

Teaching Notes

These teaching notes were originally developed for computer classes at Durbar High School in Kathmandu, Nepal, using Windows 95 and Office 95. Since then they have been rewritten for Office 97 and extended. Lesson plans have also been developed for some topics to help Cambodian teachers prepare their lessons.

We wrote the notes for our own use so that we have a clear picture of what we will be teaching. They are not really students' notes, though we do encourage students to read them on the computer *after* lessons and to practise the exercises again.

We offer them freely for use by non-profit organisations in the spirit of co-operation. The copyright notice must be left intact on all the pages and modified versions of the documents must not be redistributed.

We realise that they are not perfect, so if you find any mistakes or think certain sections could be clearer then we would appreciate your feedback via e-mail to andy_price@hotmail.com

Happy teaching!

Andy & Ming
9th October 2002

Notes (5a) – Highlighting Text

Text is highlighted to show you and the computer what you want changing, e.g. to move, to copy or to overwrite. When you highlight some text, the writing will appear white on a blue or black background. Type in a few short lines of text and practise highlighting using the mouse, then the keys.

Highlighting one line, or part of one line of text

three ways using mouse:

- position cursor to left of text - cursor should change to a right pointing arrow - and single click. Does not work in Notepad
- position cursor at start of text – cursor should change to an 'I'; hold down left mouse button and drag cursor across text
- position cursor at start of text – cursor should change to an 'I'; single click, hold down Shift and single click at end of text

two ways using keys:

- position cursor at start of text (use Home or arrow key), hold down Shift and press End
- position cursor at start of text (use Home or arrow key), hold down Shift and press right arrow

Highlighting several lines of text

three ways using mouse:

- position cursor to left of text – cursor should change to a right pointing arrow; hold down the left mouse and move cursor down the lines to be highlighted. Does not work in Notepad
- position cursor at start of text – cursor should change to an 'I'; hold down left mouse button and move cursor down the lines to be highlighted. On the last line drag the cursor across the text
- position cursor at start of text – cursor should change to an 'I'; single click, hold down Shift and single click at end of text

using keys:

- position cursor at start of text (use Home or arrow key), hold down Shift and press the down arrow. On the last line press the End key.