



# Technology Tools for Teaching



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**Download This!**

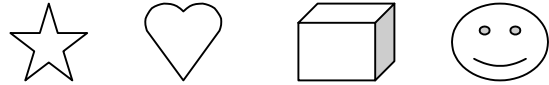
Visit [www.inspiration.com](http://www.inspiration.com) to download a 30-day trial of Inspiration software. Inspiration makes strong connections with visual learning. The program quickly and easily creates graphic organizers including literary webs, concept maps, cause/effect diagrams, Venn diagrams, lab reports, etc.

## PowerPoint Tip

Set up your classroom computer to run PowerPoint slides automatically and continuously. The slides could have vocabulary words and definitions, quotes, classroom rules, upcoming events, mental math problems, etc. Run the show during homeroom if you think it will be too distracting during class time.

1. Select the **Slide Show** pull down menu.
2. Choose **Slide Transition**.
3. Check **Advance Automatically after \_\_\_\_\_ seconds**.
4. Fill in the number of seconds you want between each slide. You may also choose the effect by pulling down the **Effect** menu. Choosing **Random Transition** (the last option) will add variety in one easy step.
5. Choose **Apply to All** for the same effect and the same # of seconds for each slide. For a variety of times and effects, you must do this for each slide.
6. Select the **Slide Show** pull down menu.
7. Choose **Set Up Show**.
8. Check **Loop continuously until esc**.
9. Check **Use timings, if present**.
10. Click **OK**.

## Using AutoShapes in Microsoft Word



Dress up your documents with **AutoShapes!** **AutoShapes** is on the **Drawing** toolbar. (If the toolbar is not present, get it by pulling down the **View** menu on the top toolbar. Go to **Toolbars** and click on **Drawing**.)

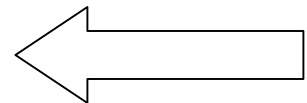
Open the **AutoShapes** menu from the **Drawing** toolbar. Point to a category, and then click the shape you want. To insert a shape with a predefined size, click the document. To insert a different size, drag the shape to the size you want. To maintain the shape's width-to-height ratio, hold down **Shift** while you drag the shape.

Callouts add text boxes automatically.



To add text inside an AutoShape other than a callout, right-click the shape. Click "Add Text" on the shortcut menu, and then type the text.

There's another step if you want text to wrap around the AutoShape (Like it is doing to this arrow).



Right-click the AutoShape; click **Format AutoShape**. Choose the **Wrapping** tab. Click on the **Wrapping Style** you want, and click OK.



Are there other things you'd like to learn about Microsoft Office software?

Send questions through the courier to Gordon St. c/o Barbara DeRose or send via e-mail to:  
[bsderose.gs@hcps.k12.md.us](mailto:bsderose.gs@hcps.k12.md.us)

## Here is a handy checklist for students who are creating PowerPoint Presentations.



### Planning a PowerPoint Presentation

- ✓ Determine your audience.
- ✓ Know the purpose of the presentation.
- ✓ Remember the teacher's requirements.
- ✓ Outline your points.
- ✓ Transfer points to a storyboard. Don't forget title slide and closing slide.
- ✓ Write your script. Include an introduction and a conclusion.
- ✓ Create slides.
- ✓ Review the presentation for flow and errors by reading your script while viewing the slides.
- ✓ Practice makes perfect!
- ✓ Dazzle your audience!

The above information is available in reproducible handout form (8½" x 11"). Let me know if I can send it to you: [bsderose.gs@hcps.k12.md.us](mailto:bsderose.gs@hcps.k12.md.us)



**Discovery School Clipart Gallery**  
<http://school.discovery.com/clipart/index.html>

This gallery has the following school-related categories: Art, Awards, Food, Fun & Games, Health & Safety, Language Arts, Letters & Numbers, Logos & Mascots, Math, Music, Science, Seasons & Holidays, Social Studies, Special Events, Sports, Students, Teachers, and Technology.

## Integration of Technology

Technology integration refers to the process of using technology to teach the standard approved curriculum.

The purpose of using the computer for lessons is to improve performance on classroom academic tasks. The use of technology in a lesson must be evaluated in terms of impact on student performance **OFF** the computer.

Integration = Transfer of Learning



### Services

Please contact me if I can:

- Help plan a technology integrated lesson
- Model and/or team teach a technology integrated lesson
- Help you learn Microsoft Word, PowerPoint, Access, and Excel
- Send you technology information
- Suggest web sites for instructional use

Barbara DeRose  
410-588-5261  
[bsderose.gs@hcps.k12.md.us](mailto:bsderose.gs@hcps.k12.md.us)

### New Lesson Plans

I have helped several middle school teachers develop lessons that are in addition to the ones you received in the binder "Resources for Integrating Instructional Technology".

Let me know if you are interested in learning more about the following:

#### Family & Consumer Sciences

- Personality Web
- Future Clothing Design

#### Language Arts

- Creating a Children's Book

#### Social Studies

PowerPoint Shows on:

- Lewis & Clark Expedition
- Black History
- Oregon Trail

#### Health

- Disease Brochure

#### Math

- Introducing Spreadsheets

*This newsletter was created with Microsoft Word.*