.com**
Measure your website readability!
<https://readable.com>