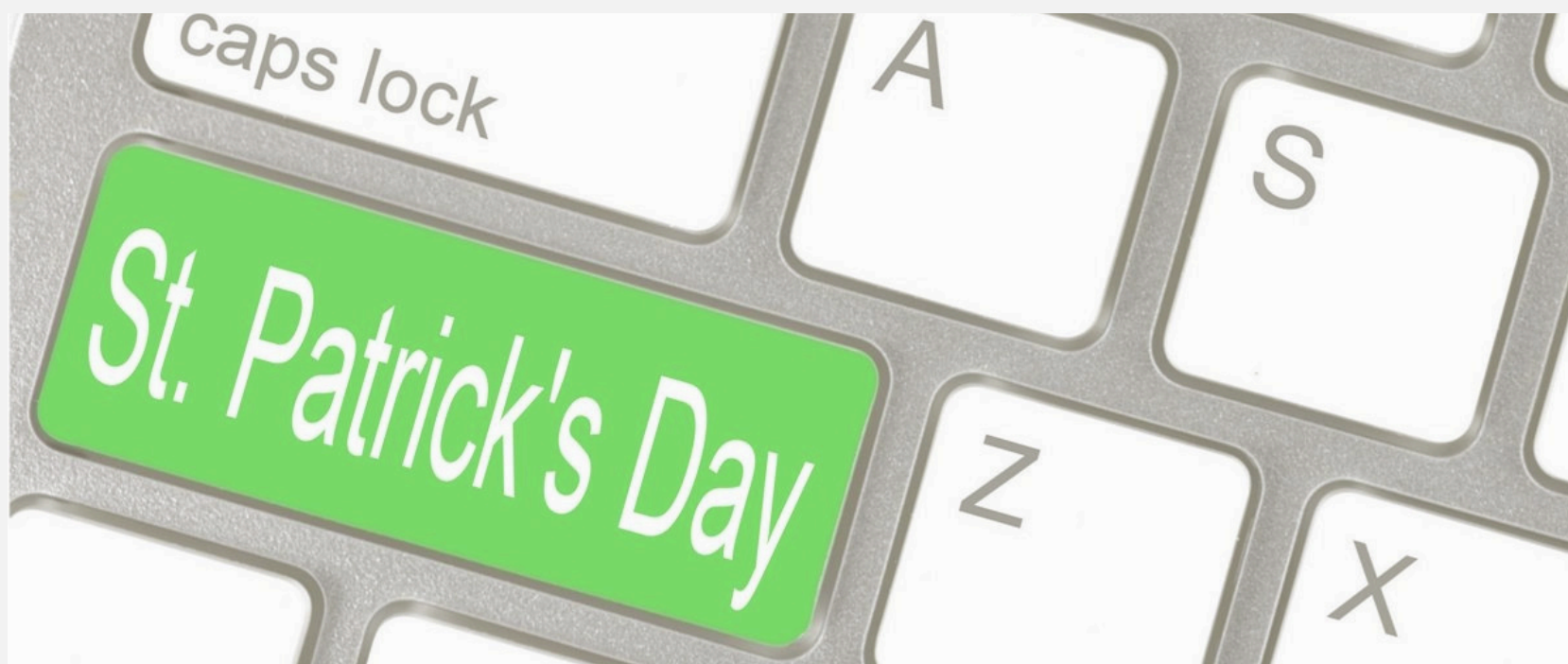


MARCH 2025

ISSUE #6

TECH TIMES

Monthly Newsletter



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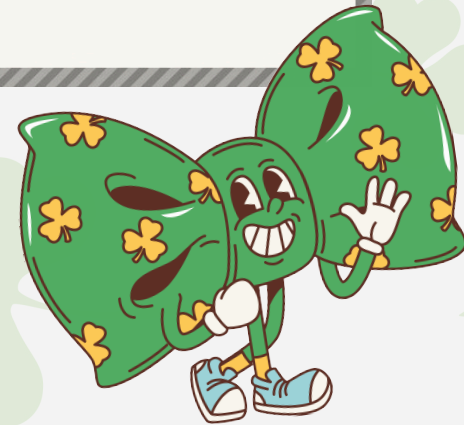


Become a Google Certified Educator

We encourage you to look into becoming a Google Certified Educator! As you use and become more familiar with your Google Workspace each day, these at your pace certification courses will enhance your skills and even share new tips and tricks! [Click here for more information.](#)



Keyboard Shortcuts in Windows:



Ctrl + A: Select all text in a document.

Ctrl + C: Copies selected text.

Ctrl + X: Cuts selected text.

Ctrl + V: Pastes copied text.

Ctrl + Z: Undoes the last action.

Ctrl + Y: Redoes the last action.

Ctrl + F: Opens the Find feature.

Ctrl + S: Saves the current document.

Alt + Tab: Switches between open windows or apps.

Alt + Esc: Cycles through items in the order they were opened.

F6: Cycles through screen elements in a window or on the desktop.

Windows + E: Opens File Explorer.

Windows + M: Minimizes all open windows.

Did You Know?

A single Google search uses more power than the entire Apollo program: During the Apollo moon landings, NASA relied on room-sized computers, like the Apollo Guidance Computer (AGC), which had just 64KB of memory and operated at 0.043 MHz—laughably tiny by today's standards. In contrast, when you perform a simple Google search today, it triggers a vast network of data centers filled with thousands of servers that process the query in milliseconds using complex algorithms. This requires far more computational power than NASA had at its disposal during the entire Apollo mission.

The amount of processing, memory, and energy used by Google's infrastructure for just one search outstrips what NASA used to put astronauts on the moon. This incredible leap in computing power demonstrates how far technology has come, making what once seemed impossible now achievable with the push of a button.

Technology in Classrooms – Student Perspectives



1. **Technology helps students focus on their lessons.** Concerns about technology distracting students from the work at hand can be put to rest. Out of students surveyed, 96% feel technology makes their lessons more interesting; 88% think it helps them understand their lessons better; and 84% believe it helps them focus on their lessons more effectively.

"More interesting lessons...more technology please."

2. **Students think their teachers are tech-savvy.** Students consider their teachers to be tech proficient and that their teachers make them want to learn. Keep the technology teacher-student collaboration going!

3. **Students are craving immersive and dynamic lessons.** They say they want more technology and have a desire for more engaging content and interesting lessons. They want a learning environment where lessons become experiences, rich in media, interactivity, and opportunities for real-time collaboration and assessment. Technology serves the human dynamics that make learning possible.