

# Tech Topics

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## Table of Contents

### 1.0 [Microsoft Word](#)

- 1.1 [Checking Grammar and Spelling](#)
- 1.2 [Finding Text](#)
- 1.3 [Replacing Text](#)
- 1.4 [Zooming in a Document](#)
- 1.5 [Using Word Count](#)
- 1.6 [Creating Watermarks](#)
- 1.7 [Inserting Hyperlinks](#)
- 1.8 [Word's Thesaurus](#)
- 1.9 [Convert PDF to Word](#)

### 2.0 [Microsoft Excel](#)

- 2.1 [Basic Math Formulas](#)
- 2.2 [Using Consecutive Cells](#)
- 2.3 [Zooming in Excel](#)
- 2.4 [Using Format Painter](#)
- 2.5 [Sum Function \(Manual\)](#)
- 2.6 [Sum Function \(with Interface\)](#)
- 2.7 [Average Function \(Manual\)](#)
- 2.8 [Average Function \(with Interface\)](#)
- 2.9 [Min Function \(Manual\)](#)
- 2.10 [Min Function \(with Interface\)](#)
- 2.11 [Max Function \(Manual\)](#)
- 2.12 [Max Function \(with Interface\)](#)
- 2.13 [IF Function \(Manual\)](#)
- 2.14 [IF Function \(with Interface\)](#)
- 2.15 [Referencing Cells in Another Worksheet](#)

### 3.0 [PowerPoint](#)

- 3.1 [Inserting Videos into PowerPoint](#)
- 3.2 [Recording and Inserting Audio into PowerPoint](#)
- 3.3 [Screen Recording](#)

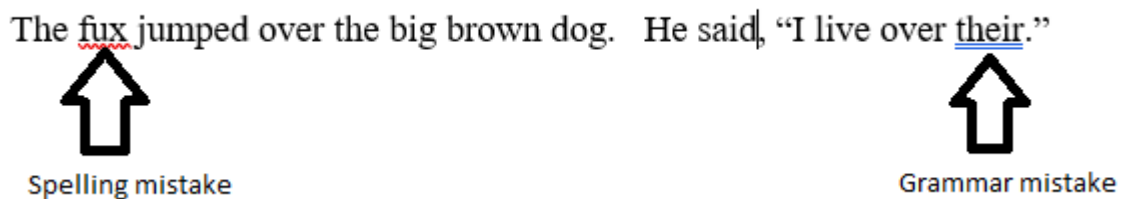
- 3.4 [Design Ideas](#)
- 4.0 [Schoology](#)
  - 4.1 [Linking Schoology to Sapphire Portal](#)
  - 4.2 [Creating Assignments and Tests on Schoology](#)
- 5.0 [Other](#)
  - 5.1 [Meet the Tech Department](#)
  - 5.2 [Downloading YouTube Videos](#)
  - 5.3 [Using Streaming Services](#)
  - 5.4 [Pinning Items to Taskbar](#)
  - 5.5 [Scanning a Paper and Saving it on a Computer](#)

# 1.0 Microsoft Word

## 1.1 Checking Grammar and Spelling

Microsoft word will automatically check your document for spelling and grammar. If a word has a red line underneath it, it means that the underlined word is either spelled wrong or that word is not apart of Words dictionary. If there is a blue underline underneath a word or group of words, it means that the underlined word(s) have something grammatically wrong. See Figure 1.1

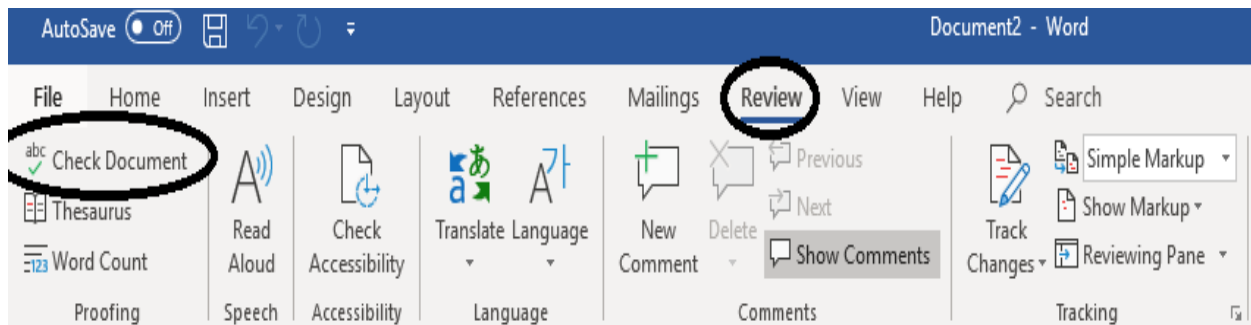
Figure 1.1



There are two ways to fix grammar and spelling mistakes.

1. Right clicking the underlined word(s) and use Words suggestions to fix the mistake.
2. On the task bar on the top of the screen (File, Home, Insert, Design...) click on review. With the review section open, on the left, there is a button called "Check Document". See Figure 1.2

Figure 1.2



## 1.2 Finding Text

The Find command allows you to search a document for a word or phrase. The Find command will search the entire document for any instance of the word or phrase you are looking for. There are two ways to open the find command.

1. Hold the control button and press “f”
2. In the Home tab, under editing, there is a find button. Pressing the find button will open the Navigation pane. Type the word or phrase you are looking for in the document. See figure 1.3 and 1.4.

Figure 1.3

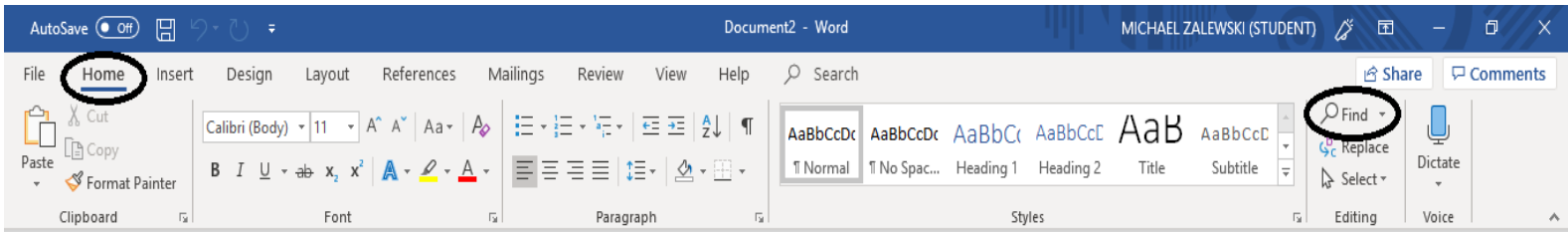
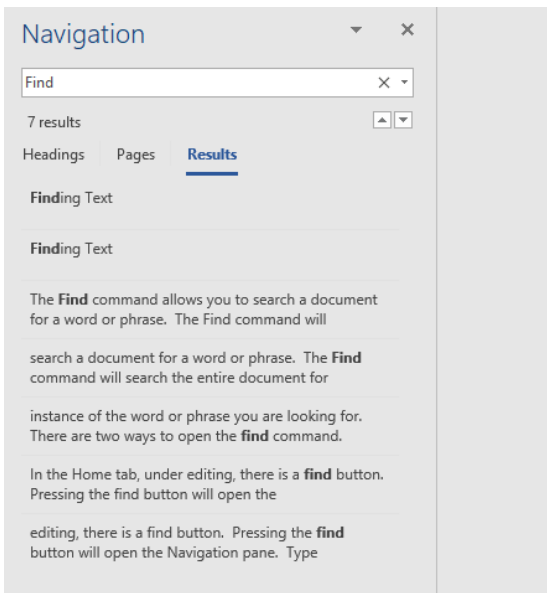


Figure 1.4



## 1.2 Finding Text

The **Find** command allows you to search a document for a word or phrase. The **Find** command will search the entire document for any instance of the word or phrase you are looking for. There are two ways to open the **find** command.

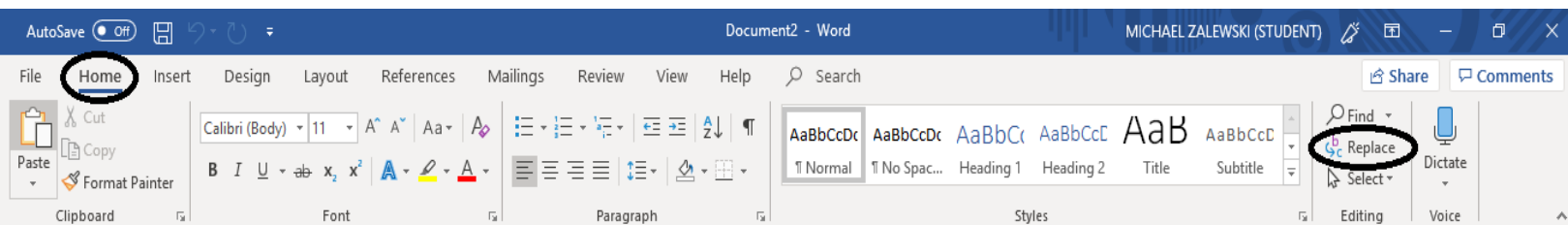
1. Hold the control button and press “f”
2. In the Home tab, under editing, there is a **find** button. Pressing the **find** button will open the Navigation pane. Type the word or phrase you are looking for in the document. See figure 1.3 and 1.4.

## 1.3 Replacing Text

The replace command allows you to replace one or all instances of a word or phrase.

1. In the Home tab, under editing, there is a replace button. Pressing the replace button will open the Find and Replace Pane. See Figure 1.5
2. In the “Find what” text box, type the word or phrase you are looking to replace. In the “Replace with” text box, type the word or phrase you are looking to replace it with.

Figure 1.5



If you are replacing one instance of a word and phrase...

1. Use the “Find Next” button to search the document for the next instance of where the word or phrase appears.
2. When you find the word or phrase you want to change, press the “Replace button”.

If you are replacing all instances of a word and phrase...

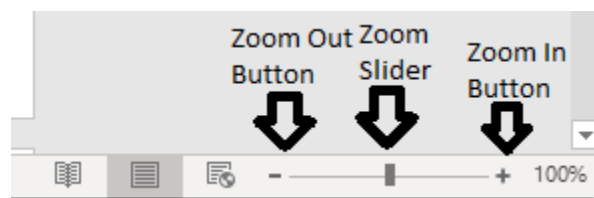
1. Press the replace all button.

## 1.4 Zooming in a Document

Sometimes a document has text that is small and hard to read. To make it larger, use the zoom slider or the zoom in/out buttons.

The zoom slider and buttons are in the bottom right of the Word window. See figure 1.6.

Figure 1.6



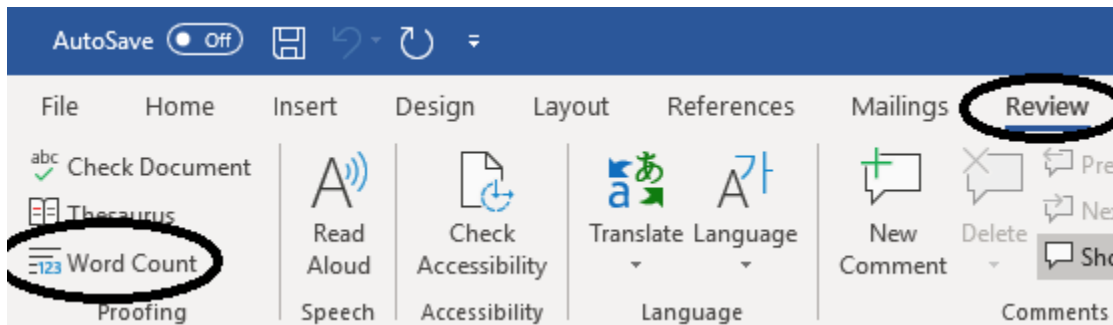
## 1.5 Using Word Count

Do you have a document that you want to check how many words are contained inside? Word count will provide statistics about the document you are using.

To access the word count...

1. In the Review tab, under Proofing, there is a word count button. Pressing the word count button will open the word count window and provide statistics about the document. See Figure 1.7

Figure 1.7



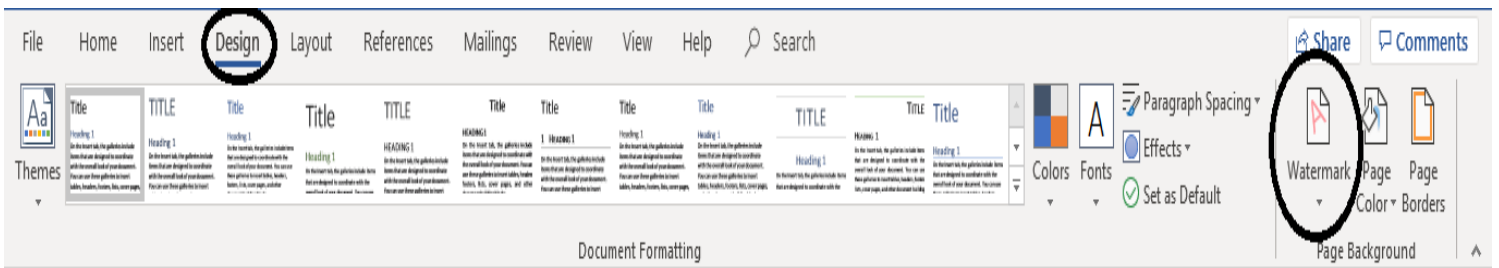
## 1.6 Creating Watermarks

Want to make it so you have a label on the back of document that marks it as yours? Well, watermarks are what you need. Watermarks are words or a picture that appears on the back of the document so others can not reuse the document without the water.

To create a watermark...

1. In the Design tab, under page background, there is a watermark button. Pressing the watermark button will open the various watermarks you could use. See Figure 1.8

Figure 1.8



## 1.7 Inserting Hyperlinks

A hyperlink is a way to go to another source fast. Most hyperlinks usually go to websites, although they could also lead you to parts of your current document or parts of another document.

To make a hyperlink that goes to a website...

1. Highlight the text you want to hyperlink.
2. In the Insert tab, there is a Links button. Pressing the Links button will show three options: link, bookmark, and cross-reference. Press link. See Figure 1.9. Or press Control + k together
3. This should open up the Insert Hyperlink panel. Go to Existing File or Web Page and at the bottom, it should say "Address". In the textbox, copy the URL of the webpage and paste it into that box and press ok.

To make a hyperlink that goes to another part of the document...

1. Highlight the text you want to hyperlink
2. In the Insert tab, there is a Links button. Pressing the Links button will show three options: link, bookmark, and cross-reference. Press link. See Figure 1.9. Or press Control + k together
3. This should open up the Insert Hyperlink panel. Go to Place in This document. There should be a few lists called: Top of Document, Header, and Bookmarks. Find the place you are looking to hyperlink to and press ok. See Figure 1.10.

If there is nothing in the lists (Figure 1.11), you will need to make a bookmark which can be done in the following steps.

1. Highlight the text you want to hyperlink
2. In the Insert tab, there is a Links button. Pressing the Links button will show three options: links, bookmark, and cross-reference. Press bookmark.
3. Give the hyperlink a name (Note: Spaces cannot be used so I recommend using "\_" instead.) Make sure the location bullet is dark. Once complete, press "Add". See Figure 1.12.
4. Complete steps 1-3 again in the "To make a hyperlink that goes to another part of the document..." or click [here](#). The hyperlink will be located in the bookmark section.

To make a hyperlink that opens another document...

1. Highlight the text you want to hyperlink.
2. In the Insert tab, there is a Links button. Pressing the Links button will show three options: link, bookmark, and cross-reference. Press link. See Figure 1.9. Or press Control + k together
3. This should open up the Insert Hyperlink panel. Go to Existing File or Web Page. Use the “look in” to find where the file is located. Note if it is saved to your OneDrive, it will open a web page and open the document. If it is saved to your desktop, it will open the file directly from the app.

Figure 1.9

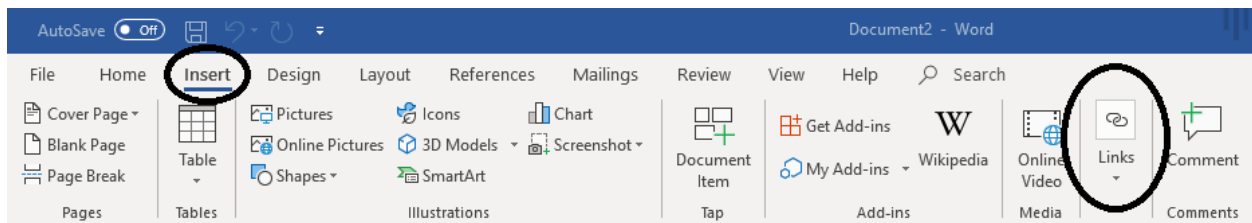


Figure 1.10

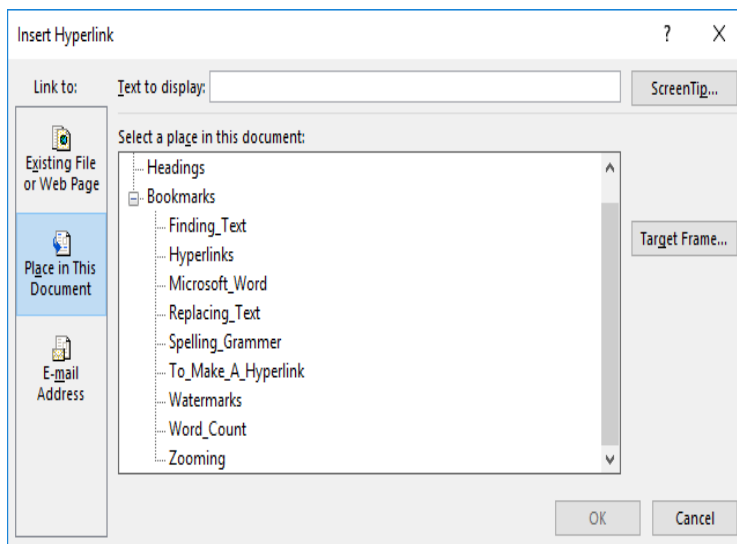


Figure 1.11

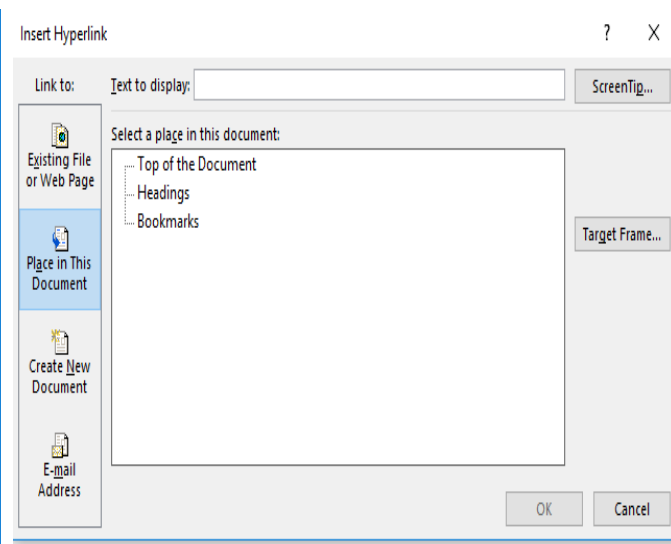
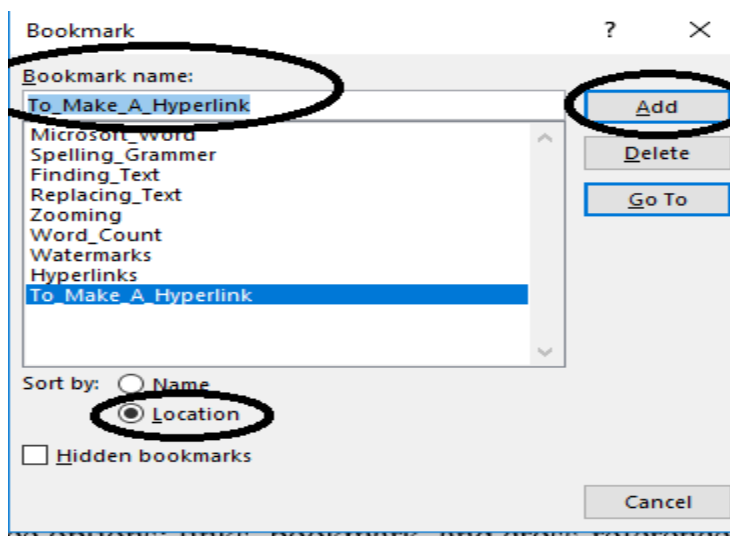


Figure 1.12

(To left)





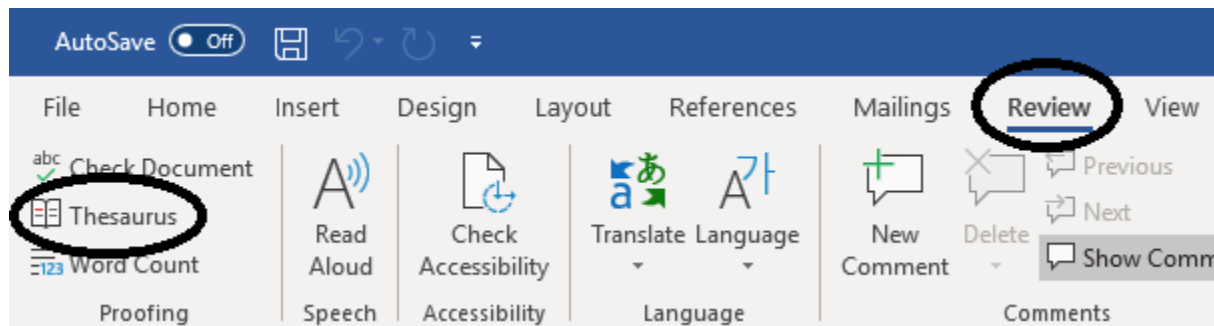
## 1.8 Word's Thesaurus

Word has a thesaurus integrated to save time going on thesaurus.com or other thesaurus websites.

To access the thesaurus...

1. Highlight the word you would like to change.
2. In the Review tab, In the proofing section, there is a Thesaurus button. Click it. See Figure 1.13.
3. A thesaurus panel should open.
4. Click the word that you would like to replace it with.

Figure 1.13



## 1.9 Convert PDF to Word

Sadly, Word does not have the capabilities to open PDF files, and we do not have access to Adobe's convert to Word (due to it costing money with licenses.) So, instead we will be using a third-party resource.

I have found a website called [https://www.ilovepdf.com/pdf\\_to\\_word](https://www.ilovepdf.com/pdf_to_word) which allows you to select a PDF file from your computer and change it to a Word document. Make sure to save the file when the conversion has been complete so it will be saved to your computer.

## 2.0 Microsoft Excel

### 2.1 Basic Math Formula

Excel is capable of basic formulas for adding, subtracting, multiplying, and dividing cells.

Basic Math...

1. Type “=” first. This lets Excel know that it will be doing a formula.
2. Type in the equation you would like Excel to do.
3. Use “+”, “-“, “\*”, or “/”.

Math using cells...

1. Type “=” first. This lets Excel know that it will be doing a formula.
2. Either hold SHIFT and click on the cell or type the cell letter and number (Ex. A7).
3. Type in the appropriate mathematical equation (“+”, “-“, “\*”, or “/”)
4. Repeat 2 & 3 until you have included all cells you need.
5. Click off the cell for it to update. Note: If the values of one the cells in the equation change, the cell with the equation will update with the new value.

### 2.2 Using Consecutive Cells

When using consecutive cells in formulas, there is an easier way to list the cells rather than clicking or typing each individual cell.

Row

When using consecutive cells in a row, instead of having A1, A2, A3, A4... you could use A1:A4 (Startpoint:Endpoint). See Figure 2.1 for a visual example.

Column

When using consecutive cells in a column, instead of having A1, B1, C1, D1... you could use A1:D1 (Startpoint:Endpoint). See Figure 2.2 for a visual example.

Note: You will need to press “Shift” after the first cell is selected and click another to make them consecutive.

Figure 2.1

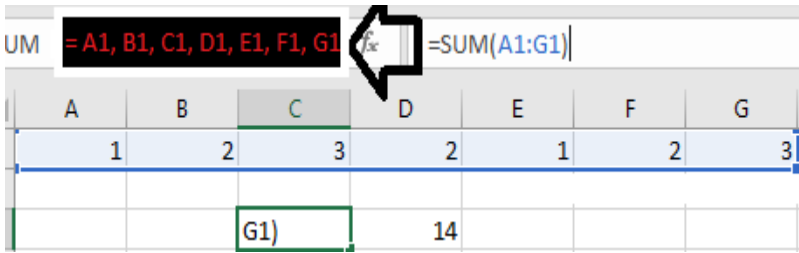
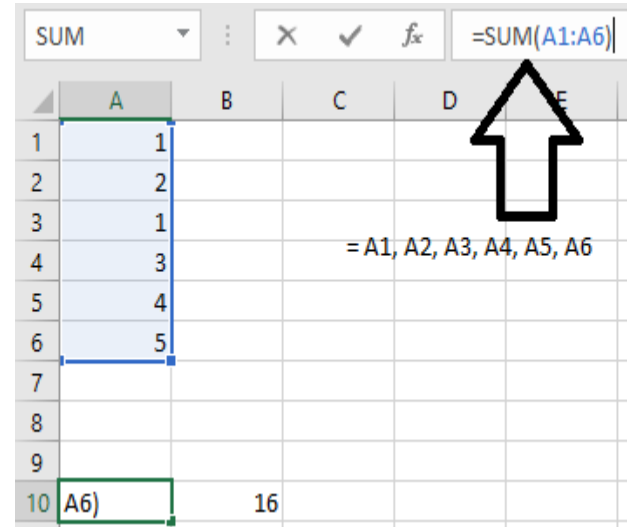


Figure 2.2

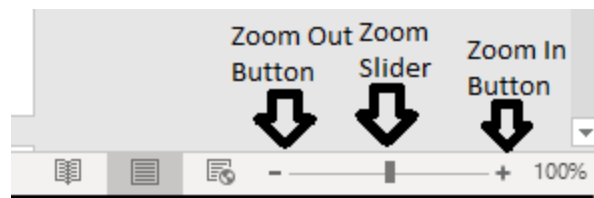


### 2.3 Zooming in Excel

Sometimes a worksheet has text that is small and hard to read. To make it larger, use the zoom slider or the zoom in/out buttons.

The zoom slider and buttons are in the bottom right of the Excel window. See figure 2.3.

Figure 2.3



## 2.4 Using Format Painter

Format painter is a unique tool that copies the format (font, font size, bold, underline, italic, cell color, cell size, text color, borders) to the desired cell(s).

To access the format painter...

1. Click the cell that is going to be copied (not the cell that needs the format).
2. In the Home tab, under clipboard, there is a paintbrush icon. See figure 2.4. Click it and the cell that you are copying should have green bars going around it.
3. Click the cell that needs the formatting.

Figure 2.4

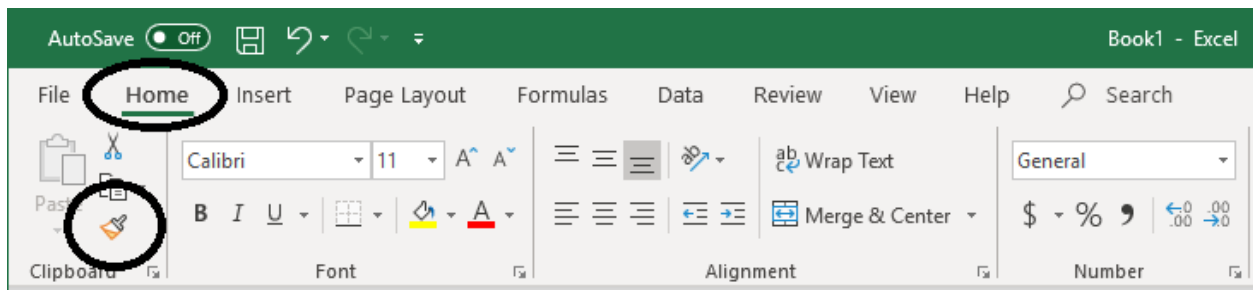


Figure 2.5 Before Format Painter

Example					
			<b><u>EXAMPLE</u></b>		

Figure 2.6 After Format Painter

<b><u>EXAMPLE</u></b>					
				<b><u>EXAMPLE</u></b>	

## 2.5 Sum Function (Manual)

Another way to add multiple cells is using by using the sum function. The following is the manual way to get the sum of multiple cells.

To use the Sum function...

1. Click the box you want the sum to be in.
2. Type “=Sum()“.
3. (Optional) Click [here](#) to find out more about using consecutive cells.
4. Using the format provided (Consecutive cells), in the “()” type out the cells you are going to use. Otherwise, in the “()” type out the cells you are adding separated by a comma “,”. See Figures 2.7 – 2.9
5. Press enter or click another cell to update the cell to update the cell.

Figure 2.7 Adding cells separately

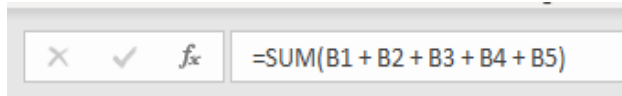


Figure 2.8 Adding cells consecutively

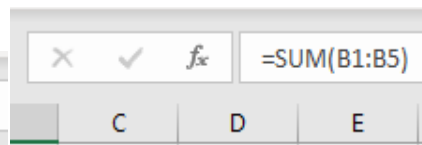


Figure 2.9 Graph

	A	B
1	1	345
2	2	2929
3	3	2010
4	4	3343
5	5	42929
6	Sum	51556

Note: Both of these formats will result in the same result.

## 2.6 Sum Function (with Interface)

Another way to add multiple cells is using by using the sum function. The following is a more user-friendly version for using functions.

To use the Sum function...

1. In the Functions tab, there is a Math and Trig button. Pressing the Math and Trig button will show a list of functions.
2. Scroll down until a function called “Sum” appears and click it. See Figure 2.10
3. An interface will appear. In the text boxes, type the cell you want to use. See Figure 2.11.
4. Note: if there are more than 5 number boxes being used, you will need to use the scroll on the side to show more number boxes.
5. When complete press “ok”.

Figure 2.10

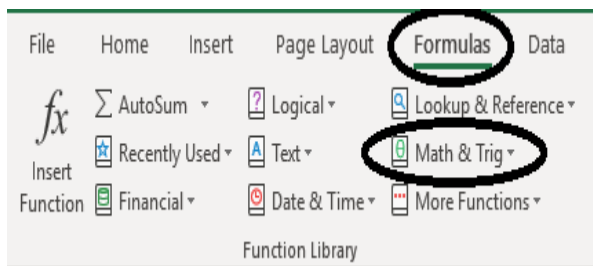
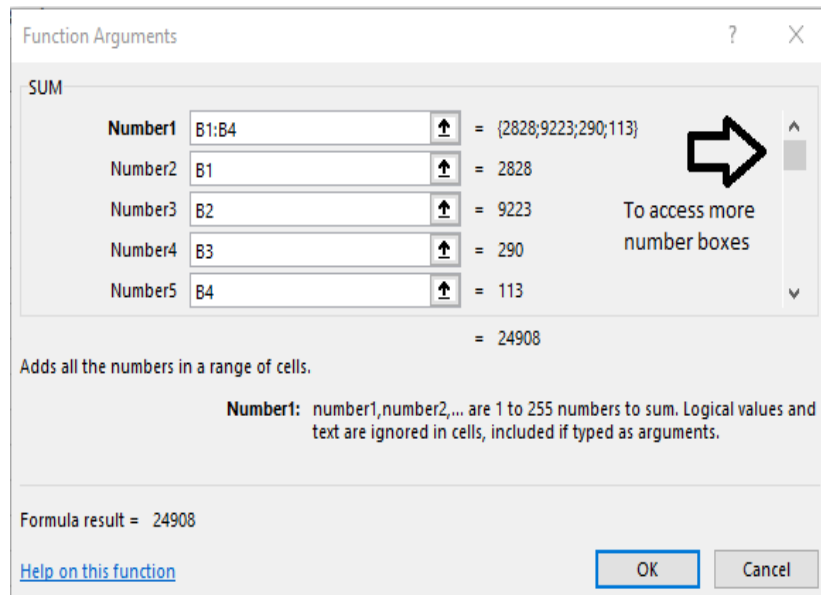


Figure 2.11



## 2.7 Average Function (Manual)

The average function is used to find the average of data within its parameters, (). The following is the manual way to get the average of multiple cells.

To use the Average function...

1. Click the box you want the average to be in.
2. Type “=Average()“.
3. (Optional) Click [here](#) to find out more about using consecutive cells.
4. Using the format provided (Consecutive cells), in the “()” type out the cells you are going to use. Otherwise, in the “()” type out the cells you are averaging separated by a “;”. Click [here](#) to see an example.
5. Press enter or click another cell to update the cell to update the cell.

## 2.8 Average Function (with Interface)

The average function is used to find the average of data within its parameters, (). The following is a more user-friendly version for using functions.

To use the Sum function...

1. In the Functions tab, there is a More Functions button. Pressing the More Functions button will show a list of categories. See Figure 2.12
2. Click Statistical.
3. Click Average.
4. An interface will appear. In the text boxes, type the cell you want to use. See Figure 2.13.
5. Note: if there are more than 5 number boxes being used, you will need to use the scroll on the side to show more number boxes.
6. When complete press “ok”.

Figure 2.12

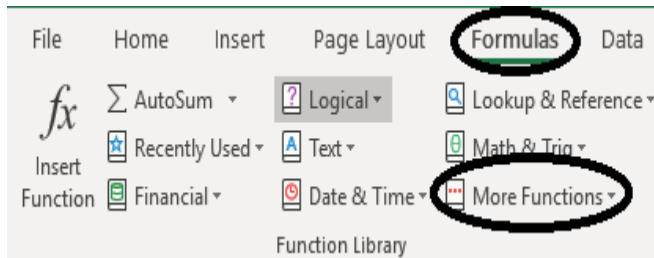
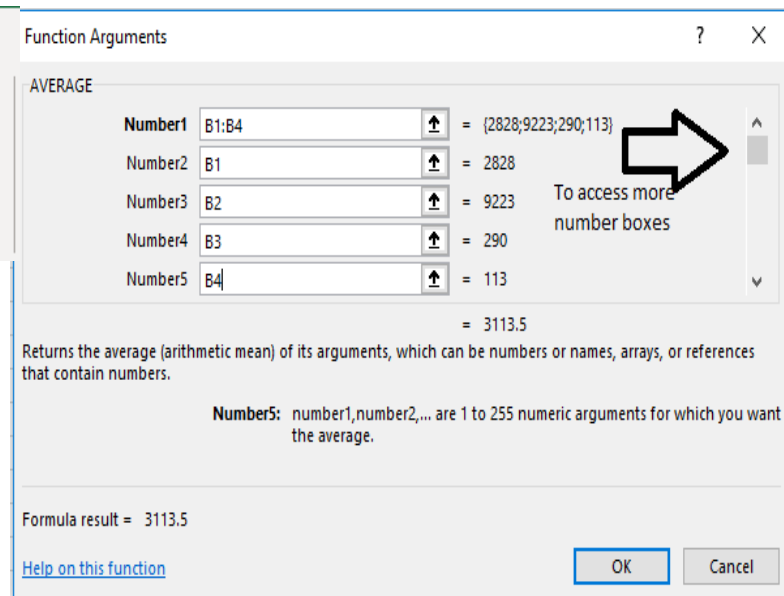


Figure 2.13



## 2.9 Min Function (Manual)

The min function is used to find the smallest value within the cells in its parameters, (). The following is the manual way to get the min of multiple cells.

To use the Min function...

1. Click the box you want the min to be in.
2. Type “=MIN()“.
3. (Optional) Click [here](#) to find out more about using consecutive cells.
4. Using the format provided (Consecutive cells), in the “()” type out the cells you are going to use. Otherwise, in the “()” type out the cells you are checking separated by a “,”. Click [here](#) to see an example.
5. Press enter or click another cell to update the cell to update the cell.



## 2.10 Min Function (with Interface)

The min function is used to find the smallest value within the cells in its parameters, (). The following is a more user-friendly version for using functions.

To use the Min function...

1. In the Functions tab, there is a More Functions button. Pressing the More Functions button will show a list of categories. See Figure 2.14
2. Click Statistical.
3. Click Min.
4. An interface will appear. In the text boxes, type the cell you want to use. See Figure 2.15.
5. Note: if there are more than 5 number boxes being used, you will need to use the scroll on the side to show more number boxes.
6. When complete press “ok”.

Figure 2.14

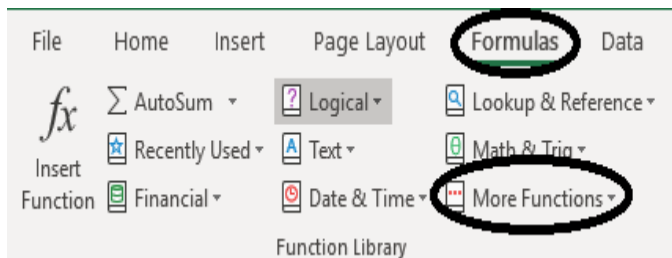
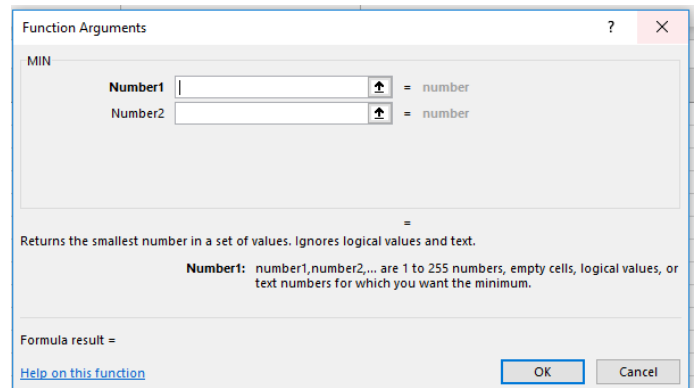


Figure 2.15



## 2.11 Max Function (Manual)

The max function is used to find the largest value within the cells in its parameters, (). The following is the manual way to get the min of multiple cells.

To use the Man function...

1. Click the box you want the min to be in.
2. Type “=MAX()“.
3. (Optional) Click [here](#) to find out more about using consecutive cells.
4. Using the format provided (Consecutive cells), in the “()” type out the cells you are going to use. Otherwise, in the “()” type out the cells you are checking separated by a “,”. Click [here](#) to see an example.
5. Press enter or click another cell to update the cell to update the cell.

## 2.12 Max Function (with Interface)

The max function is used to find the largest value within the cells in its parameters, (). The following is a more user-friendly version for using functions.

To use the Max function...

1. In the Functions tab, there is a More Functions button. Pressing the More Functions button will show a list of categories. See Figure 2.16
2. Click Statistical.
3. Click Max.
4. An interface will appear. In the text boxes, type the cell you want to use. See Figure 2.17.
5. Note: if there are more than 5 number boxes being used, you will need to use the scroll on the side to show more number boxes.
6. When complete press “ok”.

Figure 2.16

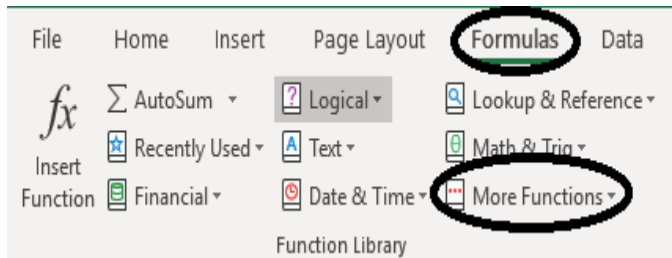
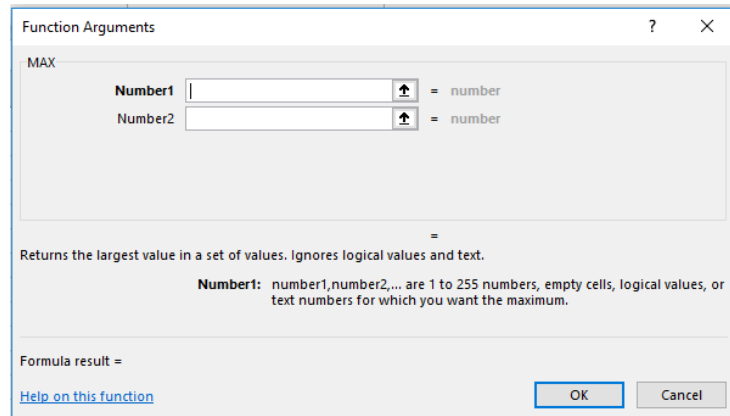


Figure 2.17



## 2.13 If Statement Function (Manual)

The if statement checks to see if a statement is true or false. If the statement is true, it will do one thing and if it is false, it will do another.

To use the if statement function...

1. Click the box you want the if statement to be in.
2. Type “=IF()“.
3. Type out the argument that you want to see is true or false. Ex. A1 + A2 = A3. Note: Your argument can not include the IF statement cell.
4. Type “,”.
5. Now is the TRUE section. If the statement is true, type out what you want the computer to display in that cell.
6. Note if you want the computer to have words, use the “” and enter what you want it to say. Ex. “True”
7. Type “,”.
8. Now is the FALSE section. If the statement is false, type out what you want the computer to display in that cell.
9. See Figure 2.18 and 2.19 for a TRUE example and Figure 2.20 and 2.21 for a FALSE example.

Figure 2.18

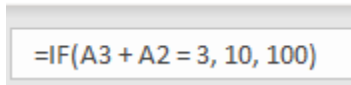


Figure 2.19

	A
1	10
2	1
3	2

Figure 2.20

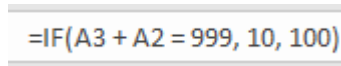


Figure 2.21

	A
1	100
2	1
3	2

## 2.14 If Statement Function (with Interface)

The if statement checks to see if a statement is true or false. If the statement is true, it will do one thing and if it is false, it will do another. The following is a more user-friendly version for using functions.

To use the if statement function...

1. Click the box you want the if statement to be in.
2. In the Functions tab, there is a Logic button. Pressing the More Functions button will show a list of categories. See Figure 2.16
3. Click IF. An interface should appear.
4. In the first box, type the argument that you want to see is true or false. Ex.  $A1 + A2 = A3$ . Note: Your argument can not include the IF statement cell.
5. The next box is the TRUE section. If the statement is true, type out what you want the computer to display in that cell.
6. The next box is the FALSE section. If the statement is false, type out what you want the computer to display in that cell.
7. See Figure 2.22 and 2.23 for a TRUE example and Figure 2.24 and 2.25 for a FALSE example.

Figure 2.22

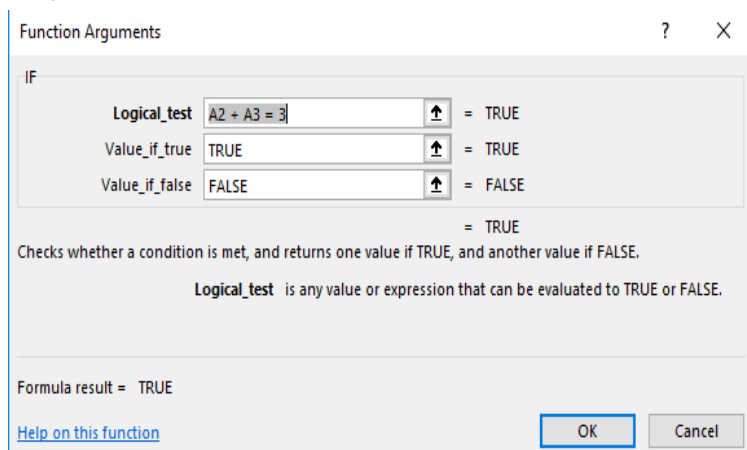


Figure 2.23

	A
1	TRUE
2	1
3	2

Figure 2.24

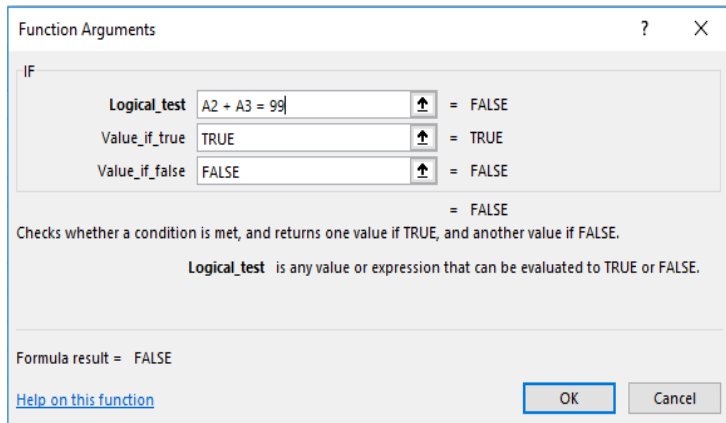
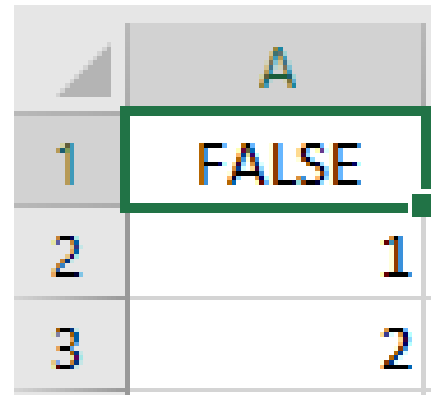


Figure 2.25



## 2.15 Referencing Another Cell in Another Worksheet

Sometimes when working on a workbook, you need to reference data between worksheets. Excel has an easy way to reference cells in another worksheet as long as they are in the same workbook.

To reference another cell...

1. Click on the cell you want to display the referenced data.
2. Type “=(Worksheet Name) ! (Cell being referenced)”
3. Click off the cell to update the information
4. See Figures 2.26-2.28 for an example

Figure 2.26

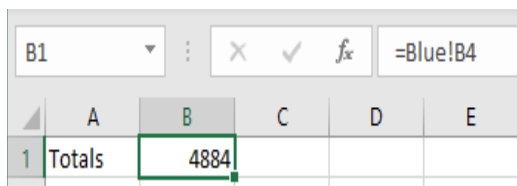


Figure 2.27

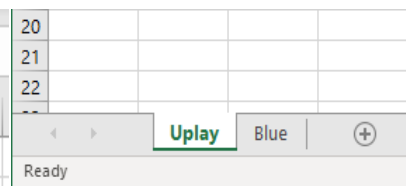


Figure 2.28

	A	B
1	1	99
2	2	34
3	3	3423
4	4	4884
5	Total	8440

## 3.0 Microsoft PowerPoint

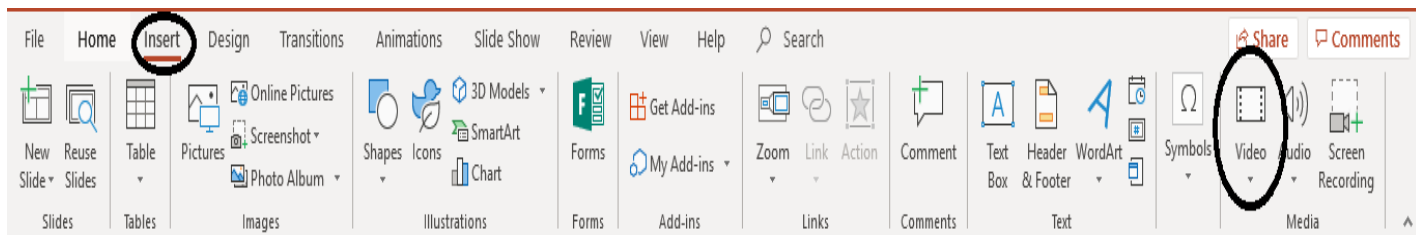
### 3.1 Inserting Videos into Slides

PowerPoint has the ability to add videos, both online and on your computer, into your slides.

To import a video into a slide...

1. In the Insert tab, there is a video button. See Figure 3.1
2. Clicking it will create a dropdown box for online or video on my PC. Click the one you are using.
3. **If using the PC option** – navigate your computer to where the video is located. Click it and press insert. You can resize it, so it fits the slide.
4. **If using the Online option** – Copy the URL for the YouTube video, you wish to use and paste it in the text box. It will then create a video box in which you can resize to meet your needs. Note: NOT ALL VIDEOS WILL WORK. If the video gives you an error, it is more than likely not able to be embedded into the PowerPoint. Some video creators do not enable embedding so their videos cannot be used in other people's presentations. If this happens to you, you will need to have a hyperlink to video instead.

Figure 3.1



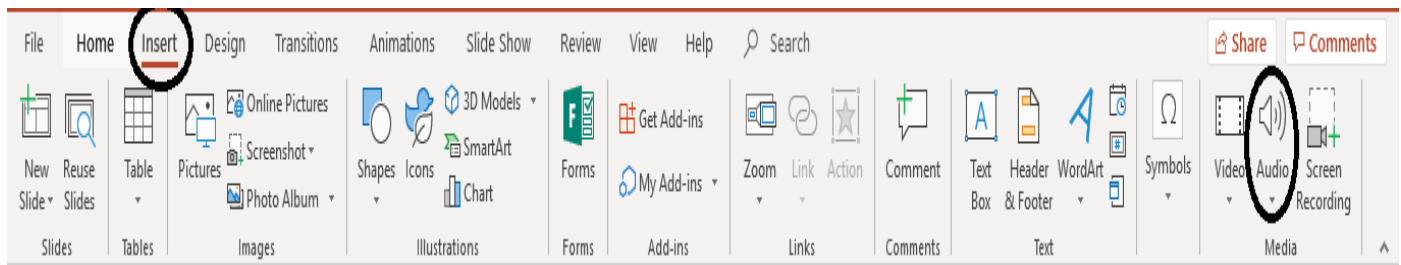
### 3.2 Recording and Inserting Audio into PowerPoint

In PowerPoint, you can record a live audio recording or select a prerecorded one to add to your presentation.

To add audio to your slides....

1. In the Insert tab, there is an audio button. See Figure 3.2
2. Clicking it will create a dropdown box for record audio or select an audio file on my PC. Click the one you are using.
3. **If using the PC option** – navigate your computer to where the audio file is located. Click it and press insert. You can resize it, so it fits the slide.
4. **If recording the audio live** – When you are ready, click the red record button and speak. Once you are done, press the stop button and press ok.

Figure 3.2



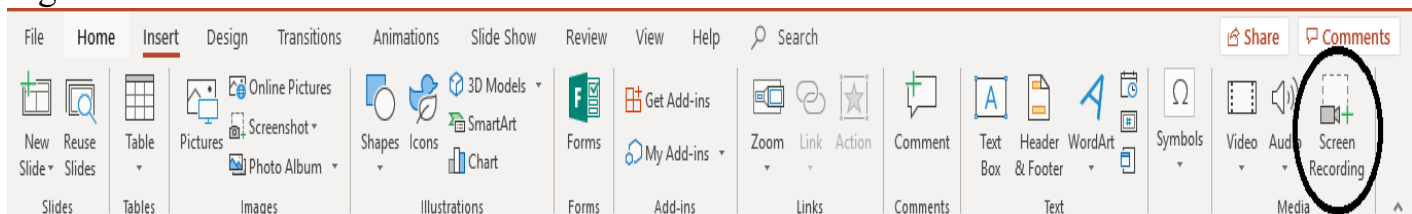
### 3.3 Screen Recording

If you want to show how to do something on your computer screen and have it prerecorded, PowerPoint has a tool that will help.

To add audio to your slides....

1. In the Insert tab, there is a Screen Recording button. See Figure 3.3
2. Once you click the button, it will prompt to size your recording screen. Click and hold to the area you want the recording to show.
3. After that, it will minimize PowerPoint. Click the record and record what you need.
4. Once you are done, click the stop button. It will then automatically add the video to the current slide.

Figure 3.3



## 3.4 Design Ideas

PowerPoint has a built in AI system that will suggest ways to make your slides better.

To access the design ideas...

1. In the Design tab, click on design ideas. See Figure 3.4.
2. This will then open the designer ideas panel with a good amount of ideas Microsoft thought might make this slide look better. See Figure 3.5
3. Click on one you like, and it will automatically transform your slide into the one you clicked.
4. Note: It will not show ideas if you are editing a text box. Click off the text box and the panel will update. If it does not update, close the panel and reopen design ideas.

Figure 3.4

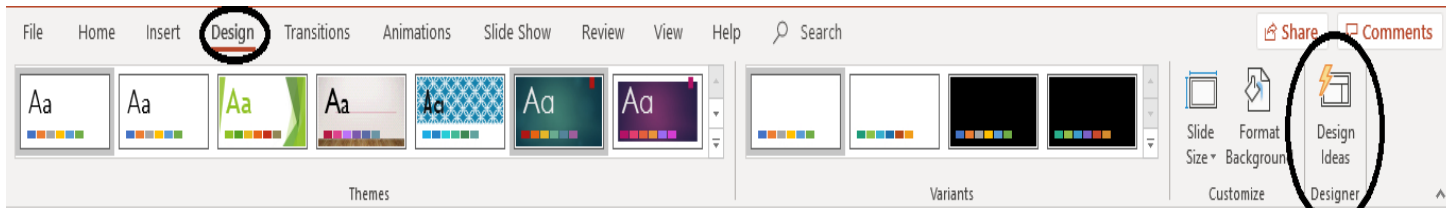
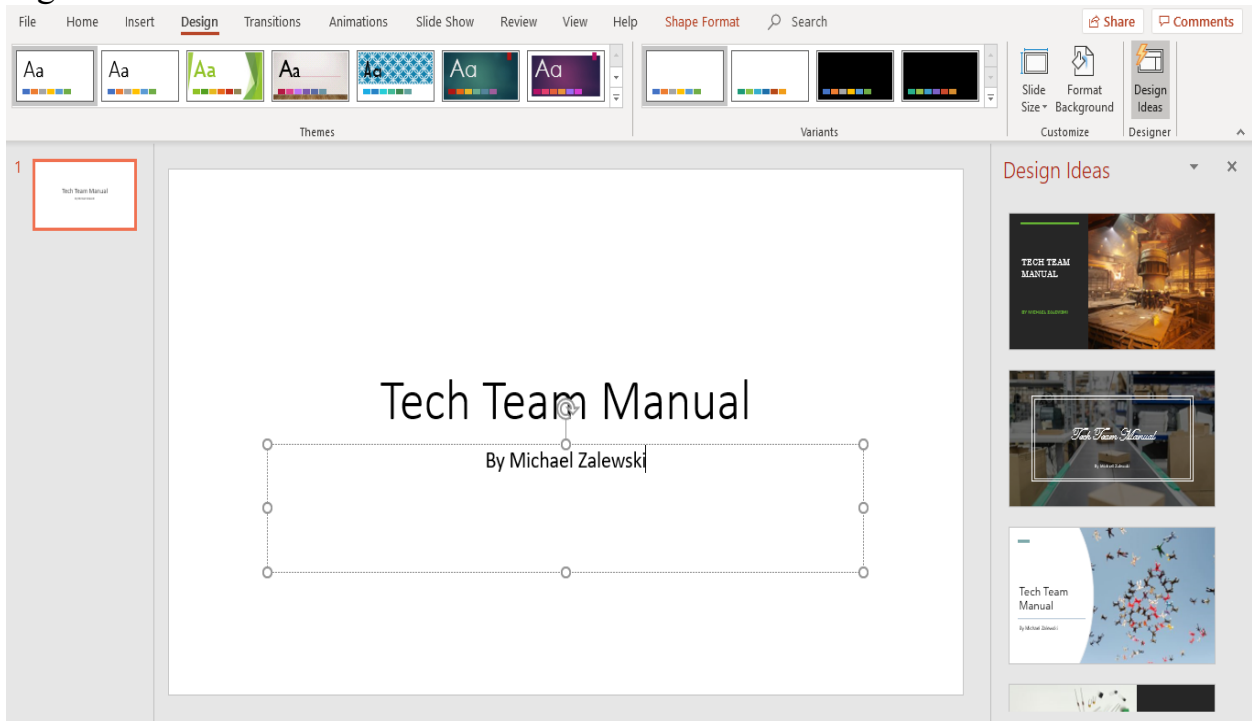


Figure 3.5






## 4.0 Schoology

### 4.1 Linking Schoology to Sapphire Portal

Thank you to Mrs. Scales, Business Education Teacher and Kelly Knarr, Technology Support Specialist for providing this information. Please click the PDF below for instructions on linking Schoology to Sapphire Portal.

Click Here →  Schoology Integration.pdf ←

### 4.2 Creating Tests and Assessments on Schoology

Thank you to Mrs. Scales, Business Education Teacher for showing me how to add tests and assignments to Schoology and providing me snapshots of the process.

To create a test or assignment...

1. Go to the class you want to create a test or assignment in.
2. Click on “Add Materials” and a drop-down box will appear with multiple options. Click on the one you need. See Figure 4.1
3. A panel will open prompting for the following: Name of assignment, Due date, Submission (Enable or disable), Password, Category, Period, Factor, Scale, and Options. Fill out the information on the panel. See Figure 4.2
4. Once complete, click “Create”.
5. It will then open a setup screen. Provide instructions and fill out the “Assignment settings”. See Figure 4.3. Once done, press “Save” at the bottom of the screen. See Figure 4.4
6. Next is to add questions. Click on “Add Questions” at the bottom or “Questions” at the top next to “Setup”. See Figure 4.5
7. A panel of question options will appear. Click on the one you would like and fill out the question, options, and correct answer. Make sure to save the question once complete.



Figure 4.3

Hat Method


● Submissions Enabled

[Preview](#) [Actions](#)

[Setup](#) [Questions](#) [Grading](#) [Live Progress](#) [Reporting](#)

### Instructions

Instructions will be displayed to students before they start the assessment.



### Assessment Settings

Assessment has a time limit:  Yes  No

Assessment questions are randomly ordered:  Yes  No

Show possible points for each question during the attempt:  Yes  No

Figure 4.4

[SAVE](#) Saved! How about adding some questions to the assessment? [ADD QUESTIONS →](#)

Figure 4.5

- ▼ Create Question
  - + Multiple Choice
  - + True/False
  - + Matching
  - + Ordering
  - + Fill in the Blank Text
  - + Fill in the Blank Dropdown
  - + Fill in the Blank Drag and Drop
  - + Short Answer/Essay
  - + Label Image
  - + Highlight Hotspot
  - + Highlight Image
  - + Highlight Text
  - + Math Short Answer
  - + Number Line
  - + Chart

### Create your assessment

Add content by clicking questions or text from the menu.

## 5.0 Other

The following is information that did not fit into the categories above but are still useful to know.

### 5.1 Meet the Tech Department

If you are having a technology issue, you can contact helpdesk by contacting x8000 or by submitting a ticket [here](#). The username and password should be the same as your windows log-in. Below are the techs (alphabetized by first name) currently employed in Conestoga Valley High School.



Chadwick Whenry

Tech Support Specialist - Desktop Support, Technology Services

[chadwick\\_whenry@conestogavalley.org](mailto:chadwick_whenry@conestogavalley.org)



Donna W. Witmer

Tech Support Specialist - HelpDesk Coordinator, Technology Services

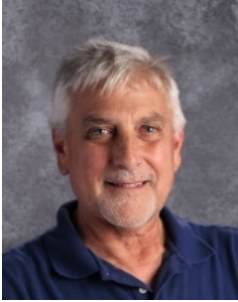
[donna\\_witmer@conestogavalley.org](mailto:donna_witmer@conestogavalley.org)



Dylan Probst

Tech Support Specialist - Desktop Support, Technology Services

[dylan\\_probst@conestogavalley.org](mailto:dylan_probst@conestogavalley.org)



Jim Ober

Tech Support Specialist - Audio/Visual, Technology Services

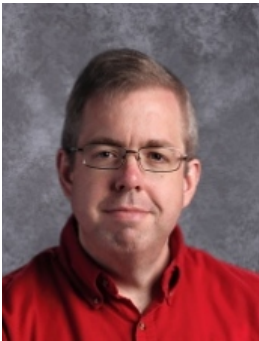
[jim\\_ober@conestogavalley.org](mailto:jim_ober@conestogavalley.org)



Joshua Appleby

Director of Technology, Technology Services

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Michael Keene

Network and Systems Administrator, Technology Services

[michael\\_keene@conestogavalley.org](mailto:michael_keene@conestogavalley.org)



Robert Haines

Tech Support Specialist - Desktop Support, Technology Services

[Robert\\_Haines@conestogavalley.org](mailto:Robert_Haines@conestogavalley.org)



Vicki Treadway

Tech Support Specialist - Trainer, Technology Services

vicki\_treadway@conestogavalley.org

## **5.2 Downloading YouTube Videos**

Currently, an official way to download YouTube videos to your computer and/or edit them is not available.

## **5.3 Using Streaming Services**

Currently, streaming services are blocked since some of them have inappropriate content.

## **5.4 Pinning Items to Your Taskbar**

If there is a program that you use often, pinning it to your task bar will make it easier to access over time.

To pin items to your taskbar...

Option 1

1. Open the application you would like to have pinned.
2. Right click on the icon in the task bar.
3. Click "Pin to Taskbar"

## Option 2

1. Open Cortana (the white circle next to the windows logo on the bottom left corner).
2. Type the app you want to have pinned.
3. Right click the icon
4. Click “Pin to Taskbar”

## **5.5 Scanning a Paper and Saving it to a Computer**

Is there a paper that you need saved on to your computer? Well, with the school’s printer, we can scan the page and create a digital copy of it in the form of a PDF.

To scan a paper...

1. Go to the nearest printer and place your paper under the lid to be scanned.
2. Log in with either your username and password (Windows log-in) or with your 7-digit code (101xxxx or 102xxxx).
3. Press “Scan”. See Figure 5.1
4. This will scan the paper under the lid. Once it scans, it will ask if that is all or if there are more pages.
5. After all of the pages have been scanned, an email window will appear. You can change the subject, file name, and settings. See Figure 5.2
6. Press “Start”. This will send out the email to your account.
7. If the email does not come right away, wait a few minutes and update your send/receive folders.
8. When the email comes in, click on the down arrow next to the file and click “Save as”.
9. Save it to a place on your computer where you will not lose it.

Figure 5.1

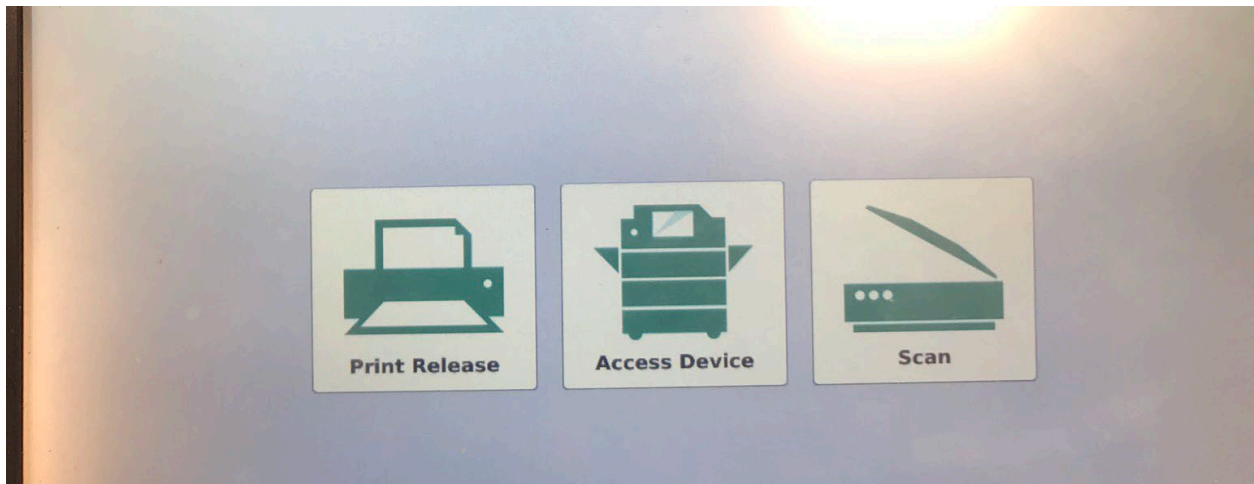


Figure 5.2

