

# Welcome to the “Secret Club” of Technology Users

The following commands work in almost every program, whether desktop or web-based.

	<b>PC</b>	<b>Mac</b>
Open contextual menus	Right-click	Ctrl-click
Undo the last operation	Ctrl-Z	Cmd-Z
Redo the last operation	Ctrl-Y	Shift-Cmd-Z
Copy selection	Ctrl-C	Cmd-C
Cut selection	Ctrl-X	Cmd-X
Paste selection	Ctrl-V	Cmd-V
Paste special	Ctrl-Alt-V	
Select everything on the page	Ctrl-A	Cmd-A
Bold (toggle or apply to selection)	Ctrl-B	Cmd-B
Italics (toggle or apply to selection)	Ctrl-I	Cmd-I
Underline (toggle or apply to selection)	Ctrl-U	Cmd-U
Save	Ctrl-S	Cmd-S
Open Print Dialog box	Ctrl-P	Cmd-P
Find	Ctrl-F	Cmd-F
Open another tab (for web browsers)	Ctrl-T	Cmd-T
Get to the start of a document or page	Ctrl+Home	Cmd+←
Get to the end of a document or page	Ctrl+End	Cmd+→

## Web-browsing Tips

- Drag a URL from the address bar in the browser to your desktop or to a folder to create a shortcut to the site
- Drag a tab out of the browser to the desktop and it will become a new window
- Drag a tab from one browser window to another

## Collected Windows Tips

- Click on an item in your taskbar and drag up – you’ll see the most recently visited sites/documents for that program.
- Select text and press Ctrl++ for subscript and Ctrl+Shift++ for superscript
- Show or hide your desktop, WIN+D command key

## Collected Mac Tips

- Cycle between windows, Cmd++
- Show or hide your desktop, F11
- Hold down Ctrl and slide two finger slide on touchpad to magnify the screen

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**Technology Glossary** (also see <http://www.techterms.com> and <http://www.whatsabyte.com/>)

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**Browser:** this interprets HTML code on the WWW and renders it into nicely formatted pages.

- Internet Explorer (IE) – built by Microsoft, almost exclusively used on PCs (built)
- Safari – built by Apple, almost exclusively used on Macs
- Firefox – built by Mozilla for both PC and Mac users. Programming gold standard.
- Chrome – built by Google for both PC and Mac users. Extremely lightweight (fast).

**HTML:** Hypertext Markup Language – this is the code that runs the Internet, and behind every web-based WYSIWYG editor, there is HTML code running everything

**WYSIWYG:** What you see is what you get (programs like Word are WYSIWYG editors). Some WYSIWYG editors will only work using certain web browsers. For example, the WYSIWYG editor in Moodle and Bb will not work in Chrome, but they will work in Firefox.

**EMBED:** HTML code designed to quickly integrate a resource into a web page. Generally speaking, you copy the EMBED code, then go to the HTML-editor for the page, paste it where you want it, and save.

**URL:** Uniform Resource Locator, directs the web browser, usually begins with <http://>

**HTTP:** Hypertext Transfer Protocol is the protocol used to transfer data over the WWW

**Hyperlink:** A word, phrase, or image that you can click to jump to a new page, section, or resource

**Web page:** A document written in HTML which is translated by a web browser.

**Website:** A collection of web pages. In the URL, it’s what follows the <http://> without any extras.

URL: <http://teachingcollegemath.com/dissertation/hourly-reports/>

Web page: [teachingcollegemath.com/dissertation/hourly-reports/](http://teachingcollegemath.com/dissertation/hourly-reports/)

Web site: [teachingcollegemath.com](http://teachingcollegemath.com)

Hyperlink: [Teaching College Math](http://teachingcollegemath.com) (click on the text to go to the website)

**URL Shortener:** Translates a lengthy URL into a short one for ease of sharing or for hiding the details  
Commonly used examples are bit.ly and tinyurl.

**LMS:** Learning Management System – Blackboard, Moodle, Sakai, D2L, etc.

**IM:** Instant messaging – what you do when you “chat” with someone via text on the Internet

**VoIP:** Voice over Internet Protocol

**Cloud Computing:** Applications and services offered over the Internet. Example: Microsoft Word runs off your desktop. Google Docs runs in the cloud (no file is ever stored on your hard drive).

**Clipboard:** The “invisible” place where your computer stores copied data (where things go when you copy or cut. The “paste” command resurrects whatever is in this space.

**Bit (b):** Binary digit, the smallest unit of data that a computer uses (1 or 0, yes or no)

**Byte (B):** 8 bits or 256 states of information, (each bit has two states, so a byte can be set in  $2^8$  ways)

- |                                  |                                |
|----------------------------------|--------------------------------|
| • Character = 1 Byte             | • 1 Byte (B) = 8 bits          |
| • Word ≈ 10 Bytes                | • 1 Kilobyte (KB) = 1000 Bytes |
| • Sentence ≈ 100 Bytes           | • 1 Megabyte (MB) = 1,000 KB   |
| • Paragraph ≈ 1000 Bytes or 1 KB | • 1 Gigabyte (GB) = 1,000 MB   |
| • Page ≈ 100,000 Bytes or 100 KB | • 1 Terabyte (TB) = 1,000 GB   |

## Processor/Virtual Storage vs Disk Storage

1024 Bytes = 1 Kilobytes (processor/virtual)

1000 Bytes = 1 Kilobyte (disk)

1024 Kilobytes = 1 Gigabyte (processor/virtual)

1000 Kilobytes = 1 Gigabyte (disk)

**NOTE:** Internet speed is calculated in Kbps or Mbps ... that’s BITS not BYTES.