



# ONLINE HAPPENINGS

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University of St. Francis

## Message from the director

Welcome all to the spring 2004 semester! The Center for Instructional Delivery (CID) publishes the "Online Happenings" newsletter to provide important information to our students at a distance. The spring 2004 newsletter has been devoted to improving student computer and writing skills. This edition will provide information on effectively searching the Internet, links to various Microsoft Office documentation and tutorials, resources for effective writing and some tips and tricks on using your computer. I hope that these resources provide you the opportunity to improve your skills, making your time spent online a little easier and more pleasurable.

The CID staff is always here to help you along the way, so don't hesitate to pick up the phone and give us a call or send us an e-mail. Our toll free number is 866-337-1497 and we are in the office Monday through Friday 8 a.m. to 4:30 p.m. Central time. To e-mail us, please go to [www.stfrancis.edu/help](http://www.stfrancis.edu/help) and someone will respond within 24 hours.

### Inside this issue:

Software Tutorials	2
Research & Writing Tips	2
Tips & Tricks	2

## Internet searching made easy

Finding the web pages you want can be easy or seem difficult. This is in part due to the sheer size of the Internet, estimated to contain 3 billion documents. It is also because the Internet is not indexed in any standard vocabulary. In web searching, you are always guessing what words will be in the pages you want to find or guessing what subject terms were chosen by someone to organize a web page or site covering some topic.

When you are "searching the web," you are NOT searching it directly. It is not possible to search the Internet directly. The web is the totality of the many web pages which reside on computers (called "servers") throughout the world. Your computer cannot find or go to them all directly. What you are able to do through your computer is access one or more of the many search tools available. You

use a search tool's database or collection of sites - a relatively small subset of the entire World Wide Web. The search tool provides you with links to web addresses (called urls) to other pages. You click on these links, to retrieve documents, images, sound, and more from individual servers around the world.

To learn more about effectively searching for information on the Internet, view the University of St. Francis tutorial, [Effective Internet Searching at www.stfrancis.edu/cid/handouts/search](http://www.stfrancis.edu/cid/handouts/search)

*Taken from Finding Information on the Internet: A Tutorial  
University of California Berkeley Library*

### Dates to Note

- Health Arts, Graduate and Prof. Studies  
Open 12-29-03  
Start 01-05-04
- Prof. Studies Module 2  
Open 02-24-04  
Start 03-02-04
- Health Arts/Graduate Studies Late Start  
Open 01-26-04  
Start 02-02-04
- Nursing  
Module 1 Open 01-05-04  
Start 01-12-04  
Module 2 Open 03-01-04  
Start 03-08-04

## Software tutorials



Many questions received by customer support involve word processing and Excel software programs. Since the majority of students use Microsoft Word, the tutorials included will be for that program.

The Education and Career website at [www.baycongroup.com/tutorials.htm](http://www.baycongroup.com/tutorials.htm) has free tutorials covering all of the features needed to get started on Microsoft Word, Excel and Windows 98. The Word tutorial covers text entry, formatting, spell check, bulleting, numbering, tables and more. The Excel tutorial covers entering text, calculations and creating worksheets. The Windows 98 tutorial explains desktop,

wallpaper, file management, screen savers and more.

Exceltip at [www.exceltip.com](http://www.exceltip.com) expands your knowledge of Excel with tips taken from the book, "Mr. Excel on Excel," by Joseph Rubin and Bill Jelen. The site is organized with tabs containing tips and forums on Excel subjects ranging from viewing and organizing data, formulas and functions, editing text and many others.

Free online computer courses and tutorials are located at [www.docnmail.com/learnmore/computers.htm](http://www.docnmail.com/learnmore/computers.htm). Among the many software tutorials are: Microsoft Word, Excel, Access, Powerpoint, Publisher, Word Perfect, PageMaker, Netscape and Internet Explorer.

## Research and writing tips



All college students must write research papers and answer essay questions. For some, this can be overwhelming. Listed below are several websites that assist with this process.

The Nuts and Bolts of College Writing, [www.nutsandboltsguide.com](http://www.nutsandboltsguide.com), is a site which explores the process of thinking. It gives practical advice on the biggest problems facing students: structure, style, presentation, punctuation and research.

Write an Essay, [www.write-an-essay.com](http://www.write-an-essay.com), was created by Ted

Neilson, a retired study skills advisor. It gives step-by-step instructions on researching and writing essays from understanding the topic and essay question to editing the final draft.

A Research Guide for Students, [www.aresearchguide.com/1steps.html](http://www.aresearchguide.com/1steps.html), gives the student eight steps to writing a research paper. It provides all the necessary tools to conduct research and to present findings.

Information is also available from the USF library. Click on the library link from the USF website.

## Tips and tricks

### Wheel Mouse Trick

Do you have a little wheel on your mouse? This is a trick for Internet Explorer. Have you ever found yourself on a web page with the font so small that it's unreadable? Hold down your CTRL key and roll the wheel on your mouse. You can increase/decrease the font size as fast as your finger can spin the wheel.

### Drag It!

Have you ever made a mistake while filling out a form on a web page? You don't have to copy and paste or retype that information. All you have to do is highlight the text and drag it to the correct spot. This also works in tables in word processing programs.

### Inserting footnotes and endnotes in Word

Place the cursor where you want the footnote to appear and press CTRL + ALT + F. To insert an endnote, place the cursor where you want it to appear and press CTRL + ALT + E.

### Word Processing Scrolling

Have you ever tried to highlight a large section of text with your mouse and you zip right past the point where you want to stop? This little trick will solve your problem. Put your cursor at the point where you want to start highlighting. Hold down the SHIFT key and use your up/down arrows. The text will highlight at a much more manageable rate. If the section is really big you can hit your Page Up or Page Down key.