



Technology Tools for Teaching



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Ideas for the One Computer Classroom

Have students use the computer as a tool for providing individual input for a whole class project:

- Each student types one item related to a topic that will be used for discussion.
- Students type in questions they have about a yet to be studied topic.
- Individual students add to a letter or email from the class that will request information, thank a volunteer, cheer up an ill classmate etc.
- Students can enter data in a spreadsheet and then a graph can be created to show the results.

Hook up the computer to a scan converter and TV or LCD projector to:

- Model technology skills that will be later used in a lab setting.
- Display student PowerPoint shows.
- Post objectives.
- Post directions.
- List options for students who finish early.
- Review for tests/quizzes. You could make a PowerPoint show that has both questions and answers.
- Display digital photos.

Allow students to go online to get information:

- Have students do online searches to answer questions that come up during class discussions. Have a system so that everyone gets a turn throughout the year.
- Teach the class how to use one search engine well, (I suggest Google) and limit them to using it for research in your classroom.
- Allow students to bookmark web sites that would enhance the unit of study and print out a list of the sites (after you have checked to make sure they are reliable).

Inspiration's Multicolor Tool

Inspiration has over 1250 graphic images, some animated, that are grouped into categories on the Symbol Palette. You can easily change the colors of the Inspiration symbols with the Multicolor tool:

1. Select the graphic by clicking on it one time.
2. Click the Multicolor tool on the Draw toolbar. The Draw toolbar is at the bottom of the screen.

The Multicolor tool icon is a paintbrush.



3. A menu appears showing each of the colors in the symbol. Click the color that you want to change.
4. Choose the new color from the pop-up palette.



PowerPoint Color Schemes

PowerPoint color schemes are sets of eight coordinated colors you can use in PowerPoint presentations. To choose a scheme, click on **Slide Color Scheme** on the **Format** menu, and then select the one you want. Choose **Apply to All** if you want to keep the color scheme for each slide in your slide show.

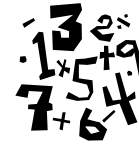
After you apply a color scheme, the colors are available for every object in your presentation. Everything you create automatically coordinates with the rest of your presentation.

To change colors in a color scheme, go back to **Format—Slide Color Scheme**, and click on the **Custom** tab. When you change a color, all objects that used the old color automatically change to the new color. To save your changes as a new scheme, click **Add as Standard Scheme**.

Sometimes you might want to use a different color scheme on certain slides. To do this, select the slide you want to change in slide sorter view. Go back to **Format—Slide Color Scheme**, and select a new color scheme. Be sure to then click **Apply**, *not* Apply to All!



Microsoft Word Numbering Tips



Numbering

You can add numbers to existing lines of text or you can create a numbered list automatically as you type. The numbering button is on the Formatting Toolbar. Simply click on it before you type your first item. Each time you press **Enter**, the next number will appear. When you are at the end of your list and want to add unnumbered text, hit the backspace key twice to delete the number you don't need.

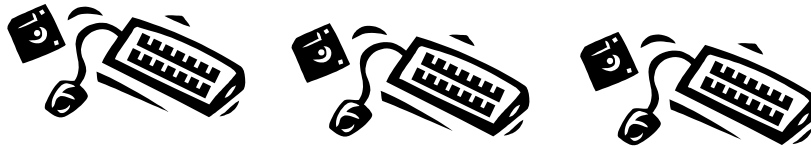
Continuing Your Numbering

There is a feature that allows you to interrupt the numbering, so that you can type a heading, paragraph, etc. and then continue the numbering where you left off. To do this:

1. Enter the first portion of your numbered list.
2. Type the text that interrupts the list.
3. Enter the next part of your numbered list. This will automatically begin again as number 1. Don't worry, you can change that later.
4. Highlight the second part of the numbered list. Click the **right** mouse button.
5. Choose **Bullets and Numbering** from the pop-up menu. This displays a dialog box with the Numbered tab selected.
6. Choose **Continue Previous List** at the bottom of the dialog box.
7. Click **OK**. The list numbering should now be modified.

Adding Page Numbers

Word will automatically insert page numbers as your document grows. You can control the type of page number, the starting number and the placement of the page number. Go to **Insert—Page Numbers**. Choose your options. The page number will be placed in a header or footer, so you will only see a light gray number when you view it on the computer. The numbers will appear as dark as the rest of the document when you print.



Internet Tutorials

Enhance Learning with Technology Tutorials

<http://www.cssd.ab.ca/tech/otn/learn/tutorials.html#office2000>

This web site has many links to tutorials that will help you learn Front Page, Word, PowerPoint, Excel, Access, Internet Explorer, Photoshop, PageMaker, the Internet and more. It also has links to ASCD teacher tutorials that cover such topics as Constructivism, Differentiating Instruction, Performance Assessment, Multicultural Education, and Classroom Management.

Using Netscape Composer for Web Development

<http://cte.jhu.edu/techacademy/2001/composer.html>

Have your students create web pages using the free HTML Editor, Netscape Composer. This tutorial will help you learn the basics.