



# Technology Tools for Teaching



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## ★ Inspiration ★

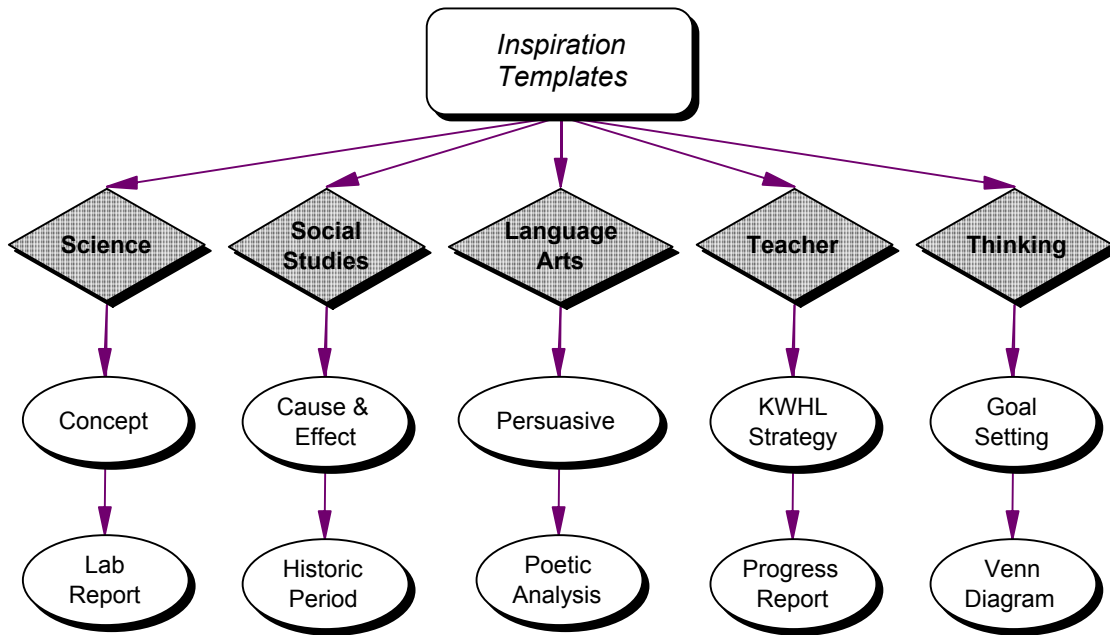
Inspiration is a software program that will help you (and students!) organize ideas and information. Concept maps, webs, and other graphic organizers can be easily created and modified with Inspiration. There are over 1250 symbols included in this program, and other graphics can be imported. You can even add hyperlinks to web sites to the diagrams you create. Templates for many subject areas are included with the software. (See diagram)

If your school does not yet have Inspiration, please contact me. Harford County Public Schools has purchased licenses for the middle schools. We do not have a site license, however, so each computer loaded with the software must be counted.

Students catch on quickly to Inspiration. I would be glad to teach a model lesson with your students and /or teach you/your team the fundamentals during your planning period. I also have several books with ideas for lessons.

To download a free trial version of Inspiration on your home computer, go to [www.inspiration.com](http://www.inspiration.com). The "Professional Development Resource Center" on the web site has tutorials and examples.

The diagram below was created in Inspiration. It shows *some* of the templates that are included with the software. It is very easy to copy a diagram/web/graphic organizer and insert it into a document like I did here. I'm sure you can think of many student handouts that would be enhanced with a diagram you created!



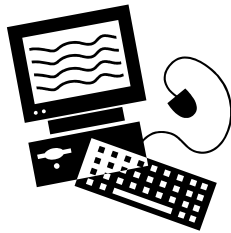
Please contact me for further information about Inspiration and/or to schedule a meeting for hands-on training:  
Barbara DeRose ♦ (410) 692-7839 ♦ [bsderose.gs@hcps.k12.md.us](mailto:bsderose.gs@hcps.k12.md.us)



## Tech Help Days

It has been a pleasure working with middle school teachers during my Tech Help Day visitations. The second round of these help sessions will start soon. **Please sign up in the Media Center** if you/your team would like to meet with me to get some assistance with Office 97, Inspiration, Netscape Composer, the Internet, planning technology integrated lessons, or using peripherals such as the digital camera and scanner.

School	Tech Help Date
Aberdeen Middle	Monday, December 10
Bel Air Middle	Tuesday, December 11
North Harford Middle	Thursday, December 13
Edgewood Middle	Monday, December 17
Fallston Middle	Thursday, January 3
Havre de Grace Middle	Thursday, January 10
Magnolia Middle	Monday, January 14
Southampton Middle	Wed., January 16



## Grouping Objects

Microsoft Word and PowerPoint have a feature called "Group". This allows drawing objects (AutoShapes, clip art, WordArt, pictures, imported art, and text boxes) to be grouped together to create one object. This is particularly helpful for moving a set of objects around a slide or document.

- Holding the **Shift** key down, click on each object you want to be grouped.
- On the Drawing toolbar, go to **Draw→Group**.
- If you want the new object separated again, select the object and go to **Draw→Ungroup**.

Can't find the Drawing toolbar?  
Go to **View→Toolbars**  
Make sure **Drawing** is checked.

## PowerPoint Tip

### Recoloring ClipArt

PowerPoint allows you to change one or more colors in a graphic. Students love customizing their clipart on PowerPoint slides!

- Insert the graphic.
- Select it by clicking on it one time.
- The Picture toolbar should appear. If not, go to **View→Toolbars**; make sure **Picture** is checked.
- Click on the Recolor Picture button (fourth from the right).
- You should now see all of the original colors that are part of the graphic. Be sure to scroll down to see them all!
- As you change each color, a preview of the newly colored graphic will appear.
- Click **OK**.

## Cropping Images

Microsoft Office has a cropping tool on the Picture toolbar.

- Insert the graphic.
- With your graphic selected, click on the Crop button on the Picture toolbar (sixth button from the right).
- Click on one of the eight handles that surround the picture with the mouse pointer.
- Drag the handle toward the center of the graphic, stopping when you have cropped the desired amount.



\*If you do not like the results of your cropping, and want to try again, simply click on the Undo button.

