

HPS TECH TIMES



Volume 2: Issue 4

December 2001

In This Issue

[Creating Folders in Outlook](#)

[FYI](#)

[Lesson Plan of the Month](#)

[Carole's Training Corner](#)

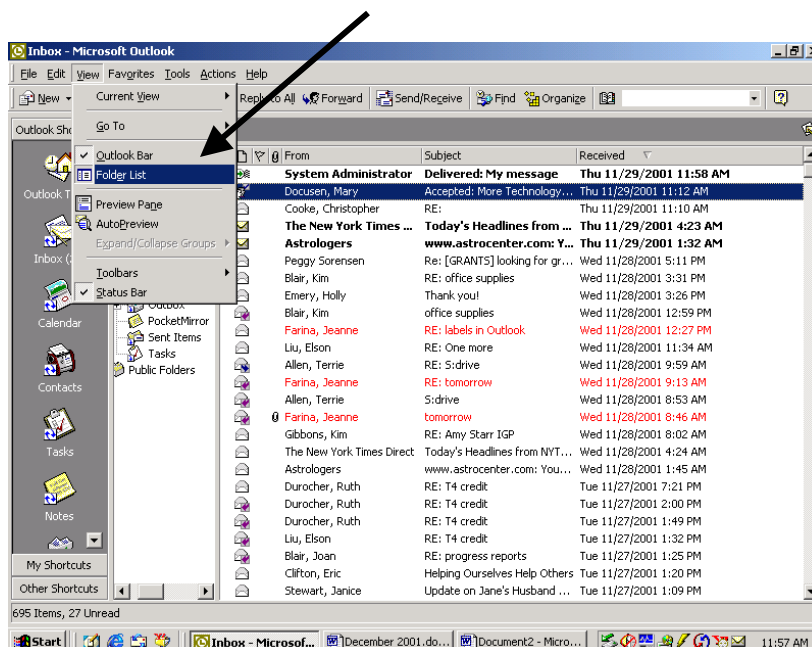
[Tips and Tricks for Word and Excel 2000](#)

[Fun "Holiday Crafts" Links to Try](#)

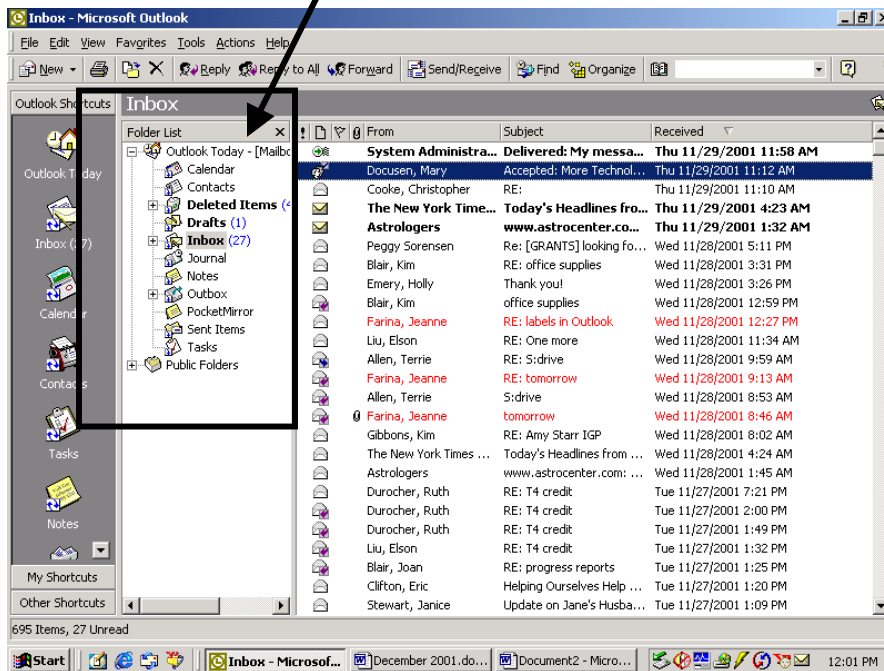
Creating Folders in Outlook: By Carole Colburn

Is your Inbox in Outlook full of old e-mail messages? Do you want to keep them, but really do not like to have to scroll through the entire Inbox to find a specific message when you need it? The answer for you may be to create folders to keep those special messages and help you to be more organized. Here is how you create folders in Outlook 2000.

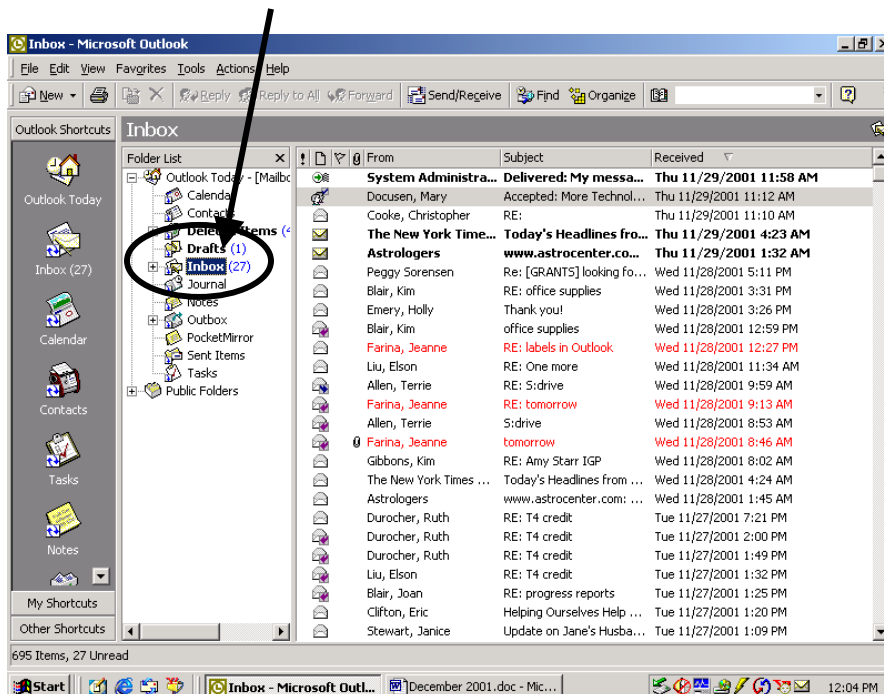
1. Make sure that your Folder List is showing in Outlook. To do this, click the View Menu and scroll to Folder List.



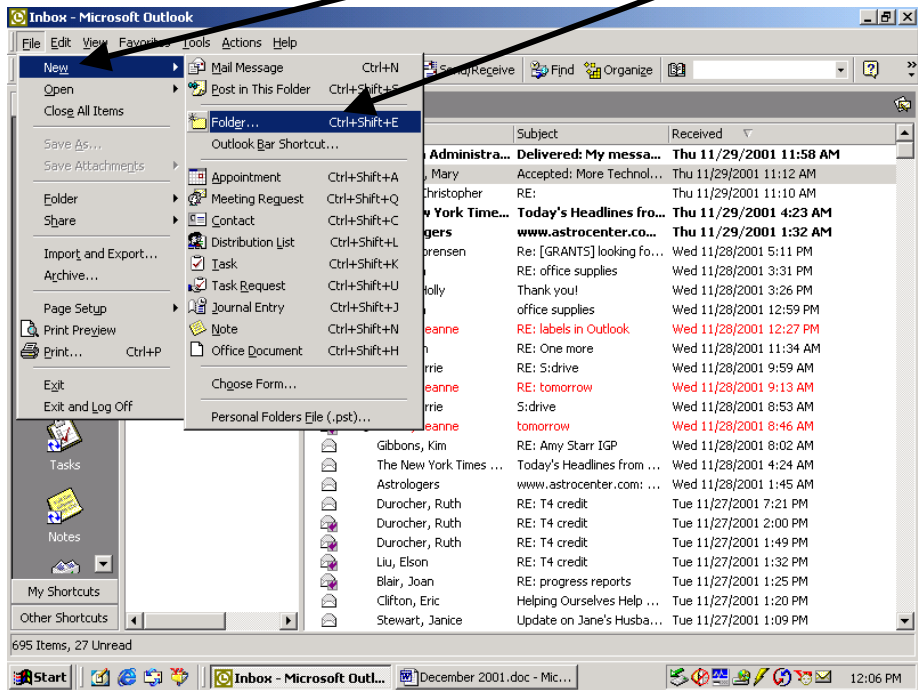
2. Once you open the Folder List, this is what you will see.



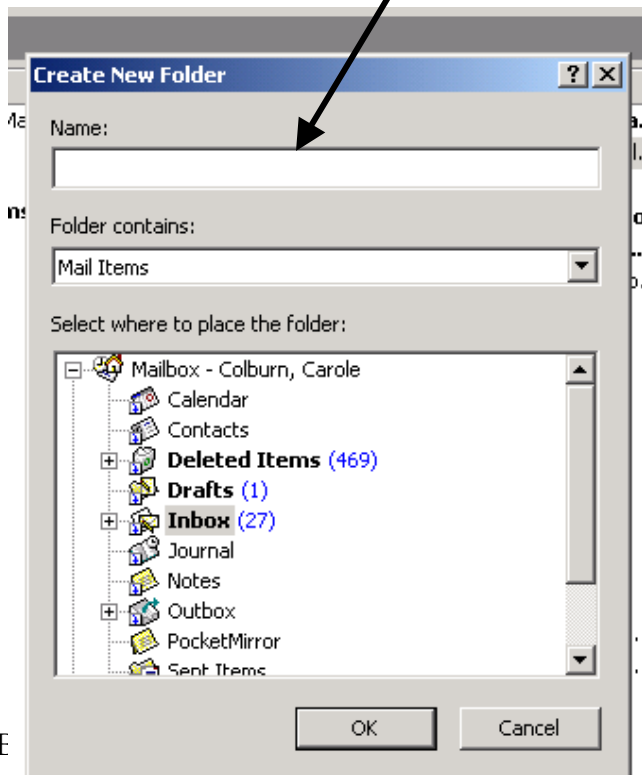
3. The first thing you need to do to create a new folder is select where you want this folder to be. Typically, you will want to create new folders in the Inbox. Click on Inbox to select it.



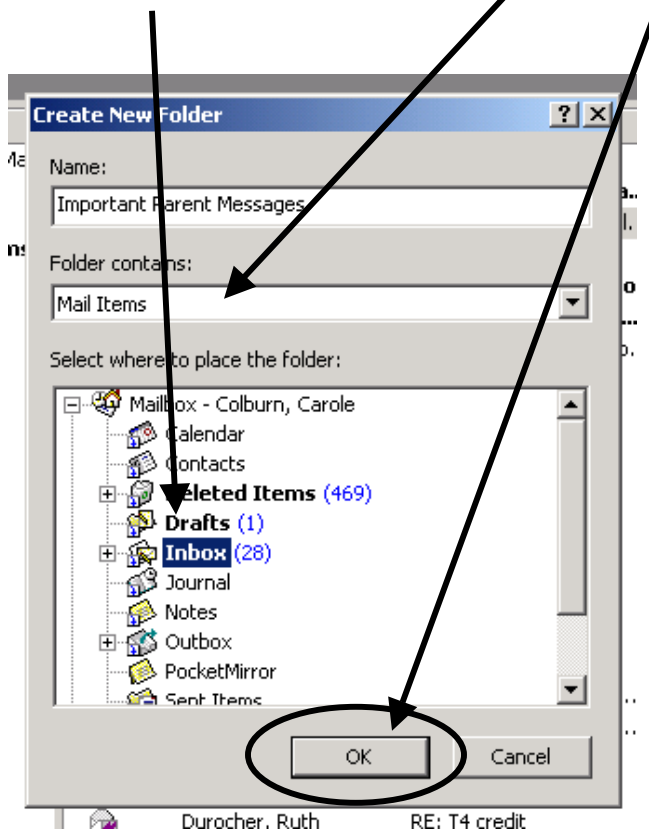
4. Next, click the File Menu and scroll to New and then to Folder.



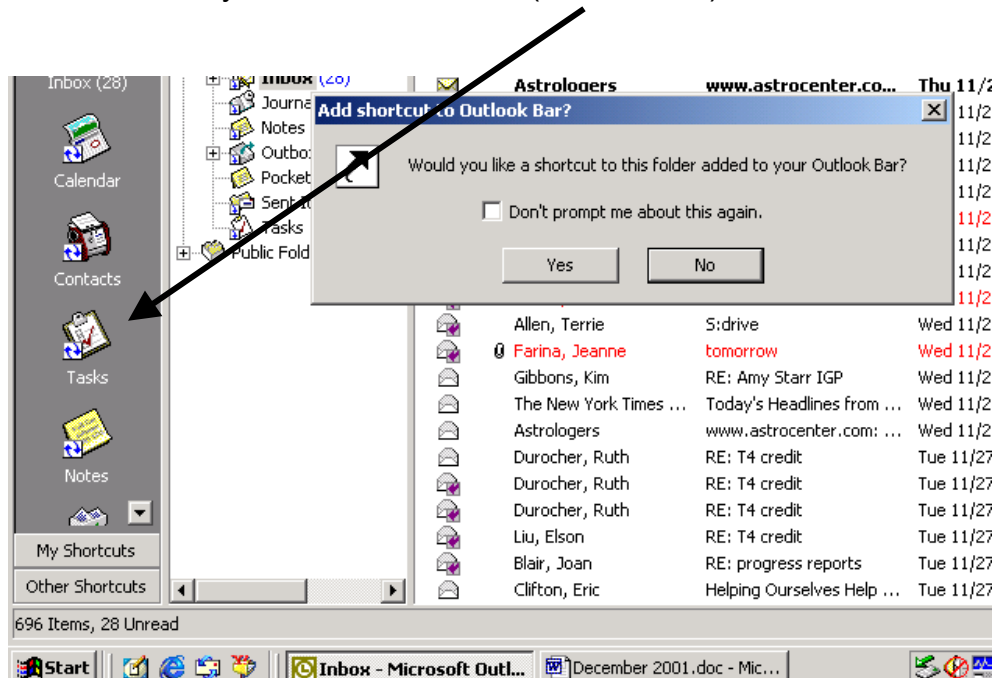
5. This will open the “Create New Folder” dialog box. It looks like this. You will type a name for your folder in the “Name:” field. (Example: Important Parent Messages)



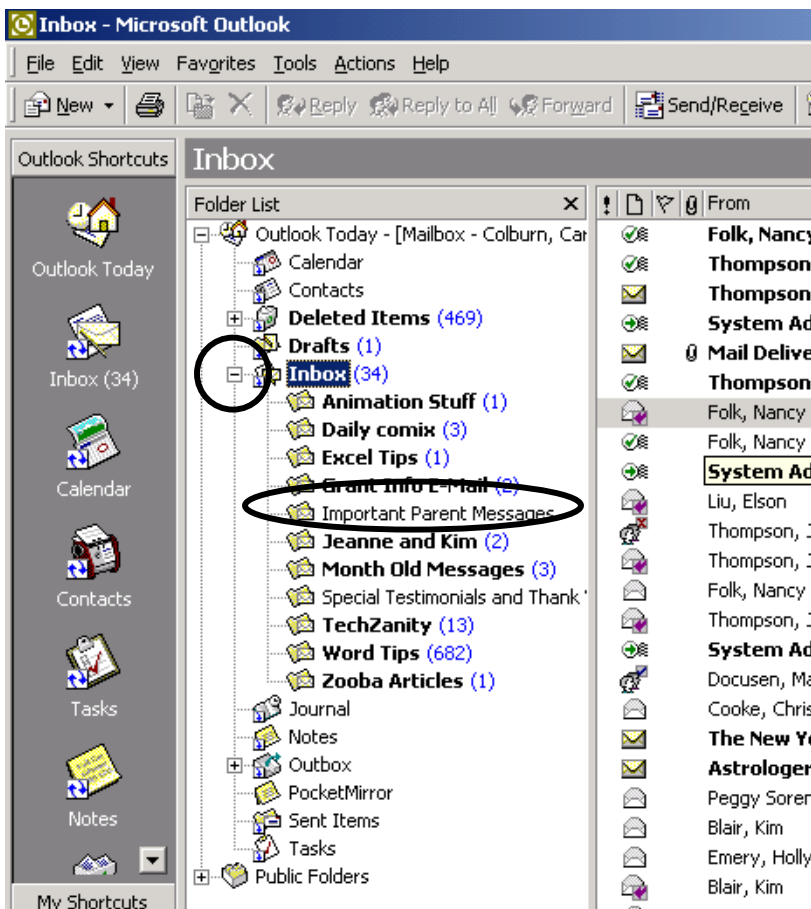
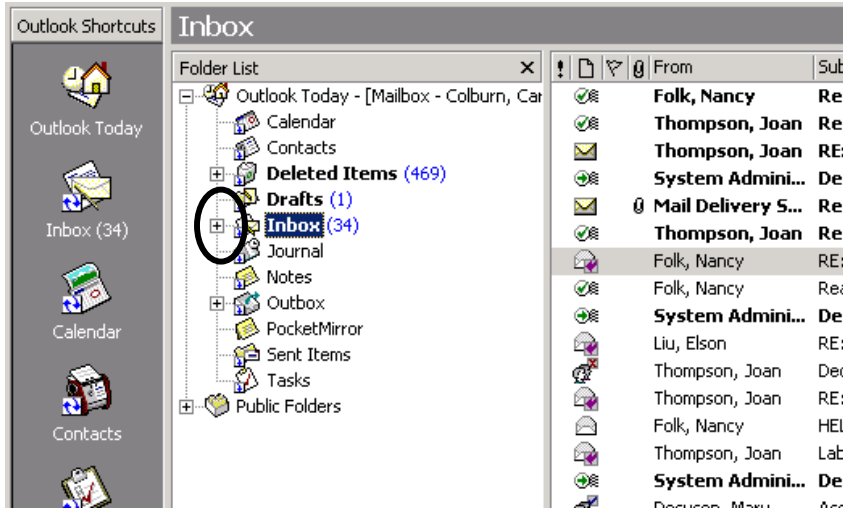
6. Next, make sure that in the “Folder Contains:” field, it says “Mail Items” and that the word Inbox is selected. Then, click the “OK” Button.



7. When you click OK, this dialog box may pop up. This is asking you if you want to place a shortcut icon to this folder on your Outlook Bar. If you want this, click “Yes”, if not, simply click “No.” You do not have to create a shortcut icon to be able to access your new folder. (Outlook Bar)



8. Once you have clicked either “Yes” or “No” the dialog box closes. If you look in the Folder List, you will see a plus (+) sign next to the word Inbox. If you click that plus sign once, the plus sign changes to a minus (-) sign and the tree expands. You should have a folder there named “Important Parent Messages.”



9. You can now click on messages from your Inbox, hold the click down and then drag the messages into your new folder.

[Back to Top of Page](#)

FYI: You can create a recurring "Task" to remind you to do things like take attendance.

1. Click the Tasks Button in the Outlook Bar.
2. Click the New Tasks Button.
3. Type a subject for the task.
4. Put a checkmark in the Reminder Box and set when you would like to be reminded for this task.
5. Click the Recurrence Button and set when and how often this task will recur.
6. Be sure to click the Save and Close Button. You will now be reminded to do the given task when it needs to be done!

[Back to Top of Page](#)

Lesson Plan of the Month

The following lesson plan comes from: <http://www.microsoft.com/education/default.asp?ID=Aardvark>

A is for Aardvark

Grade Level: Middle School

Curriculum Connections: Language Arts, Arts

Required Software: Microsoft® Word 97/98

What's in this Lesson:

- Teacher Guide (including How to Begin)
- Student Activity, Step-by-Step:

Step A: Make a Letter Template

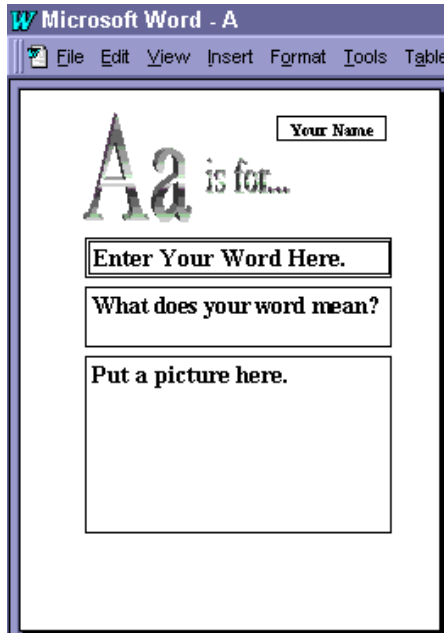
Step B: Add a Word

Step C: Play a Word Game

Teacher Guide

Summary:

To master the art of reading, kids should collect words the way they collect baseball cards or Beanie Babies. Few learning tools are as powerful as a personal dictionary that a child can create, add to, and use as needed. This activity will help you start an electronic dictionary for your whole class.



With your help, even very young learners can use Microsoft Word 97/98 to set up a dictionary page template for each letter of the alphabet, and then fill in a new page for each word they learn.

Objectives:

To build children's vocabulary and spelling skills, reinforce reading concepts, and provide fun practice using technology

Prerequisite Skills:

Basic introduction to Microsoft Word 97/98, including opening and saving files and the ability to use clip art.

Time Allotted:

Two class periods to get started; ongoing as needed

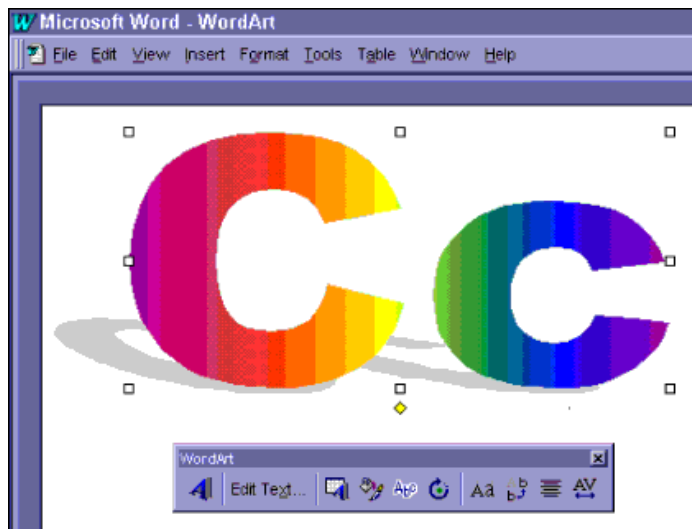
How to Begin:

1. To organize your students' work, you'll want to create a set of folders on a server or computer accessible to all. Name the main folder Our Class Dictionary. Inside this folder, create a folder for each letter of the alphabet. In Windows 95/98, if you need assistance, select Help, Help Topics, then Index, and search on Creating Folders.
2. Using your class list, tentatively assign a letter to each student, but keep A for yourself.
3. Demonstrate for students how to use Word to create a dictionary page template for the letter A, following the model above. (Step-by-step instructions are repeated in the Student Activity.) Show kids how to use WordArt to make a fancy letter A, upper and lower case. Walk through the process of inserting Text Boxes and providing template text for words, definitions, and your name. Add another text box to provide a placeholder for clip art. Then show how to Save As a template called A.dot. Close the document.
4. Demonstrate for students how, when you go to Word, File and select New, the A template appears in the General menu. Double-click on A, and create a page for an A word. Aardvark is sure to get a giggle out of your students, especially if they're fans of the Arthur series by Marc Brown.
5. Show students how to save a dictionary page. When you select the File menu and choose Save, Word automatically asks for a new file name and indicates that it will save as a Word Document, rather than a template. Select your "A" file folder, and save the document as Aardvark (or whatever it is).
6. Print out a copy of your dictionary page. Explain that you will add it to your own personal dictionary notebook, but that the whole class can now easily look up Aardvark if ever the need should arise.
7. Assign each student his or her letter, and explain that you will help each person set up an alphabet letter template.

Student Activity

Description:

Just think of all the new words you learn every day, from the books you read and the stories you write. Wouldn't it be great if you could save each one and share it with your friends? Now you can. Follow these steps to make a special dictionary that you can add new words to all year.



The WordArt feature of Microsoft Word 97/98 lets you make alphabet letters in fun shapes and sizes for your dictionary pages.

Step A

Make a Letter Template

Software: Microsoft Word 97/98

What to do: Remember how your teacher made a dictionary template page for the letter A? Here's how you can make one for the letter you have been assigned.

1. In Word , go to File and select New. Click on the Template button in the bottom right corner. Then double-click Blank Document.
2. Go to Insert, choose Picture, and then click on WordArt. Choose a WordArt design you like and click OK. A screen will come up that says Your Text Here.
3. Type in your as-signed letter, once as a capital (big) letter and once as a lower case (small) letter. Click OK. Click in the middle of your WordArt design, and drag it to the top left hand corner of the page. You can also stretch it by clicking and dragging on one of the little boxes around the edge of the design.
4. Click outside of your WordArt design and press tab a few times to get to the top right corner of the page. Go to "Insert" again, and this time choose Text Box. Drag the cross tool to make a box just big enough for a kid's name. Click inside it, and type the words: Your Name.
5. Click outside the text box, and press Enter a few times to move down the page. Insert another text box. Click in the middle of it, then click on a corner and drag it to make it bigger. Click inside and type: Enter Your Word Here. Go to Edit, choose Select All, and then go to the Format toolbar and make your text bigger and

bolder.

6. Add another text box. Inside this one, type: What does your word mean?
7. Add another text box underneath this one. Inside, type: Put a picture here.
8. When you are happy with your page design, go to File and choose "Save." Name your file for your assigned letter. It will automatically save as a template.

Step B

Add a Word

Software: Microsoft Word 97/98

What to do: Now it's time to make your own dictionary page using one of the templates you and your classmates created. Here's how.

1. Choose a new word you've just learned -- from a book you have been reading, from something you saw in your classroom, or from a piece of writing you've done.



Use Microsoft Word 97/98 to create a dictionary page template for your letter of the alphabet. Use WordArt to make a cool letter heading. Then Insert a Text Box for your name, the word, its definition, and a picture. Save as a Word Template. Then, when you or your classmates open a New document in Word, you can choose this page and fill it in with a word beginning with that letter!

2. On the computer, launch Word, go to File, and choose New. Open the letter template you need.
3. Click the first text box once so it is highlighted, and type in your name. Repeat this step to fill in the box for your word (be sure it's spelled right!) and what it means. For the text box that asks

for a picture, select Insert, Picture, and Clip Art, and choose a special illustration that will help you and your classmates understand what the word means.

4. Go to File and choose "Save." In "Save In", choose the Our Class Dictionary folder, and open the folder inside for the letter your word begins with. Name your document for the word it represents and click "Save."
5. Print out your page for your personal dictionary.
6. Keep adding words to the dictionary as you learn them.

Step C

Play a Word Game

Software: Microsoft Word 97/98

What to do: When everyone has added words to the dictionary, try a game like one of these.



Use all your dictionary pages to play word games with your friends!

1. Scavenger Hunt: Challenge your friends to find five new words you've added to the dictionary. Make up clues based on what each word means, how it's spelled, or what it rhymes with. Open a new Word document and type in your clues. Leave a space after each one for answers. Print out several copies of the clue sheet and see who fills one in first!
2. Silly Sentences: Team up with three friends. Each player should give the others one letter each -- with no repeats. Find one word in your class dictionary for each letter your teammates gave you. Then make up a sentence using all your words.
3. Quiz Whiz: Choose a partner. While your partner sits at the computer, sit with your back to it. As your partner calls out words from the dictionary, try spelling them out loud. Write down any you get wrong, then go back to the dictionary and study them.

*****If you have a technology-rich lesson that you would like to share with others, please send it to colburnc@howellschools.com no later than the last Monday of the month.**

[Back to Top of Page](#)



Carole's Training Corner

Happy Holidays! Can you believe it is already December? Time sure does fly by! I would like to take this opportunity to wish each of you wonderful blessings for this holiday season and all good things for the New Year!

I have completed my rounds to all schools for Laptop help. If you received a laptop from the TTI program and need help (but did not get a chance to see me when I was at your school), please let me know via e-mail and we can work out a one-on-one training. The next set of training rounds at each of the schools will be to help people get registered and then start using the ITTI (Information Teacher Technology Initiative) that was begun last spring to offer free on-line training for all employees (teachers and staff) and students of public education institutions in the state of Michigan. Look for those December training dates at <http://www.howellschools.com/~training/TrainingCalendarPage.htm>

The next big push, if you will, will be for ABACUS training. ABACUS is the curriculum management component to SASI and will allow you to access the HPS District curriculum that is correlated to state standards and benchmarks. This training will take place starting in January.

To see the complete list of class offerings for the month, check out the calendar page at <http://www.howellschools.com/~training/TrainingCalendarPage.htm>

[Back to Top of Page](#)

Tips & Tricks

The following Tips & Tricks come from: www.wordtipsgold@vitalnews.com/ You can have these tips e-mailed to you directly each day by signing up at the above mentioned site.

GETTING CONTEXT-SENSITIVE HELP

Word includes a complete help system that you can use to answer most questions on how the program operates. This system is context-sensitive, meaning the help you receive will vary, depending on the context in which the help was requested. Word provides a fast way to ask for context-sensitive help. To do this, press Shift+F1. When you do this, a question mark appears over the mouse cursor. Use the cursor to point to the item for which you need help. When you click on the left mouse button, the help system is displayed.

CONTROLLING WIDOWS AND ORPHANS

In typographical terminology, widows and orphans are closely related (no pun intended). These terms refer to one (and sometimes two) lines of a paragraph left by itself on a page. A widow is the last line of a paragraph left by itself at the top of a page; an orphan is the first line of a paragraph left by itself at the bottom of a page. You will want to avoid both widows and orphans in your documents, as they break up the flow of the text and tend to distract the reader.

Word allows you to automatically control single-line widows and orphans in your documents. To control widows and orphans in your documents, follow these steps:

1. Select Paragraph from the Format menu. You will see the Paragraph dialog box.
2. Click on the Line and Page Breaks tab. (In Word 6 and Word 95 you should click on the Text Flow tab.)
3. Make sure the Widow/Orphan Control check box is selected.
4. Click on OK.

ADDING LINE NUMBERS

There are many types of documents that require the use of line numbers. Typically, this is done for legal documents. For instance, each line of a

legal contract may need to be numbered. Word allows you to easily add line numbers to your document. This is done in the following manner:

1. Position the insertion point in the section, which you want to have line numbers. (Line numbering can be controlled on a section-by-section basis.)
2. Choose the Page Setup option from the File menu. This displays the Page Setup dialog box.
3. Make sure the Layout tab is selected.
4. Click on the Line Numbers button. This displays the Line Numbers dialog box.
5. Enable line numbers by clicking in the Add Line Numbering check box.
6. In the dialog box, specify the number at which you want to begin the numbering and the other characteristics you want used.
7. Click on OK, and then click on OK in the Page Setup dialog box.

You should note that you can only see line numbers when working in Page Layout view. If you are working in one of the other views, then the line numbers are hidden.

PICKING A CONTIGUOUS RANGE OF CELLS

There are many times when you are working with Excel when you need to select a range of cells. This is very easy to do using either the keyboard, the mouse, or a combination of both.

The first step in selecting a range of cells is to select the first cell in the range. With the cell selected you are ready to proceed.

- * Using the keyboard, you can hold down the Shift key as you use the navigation keys (up, down, left, and right arrows) to extend the range.
- * Using the mouse, you can click on the first cell and hold down the mouse button as you drag the mouse to extend the range.
- * Using the keyboard and mouse, you can hold down the Shift key as you click on the cell that defines the opposite corner of the range you want selected.

ENTERING THE CURRENT TIME

Some people like to use Excel to keep track of the time that they work on different jobs. If you want a quick way to enter the current time, simply select a cell and press Ctrl+: (that's the colon). Obviously, to access the colon you need to hold down the Shift key, so some people might express this shortcut as Shift + Ctrl+:. The result is that Excel places the current system time in the selected cell. All you need to do is press Enter to accept the time.

[Back to Top of Page](#)



Fun Holiday Craft Links For You to Try...

<http://www.dltk-kids.com/crafts/holidays.html>

<http://www.kidsdomain.com/holiday/>

<http://www.childfun.com/themes/holidayz.shtml>

<http://www.isd.net/stobin/document/cubcraft.html>

<http://familycrafts.about.com/library/blspecdays.htm>

[Back to Top of Page](#)

For suggestions or questions regarding TECH TIMES, contact: colburnc@howellschools.com

[Back to Top of Page](#)