

## Bringing it all together: *Copy and Paste between applications*

Don't you hate re-typing something? Well, as you have learned this is often not necessary since we have *Copy/Paste* on the computer! *Copy/Paste* works almost everywhere, from application to application. If you want something copied into a MS Word document from the Internet you can *Copy* straight from Internet Explorer, and *Paste* into your email or document.

You can also copy most images from the internet to paste into another application, but there are considerations to take into account! Can I have photo or text where I want to paste the photo? For instance pasting text into a photo-editor may not work easily, or pasting pictures into a text email may not work well either! If the copied information has mixed media (both images and text for instance), the computer will still do its best to paste whatever it can into the destination, but it might look a little different.

Some photos are protected on the internet and cannot be copied. There are ways around it, but there is always a reason people protect images. It mostly has to do with *copyrights*. This is something we need to respect. Also remember to quote sources when required, to give credit where it is due! It is a minimum courtesy to mention the website in your document or email: ie. the following article from:

<http://www.computertim.com/howto/category.php?topic=word>

## Creating Letterheads in Microsoft Word

*If you use Microsoft Word to write letters frequently, it can be useful to create Letterhead in Microsoft Word. The type of Letterhead that you can create in Word will be a template, so each of your letters will have your heading, footer, and other settings that you can set.*

1. Open Microsoft Word and create a new document.
2. Make the Header and Footer visible. (Click the View menu and select "Header and Footer" from the menu that appears.)
3. Format the text as you would like for first the header.
4. Once you are done formatting what you want the header of the letterhead to look like, scroll down to the bottom of your document.
5. Click the box that says: "Footer" and type your footer text for your letterhead.
6. Once you complete your letterhead, you will need to save it as a Microsoft Word Template. Click the File menu and select Save As... from the menu that appears.
7. From the "Save as type:" drop-down menu, select "Document Template".

*Note: Do not change the directory that the Save As... window puts you in when you select "Document Template". The directory it chooses is necessary to save as a Template.*

8. Enter a filename for your letterhead.
9. Click the "Save" button.

### **Using Your Letterhead**

1. To use your letterhead, click the Start button, and click "New Office Document" from the Start Menu.
2. Click your letterhead filename, and click the OK button.
3. Your letterhead will now open and you can type your letter.
4. When you save your letter, Word treats your document as a new document, so it will not overwrite your original template.

## Buying a Computer

When buying a computer you need to know what you are likely to use it for. If teenagers want to buy the latest games and play them you will need to spend more than if you just want to buy a computer for internet and word processing. As a rough guide expect to pay a minimum of:

Word-processing and Internet Computer	\$1000
Image and Photo editing computer	\$1500
Games Computer	\$2000

Remember you really get what you pay for. The computer industry has a very small profit margin, and it is highly competitive. If you pay \$100 less you probably get a computer that is actually worth \$100 less. Often prices can be matched for sacrifices. For instance you will hear the shop assistant tell you they can match that price by giving you a 40GB hard-drive instead of the 160GB one, or we can do that with a CRT screen instead of an LCD... To you it might not mean much, but the bottom line is you get what you pay for.

It is best to stay with popular brands of course. This is primarily for future support, even after the warranty period is over. A brand computer is not generally composed of 'random parts', and any upgrades or problems in the future will be solved easier if the technician can reference the computer on the internet for technical information regarding its parts. Also remember that the shop will not be able to help you with problems, you will need to call the manufacturers support line! The only advantage of a shop bought computer is that you can see the computer working before buying it. You know what you are going to get, and you have a place to bring it back to if it really does not work out for you, and someone to scream at!



When buying a computer today there are some minimum features to look for, even in a \$1000 system:

- 512MB RAM (Random Access Memory)
- 80GB Hard disk drive
- DVD burner
- 17" LCD screen
- Microsoft Works or Microsoft Office
- Windows XP (Home or Professional)

Many computers come with printers or 'multi-function' office machines (they print and scan and sometimes fax documents) for free. This is because these are cheap to buy these days with very expensive consumables (ink!). Most inks for printers are more expensive than *Dom Perignon*, and if you need to print photos it is often more convenient to print in stores these days, a lot cheaper and better quality too.

### Example of a currently advertised computer:

*Dell Dimension™ 1100 including Delivery \$798*

*Intel® Celeron® D Processor 330 (256KB L2 Cache, 2.66 GHz, 533 FSB)*

*Windows® XP Home Edition and MS Works*

*256MB DDR SDRAM (add \$48.40 to get 512MB!)*

*80GB Hard Drive (add \$39.60 to get 160GB!)*

*17" LCD Flat Panel*

*90-day Limited Warranty (Next Business Day On-Site Service)*