



LINK

https://detroitk12-my.sharepoint.com/:f/g/person/cordell_gibson_detroitk12_org/EhTR-qG0ntlqXJJh66lc1gBMXIDImZLFzYmoH9GTGOAuQ?e=Kkol1e

1. SNIPPING TOOL

2. MY CONTACT INFO Cordell Gibson on Teams or cordell.gibson@detroitk12.org.

3. EFFICIENCY TIPS (To remember these long term do them. It literally takes no more than 5 sec)

- a. 4 finger swipe up on the mouse pad to see everything you have open
- b. 2 fingers on the mousepad to scroll up or down
- c. How to get to desktop with bottom right corner
- d. Print with CLTR P
- e. Find (any word or phrase in a document with CLTR F
- f. Copy with CLTR C,
- g. Cut with CLTR X,
- h. Paste with CLTR V,

- i. Save with CLTR S j.) Erase cancelled calendar invites
- 4. POWER SCHOOL** For students and parents & view report cards
- 5. 2 SCREEN & SPLIT SCREEN**
- 6. IMMERSIVE READER**, make word read to you
- 7. STEP RECORDER**
- 8. FAVORITES BAR**
- 9. VOCABULARY**
- 10. RICE FOR A WET PHONE**
- 11. ONE DRIVE & GOOGLE DRIVE**
- 12. INTERNET & TECHNOLOGY SECURITY**
 - a. Choose GREAT passwords (capital & lower case letters, numbers & special characters) and don't share your password
 - b. Choose a VPN on public websites
 - c. Keep updated Software
 - d. Check privacy settings on social media
 - e. Monitor bank accounts regularly
 - f. 2 factor authentications
- 13. How to save information so that it can be easily found and used again**

Reach Major Gibson at:

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