ADVANCING
LEARNING
TECHNOLOGY

Technology Workshop 2
For Instructors Tutors and
Coordinators

Sponsored by Literacy Nova Scotia

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Microsoft Word for Newsletters/Flyers
Microsoft Word is a software program used to prepare documents and is part of the Microsoft Office Suite. However, Microsoft Word may also be used for desktop publishing as in newsletters, flyers and brochures.

Let's begin by creating a simple newsletter. If you are going to prepare a weekly or monthly newsletter, it is best if you create a standard banner, which you can reuse.

Open a file in Word and create a one-column banner that includes a title, date and name of your publication. Try to insert at least 1 picture or graphic in your banner.

After you have completed the one column banner, place your cursor where you want your second section to begin and click on **Insert** then on **Break** and select **Continuous.**

You can change the column formatting in the second section by clicking on **Format,** then **Columns** and selecting what you want in the columns dialog box. You can also use the columns icon in the formatting menu. When you begin your newsletter, you have a choice to make re formatting your text.

You can do it 'as you go' or after you have entered all your text. I personally am an "as you go" kind of person but it is up to you.

Try to put in some word art, shapes, pictures, and graphics so that you learn something new as you work on your newsletter.

You will find word art and shapes on your Drawing Toolbar.

age 5   Sec 2   4/15   At 8.8"   Ln 43   Col 1   REC TRK EXT OVR

Start   Yahoo! Mail - capemacca...   ALT_Technology Wor...   Desktop   2:35 PM

"Beginning Classroom Applications for Microsoft Word" developed by Susan Gaer and available on the Internet is an excellent source to help you find templates to use as well as clipart and pictures.
http://ext.sac.edu/continuing_education/technology_training/wordlit.html

Travels With Jane
(Newsletter Text - Lucinda Sans)

Volume 1, Summer 07

Hi All. My journey has begun and I am going to take you along with me. Expect one of these email newsletters to arrive in your inbox every few weeks.   If you get tired of hearing from me or maybe a little jealous just send me an email to cancel and I will not send you another or speak to you for the rest of your life.

First Stop Cuba
(Word Art)
Weather is extremely hot here but it has not kept me secluded in my room. I have found time to explore the country and meet many wonderful people. The architecture here is truly amazing. The buildings are

being restored as government money is available, which often leaves the more decrepit ones still standing beside them as a stark comparison.

<u>Picture Inserted</u> Change picture layout to have text wrap.

Surprisingly, you are still able to smoke in bars and restaurants.

This gentleman was using a homemade camera to take our picture. He inserted a background during the development stage. Not quite as professional as Photoshop but it did the job.

Well that is all for now. Hope you enjoyed my snaps. Will be in touch soon.

Wish you were here!!!!!

Often you are sending out a flyer to advertise something that may be happening in your classroom or your community. A catchy flyer incorporates pictures and graphics as well as text. This will help your flyer stand out and perhaps get a little more attention. Using many of the same features in the Newsletter design except the columns can do this.

One of the neat features you may use is a watermark. After you have created your flyer, click on the **Insert Clipart** icon or go to the **Insert Menu,** under **Picture**. Select any clipart you think will suit the theme of your flyer and insert it. Once inserted you will have to manipulate it to create a watermark, behind the text, faded and enlarged. All of these options are found in the **Format Picture** dialog box, which becomes available when you click on the clipart you have inserted.
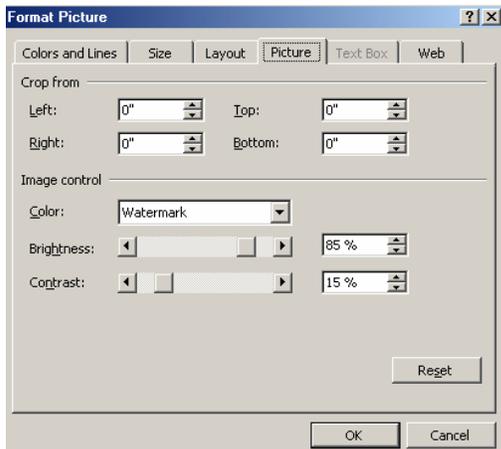
Under the **Color and Lines** option, select watermark under **Image Control**. It automatically decreases the brightness and contrast.

Under **Layout**, select **Behind Text**, which is where you want your watermark to go.

Under **Size**, you can increase the size of your watermark.

Begin working on a flyer. Try to incorporate graphics, shapes, text and a watermark.

Watermark Flyer

To assist you in using the Advancing Learning Technology Website:

Go to http://alt.ns.literacy.ca or http://www.ns.literacy.ca and click on the ALT Link at the base of the lighthouse.

On the right side of the ALT web page there is a box titled login *click* on create a new account.

Pick a user name and a password and complete the form *use a proper email address, as you will be asked to check it later. Use a password you will remember easily. Write it down.

After you *click* "create the account" you will be taken back to the ALT web page. You must _____ your email at this time. In an email from Admin User you will see *"To confirm your new account, please go to this web address:"* ____ on the link provided. It should look like this http://alt.ns.literacy.ca/login/confirm.php?p=EYIMA686R7AFvXo&s=j

The link in the email should take you to a page that states:

Your registration has been confirmed.

In the center of that page you should see you are logged in as "*your name*".

____ on the word "*home* " and it will take you back to the ATL homepage.

You are now ready to navigate through the site. ☺ **Enjoy**

Creating a PowerPoint Presentation
Microsoft PowerPoint is a software package, which has everything you need to produce a professional looking presentation. It is part of the Microsoft Office Suite and anything produced on Word or Excel may be imported into a PowerPoint.

PowerPoint looks like a photographic slide show but it makes use of computers and digital projectors to produce it. What you create, rather than a page of text, is a slide. All the slides are linked together through transitions. The best way to learn how to do one is to work through a simple one at first, then try inserting all the bells and whistles.

When you open up PowerPoint, a dialog box appears, asking you to select a method to create your presentation. Rather than being confined by predetermined parameters, let's select **Blank Presentation**. In this way your **Title Slide** will appear and you may place the text within the text boxes, change the color and change the font.

After you complete the title slide, go to **Insert** and select **New Slide** or select a new slide from the formatting toolbar.
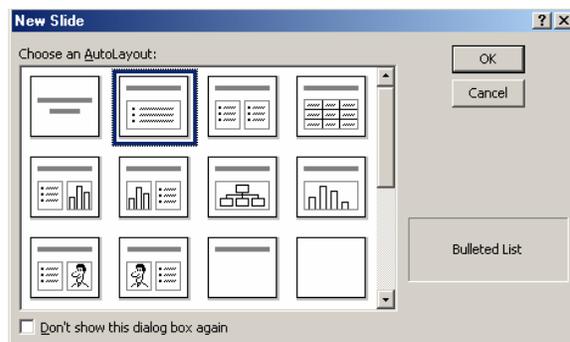
The new slide dialog box will appear. Select the slide that most fits what you want to have to insert.
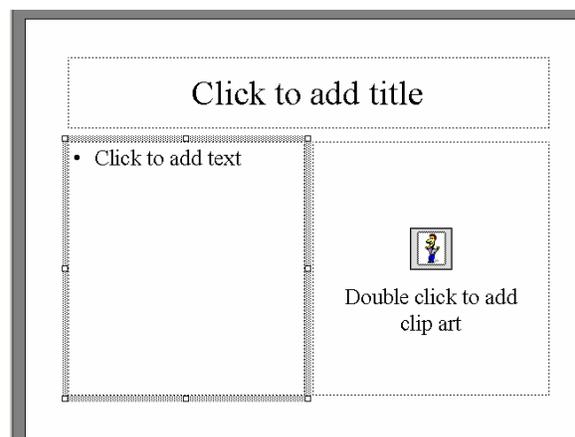

Place your cursor inside the text box and click. Now insert text and graphics into the slides you select.

Create several slides in the same manner.

Under **Slide Show** select **View Slide Show** to see what you have created.

To Enhance Your PowerPoint Presentation
Under **Format** or on the formatting toolbar select **Apply Design Template, Background or Color Scheme**. The selection will alter the entire presentation.
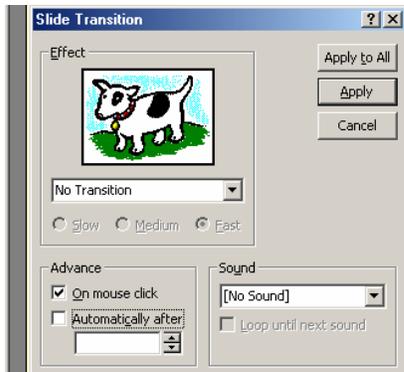
To enhance your presentation select **Slide Transitions** under **Slide Show.** Now select the transition effect between each slide, the accompanying sound and advancement method.

After you have made your choices, select **Apply to All** to make it easier. You may also do each transition separately and select **Apply** after each.

Custom Animation
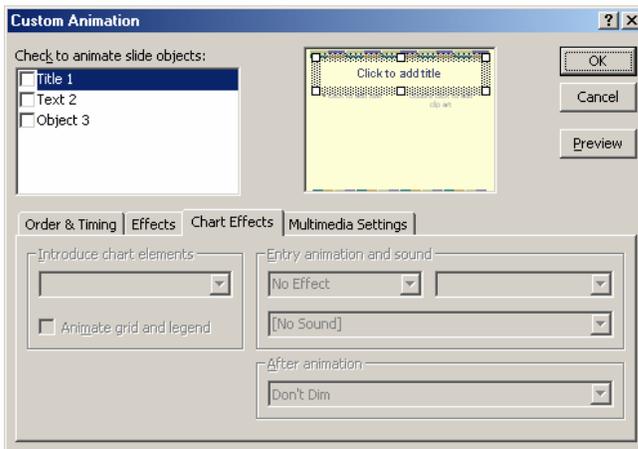
To further enhance your presentation, select **Custom Animation** under **Slide Show.**

Here you select how, when and which order you want the components of each of your slides, such as text and graphics, to become visible. You can have them flying in from all over the place.

Create a Slide Master
This is something else you should do. Create a slide master to save time when you are creating a PowerPoint presentation. Any changes you make on the master will correspondingly be made to your entire slide show.

To do this, go to **View** select **Master**.

Begin to select formatting and font size for your presentation.

If you want to change the basic format of your presentation at any time, make the changes on your master and they will be automatically transferred to all the slides in your presentation.

9
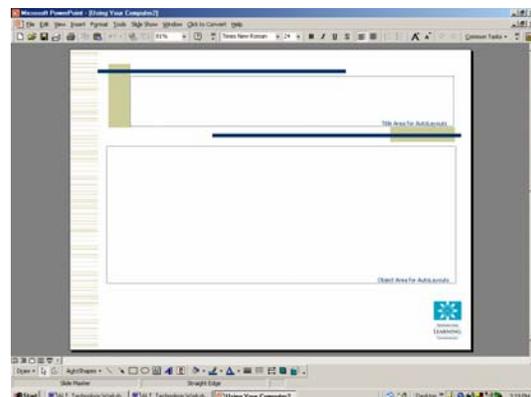
Microsoft Excel Database
Microsoft Excel is a spreadsheet application much like an old fashioned ledger. It allows you to work with numbers and text in a grid of horizontal, numbered rows and vertical, lettered columns. The intersection point of the columns and rows are called cells and are named for the column letter and the row number where they meet.
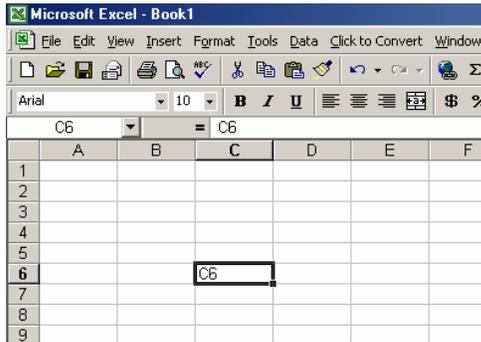
In each cell you place data, either text (label), numbers (constant) or formulas (mathematical equation).

The Excel window is much like Word with the addition of one very important feature, the **Formula Bar.** The name box is on the left, containing **C6**.

We will look at the basics of Excel and what we are able to do at that level.

Spreadsheets have many simple math functions such as Addition +, Subtraction - , Multiplication * and Division / built into them. They follow the orders of operations, as in Algebra. Calculations are performed from left to right, with multiplication and division performed before addition and subtraction (MDAS).

	A	B
1	4	6
2	10	5
3	2	3

Working with just these you can create many Excel documents that may be very useful and minimize repetition of work.

The constant data are any numbers in the cells. The referenced data, cell allocation, will manipulate the constant data, which may vary.

Following these tables, create a small excel file showing addition, subtraction,

Operation	Symbol Function	Constant Data	Referenced Data	Answer
Multiplication	*	= 4 * 6	=A1* B1	24
Division	/	= 10 / 5	=A2 / B2	2
Addition	+	= 5 + 2	=B2 +A3	7
Subtraction	-	= 10 - 3	=A2 - B3	7

multiplication and division, and incorporating the use of the orders of operation.

Using the **Auto Sum** and the **Paste Function** on the standard toolbar will speed the process. Once you have the formulas set up you can change the inputs and the computer will redo the calculations.

Auto Sum Function

Paste Function
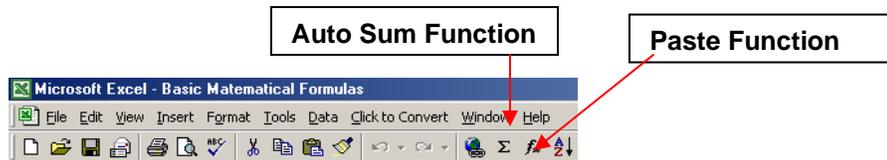
You have all the   features of a word processing application. Use color, change your font and size, and add borders.

Excel Attendance Spreadsheet
Following the worksheet below, enter a list of your students in column A. Create a weekly listing with days of the week and set up formulas for calculating totals days attended, by each student, at the end of the month using the sum function.

Do the same for each month of the fall. You could put the months under each other or continue along the spreadsheet. In December you may create a total for all of the fall months. Using the same form but changing the dates you will be able to create a winter attendance spreadsheet in Sheet 2. It is just a matter of copy and paste.

To make it easier to view the names and dates, **highlight** the columns you have completed.

On the **Format** menu select **Hide.** The rows you previously worked with will disappear**.**

To display them at a later date **Highlight** the columns to the **right** and to the **left** of the columns you have hidden, on the **Format** menu, select **Unhide.** The columns, once hidden, will reappear.

To **Duplicate** any formulas you may create in this workbook, use the **Fill Handle.** Select the cell in which you created a formula, place the cursor on the tip of the lower right edge and drag to the remaining cells where you want the same mathematical operation performed. Excel will fill in the new cell range automatically.

Excel Budget Spreadsheets

However, it is not always necessary to create your own spreadsheet from scratch. On the Microsoft website they make available to their users many excellent spreadsheets for you to personalize.

Personal Budget

To assist you in developing an excel monthly or yearly personal budget spreadsheet, go to Microsoft Office and look under Templates.

http://office.microsoft.com/en-us/templates/default.aspx

Here are two that I downloaded and can now revamp to fit my needs. All formulas have been inserted and will change automatically as I rework the spreadsheet.

Monthly Budget

If you are able to, download one of the worksheets and begin to work to rework it to suit your needs. Copies are found on the CD you have been given as well.

Basic Computer Maintenance

When you buy a car, you do not expect it to work well if you do not do regular maintenance. The same is true for the computer. There are many guides available to give you the complete story. I will try to recap the best practices as I see it.

- **Keep your computer system clean.**

  Use a can of compressed air to blow out the dust from your computer and remove all dust from the cords and computer station. Do not spray cleaner directly on your monitor screen. Put cleaner on a soft cloth and wipe the monitor.

- **Use a surge protector or UPS**

  If possible you might want to invest in an UPS, uninterruptible power supply. These may be purchased for about $50.00 at a local computer store. It will protect your computer from electrical charges, which may destroy your system's hard drive. Some believe that it will extend your computer's lifespan by giving it consistent power every day.

- **Never turn the computer off with the power switch.**

  Always try to use the Shut Down button in the Start menu. If this is unavailable because of computer problems, press the Clt. + Alt + Del keys at the same time and this will allow you to close down programs which may be causing trouble. Pressing these keys again will reboot your computer.

  However, if your computer is locked up and your hard drive is not running, you may be forced to turn it off using the power source.

- **Clean files**

  It is important to take care of a computer on the inside, in the same way that you cleaned the outside.

  Go to: Start> Programs> Accessories> System Tools> Cleanup

  Select the drive you want cleaned.

  When the program is finished it will give you a choice of what to remove. I always allow it to remove Downloaded programs, which I have installed, Temporary Internet Files, Recycle Bin and Temporary Files.

- **Clean up your Start Menu**

    Start >Run> type msconfig press enter. Select Startup from the folders.

    Now you are ready to remove unwanted programs from running as soon as the computer is turned on. This takes up valuable space.

    However, do not delete anything with which you are unfamiliar. Play it safe. Research it first on Google or send a question to the list on Tech Support Guy at http://www.techsupportguy.com/. They offer free computer support to users of all levels and they send out a monthly newsletter with good tips and advice.

- **Run Cleanup and Defragmenter**

    Over time your hard disk can become fragmented, with parts of the same disk file scattered over different areas of the disk. Defragging rearranges the storage of files so that the computer runs faster and more efficiently. Cleanup clears the hard drive of unnecessary files in order to free disc space. Both can be found under the system tools. Schedule these for regular use to keep your hard disk drive running well.

    Start> Programs> Accessories> System Tools

    Select the drives you want to clean and defrag. Schedule these tasks by using the Schedule Tasks Wizard, which is also found under System Tools.

You are able to select the program you want to run and the date and time you want it to begin. If the program you want is not listed, use the browse button to find it on your system.

You should set up a maintenance schedule to run on a regular basis to keep your hard drive running smoothly.

When you turn your computer on, your virus checker should be set to run.

- **Scan for Viruses, Spyware and AdAware**

  Spyware and adaware are software applications that gather information through your Internet connection, most often for advertising and send it back to someone. Some adware is harmless but when it invades your privacy it becomes spyware, which can also gather information from your email, passwords and credit cards.

  They often come bundled with freeware and shareware. However, not all freeware and shareware have them attached. A Virus, on the other hand is a malicious program that can cause serious damage to your computer.

  To remove these nasty programs, it is necessary to purchase or download and run programs that will destroy them. These programs can be downloaded for free from the Internet and you should use them often to free your computer of these problems. Remember to keep them effective they should be updated on a regular basis.

For more maintenance tips, go to the Advancing Learning Technology Website:

Free and Inexpensive Software-
http://alt.ns.literacy.ca/mod/resource/view.php?id=76

Computer Maintenance -
http://alt.ns.literacy.ca/mod/resource/view.php?id=62

Online Learning – Sources of Information
For our purposes, we will define online learning as learning, which takes place through the Internet and is known as web-based.

Computer Learning

URL	Name of Site
http://www.gcflearnfree.org/	Global Learning – Site for free computer learning
http://www.bbc.co.uk/computertutor/computertutorone/index.shtml	BBC Computer Tutor
http://www.fayette.k12.il.us/99/Intro2Comp/introduction_to_computers.html	Introduction to Computers
http://www.sense-lang.org/typing/	Touch Typing
http://www.geocities.com/tmbzone_cfb/index.htm	Geocities Computers for Beginners

Microsoft Programs Tutorials

URL	Name of Site
http://www.baycongroup.com/	Free Online Tutorials
http://www.firstfind.info/	Look under 'Computers and Technology'
http://dragon.ep.usm.edu/~it365/module/index.html	MSIT Tutorials
http://www.gcflearnfree.org/	Global Learning – Site for free Microsoft Tutorials

Internet Search Tutorials:

URL	Name of Site
http://www.learnthenet.com/english/index.html	Learn the Net
http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/SearchEngines.html	The Best Search Engines
http://www.learnwebskills.com/search/main.html	Web Search Strategies
http://www.sc.edu/beaufort/library/pages/bones/bones.shtml	Barebones 101 Tutorial

Literacy Instruction:

URL	Name of Site
http://www.tv411.org/index.shtml	TV411 – look under the 'Improve your… '
http://web2.uvcs.uvic.ca/elc/studyzone/index.htm	English Language Centre Study Zone
http://literacynet.org/cnnsf/archives.html	Learning Resources
http://www.bbc.co.uk/skillswise/	Skillswise
http://home.comcast.net/~djrosen/software.html	Adult Literacy Education Software Recommendations

Professional Development:
URL

http://www.nald.ca	National Adult Literacy Database
http://wiki.literacytent.org/index.php/Adult_Literacy_Professional_Development	Adult Literacy Professional Development
http://www.otan.us/	Outreach and Technical Assistance Network for Adult Educators
http://adultedonline.org	Adult Education Online
http://www.cdlponline.org/	Adult Learning

Checking Validity and Security of Website:
URL

http://www.library.cornell.edu/olinuris/ref/webcrit.html	Five Criteria for Evaluating WebPages
http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html	Evaluating WebPages
http://www.library.jhu.edu/researchhelp/general/evaluating/#a	Evaluating Information Found on the Internet