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PRODUCTIVITY TIP #12

There comes a time working in Word when you may want to rearrange paragraphs for better flow of the written word. You could cut and paste or you could try the following shortcut instead. Find the paragraph you want to move and click to put your cursor somewhere within it. Then press and hold shift and alt at the same time. While holding those two keys use the up and down arrows to move your paragraphs throughout the work. Every time you hit the up arrow your paragraph should move above the previous paragraph. Likewise, pressing the down arrow will move the current paragraph below the following paragraph. Next time try this trick and see if it saves you any time.

EASY INSTALL OF COMMON PROGRAMS MADE EASIER

If you have ever had a computer crash, you know how frustrating it can be once it is fixed if major changes have occurred. Well, now there is a site out on the web to make life a little easier. The address is <http://ninite.com/> and the site itself exists to help you install, or in some cases reinstall, common software on your computer in one easy step. Ninite allows you to choose from a multitude of different applications (mostly open source or free) and install them all at once. You simply select which programs you want to install and then click the “get installer” button. In no time you will install all of the programs you chose. It installs everything you tell it to with default settings, and even declines all of the silly toolbar and add-on questions. Now that's one smart, helpful tool.

GET SITES

“Great Educational Technology” Sites
<http://games.ztor.com/tang/>
<http://www.omsinfo.info/visit/featured/moneyville/>

ED SOFT

PHUN: 2D physics sandbox

This is the first time this year that I am breaking away from the open source tradition and going to recommend a piece of software that is free for personal use (if you want to use it commercially then you have to pay for a license). The software title is “Phun: 2D physics sandbox” and it is a physics emulation program. With Phun you can create complex machines, or simply explore basic physics. Everything you create in the program becomes an interactive object. You can change what objects are made of, how dense they are, and even turn things into liquid if you desire. It is as addicting as it is educational. It is a lot like the program “Crayon Physics” that I demoed during whiteboard training except it has much wider application since it is not a “game.” You can download a copy of the final beta at <http://www.phunland.com/wiki/Download>. (If you like Phun and want a few more tools to use you can check out its big brother Aglodoo. There is a free demo version with 45 hours of use before you have to purchase a key to unlock it.)

UPCOMING EVENTS AND TRAINING

*High School Tech Training 3:15-4:15 Tuesday,
Wednesday, Thursday
*AutoSkills follow-up meeting on Tuesday