



Technology Tools for Teaching




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Barbara DeRose, Editor
Middle School Technology Coordinator

Phyllis VanWinkle, Supervisor
Office of Instructional Technology


Instructional PowerPoint Presentations

More and more teachers are creating PowerPoint presentations to use in their instruction. Here are a few tips to help these presentations be more effective:

 **Black Out** There will be times you will want the students to give you or a classmate their complete attention and not look at the PowerPoint slide. Black out the screen by pressing the lowercase **B** key. When you are ready to resume the slideshow, press the **B** key again, and the same slide will reappear. If you would rather go directly to the next slide, press the **Page Down** key.

 **Handouts** Supply the students with handouts that have thumbnail pictures of the slides with lines on which to take notes:

1. On the **File** menu, click **Print**.
2. In the **Print what** box, select **Handouts (3 slides per page)**

 **Images** Instead of clipart, use more realistic images from the Internet:

1. Click the right mouse button on the Internet image.
2. Select **Save Image As (Save Picture As in Explorer)**. Save in an easy-to-find folder.
3. In PowerPoint, go to the Insert menu, choose **Picture→From File**.
4. Go to the file where you stored the Internet image and insert.



Search Engines and Indexes

<http://www.hc.cc.tx.us/library/gensch.htm>

This extensive list of search engines comes from the Howard College Library in Big Spring, Texas. Bookmark it for fast access to a large variety of search tools.

Working in Pairs

Sometimes due to necessity, and sometimes due to the assignment, teachers assign two students to one computer. There can be some real benefits to this procedure, as long as the students follow certain rules.

Divide the time on the computer in half. (I use a kitchen timer.) Each student has a turn being the *Computer Technician* and a turn being the *Computer Assistant*. The Computer Technician has control of the mouse and the assistant helps through his/her advice and directions. It is important to emphasize to the students that they should not touch the mouse when it is not their turn. It is equally important to express to the technicians that they must listen to and consider the advice of their assistants. Have your class discuss strategies for compromise before they go to the computers so they are prepared when disagreements occur.



Jobs for the Computer Assistant:

- ☞ Offer design advice, such as font color and style.
- ☞ Read task directions and/or content to be typed.
- ☞ Make sure the requirements on the rubric are being met.
- ☞ Explain how to do something.
- ☞ Help with spelling and punctuation.
- ☞ Contribute content and ideas.
- ☞ Get additional assistance when necessary.
- ☞ Remind partner to save regularly!

Working together in this way, students not only learn computer skills from each other, but they also learn to work together toward a common goal. Adding a "teamwork" category to your rubric will give extra incentive for them to cooperate in this partnership.

This newsletter was created with Microsoft Word.

Printing from the Internet

Screen Image



To capture a screen image, toolbars and all, press the **Print Screen** key. This places the screen image on the clipboard (a hidden storage area used to temporarily store cut or copied information). Choose **Edit**→**Paste** in the Word document or PowerPoint slide. You can now resize and move the image.

Web Site Pages

To find out how long a web page is, and/or to choose only certain pages to print, use **Print Preview**.

File→**Print Preview**

The bottom toolbar indicates the page number. The top toolbar allows you to maneuver through the pages. Use **Zoom** to read.

When you are ready to print, indicate which pages you want printed in **Print range**.

Partial Text

Use the mouse to highlight the text to be printed.

Edit→**Copy**

Open a new Word document.

Choose **Edit**→**Paste**



Congratulations to Mrs. Angie Jones' 7th and 8th grade NHMS music students for their creative use of technology! After studying a particular genre of music, they formed groups and wrote original songs. Of course, the songs became hits, so they designed CD covers! The students used Microsoft Word to create very attractive and original CD covers, complete with credits and production information on the back.

Music Teachers: Let me know if I can assist you in implementing the same lesson.



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

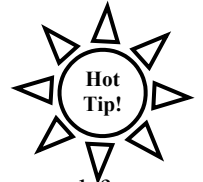


Universal Access

The Magnifier accessory program that comes with Windows 98 can make the computer screen easier to read for students who have low vision, or for whenever magnifying screen elements would be helpful.

Start→**Programs**→**Accessories**→**Accessibility**→**Magnifier**

Highlighting in Microsoft Word



The **highlighter** in Word is a great tool for both teachers and students. Located on the Formatting Toolbar, it is available in fifteen colors.

Can't find the Formatting Toolbar?

View→**Toolbars**→**Formatting**

Click on the **Highlight** button and drag it across the text. If you continue to type, the **highlighter** will disappear, or you can turn it off by clicking on the **Highlight** button again.

If you want to change colors, click the down arrow next to the **Highlight** button, and a choice of 15 colors appears. Select the color you want to use. This becomes the default color for all **highlighting** you do until you change again.

To remove a **highlighting** mark, select the **highlighted** text, and click the **Highlight** button.

The possibilities for this tool are endless! Students and teachers can **highlight** vocabulary words, main ideas, parts of speech, etc. to emphasize key understandings. The **highlighter** is also a wonderful tool for peer editors. They could **highlight** possible errors in a classmate's writing without changing the original text. The writer can then undo the **highlighting** and edit the document.

Let me know how you use the Word **highlighter!**