

HPS TECH TIMES



Volume 2: Issue 6

February 2002

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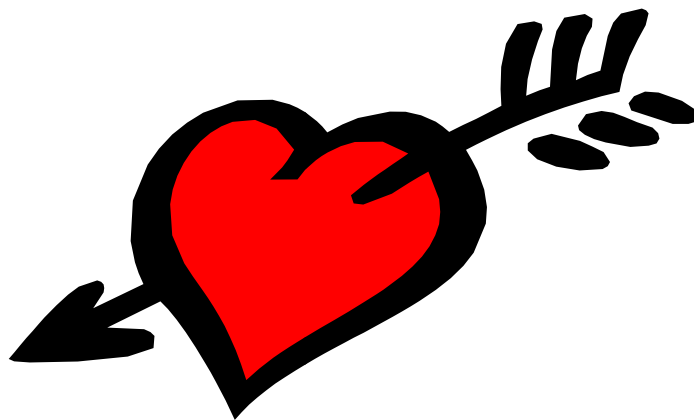
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Happy Valentine's Day!

Getting an Account Through the Information Technology Training Initiative (Michigan Virtual University): By Carole Colburn

It is not too late to set up an account through the Information Technology Training Initiative with MVU. These free (yes, "FREE") on-line training courses are available to use through May of 2003, and you can register on-line at any time.

Some people have asked me how they can learn to use the computer by taking classes "on the computer?" That is a valid question, and one that can be answered easily. You see, if you know how to operate a tape recorder, you can no doubt operate the Web Player program that the courses use to run the class. All you have to know in advance is how to get to the site, open up the program and the basics of a couple of buttons (page forward, pause, and stop) that are similar to those found on a simple tape recorder or VCR. The classes themselves teach you the rest.

There are over 700 class offerings, most of which are computer-related. There are, however, also some classes in Business Productivity, Financial Planning and Time Management. You can pick and choose whatever interests you. You may also receive SB-CEU credit for completing courses. More information about how to do that can be found at the website.

Below, are instructions for how to get registered and begin using these on-line courses.

1. Open Internet Explorer.
2. Click in the Address Field and type www.mivu.org

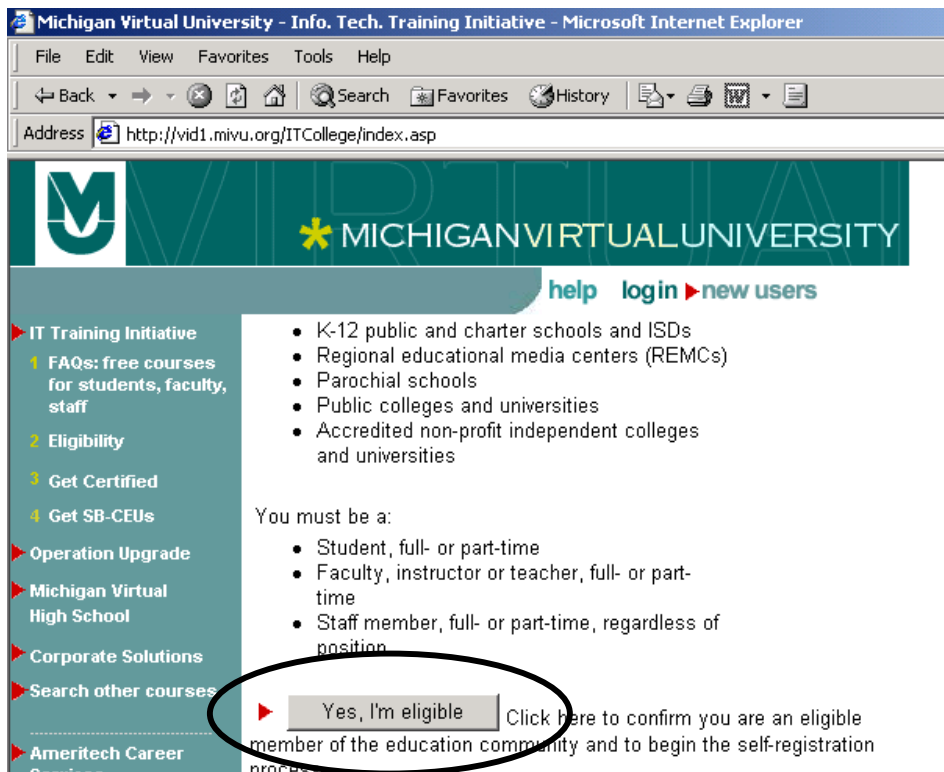


3. Click the Information Technology Training Initiative link in the middle of the page.

- Next, if you want to sign up for an account, click **New Users**.



- When you click the **New Users** link, your screen should look something like this. Scroll down to the bottom of the page and click the button that says, “**Yes, I’m Eligible**”



- On the next page, click the bottom “**Click Here**” button. This will allow you to create your user profile.

Michigan Virtual University - Info. Tech. Training Initiative - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://vid1.mivu.org/ITCollege/index.asp>

MICHIGAN VIRTUAL UNIVERSITY

help login new users

IT Training Initiative

- 1 FAQs: free courses for students, faculty, staff
- 2 Eligibility
- 3 Get Certified
- 4 Get SB-CEUs

Operation Upgrade

- Michigan Virtual High School
- Corporate Solutions
- Search other courses
- Ameritech Career Services

Information Technology Training Initiative

As an eligible user, you are now ready to enter the MVU Learning Center.

To browse the catalog of information technology courses,

To create your user profile and begin upgrading your personal skills,

Registration Tips

- You must fill in the blanks with your personal information. Even though you only see six fields on this first page to fill in, there will be three additional fields that will pop up. You will have to include your Intermediate School District (Livingston ESA), your School District (Howell Public Schools) and the building you work in. When you have completed all of this information, click "Finish Now."

Catalog Search:

[Advanced Search](#)

Learning Plan

Browse Catalog
by Category
by Content Provider

Shopping Cart

Profile
Create
Login

FAQs

POWERED BY **learnframe**

If you already have an account, you can log in [here](#).

If you don't have an email address, you can sign up for one [here](#).

Important: You must have a valid e-mail address to participate in this free program. All addresses will be deactivated. By providing your e-mail address, you agree to allow us at this address regarding relevant program information.

Profile Information

First Name *

Last Name *

Email * (Site Login)

Password * (Needs to be at least 4 characters)

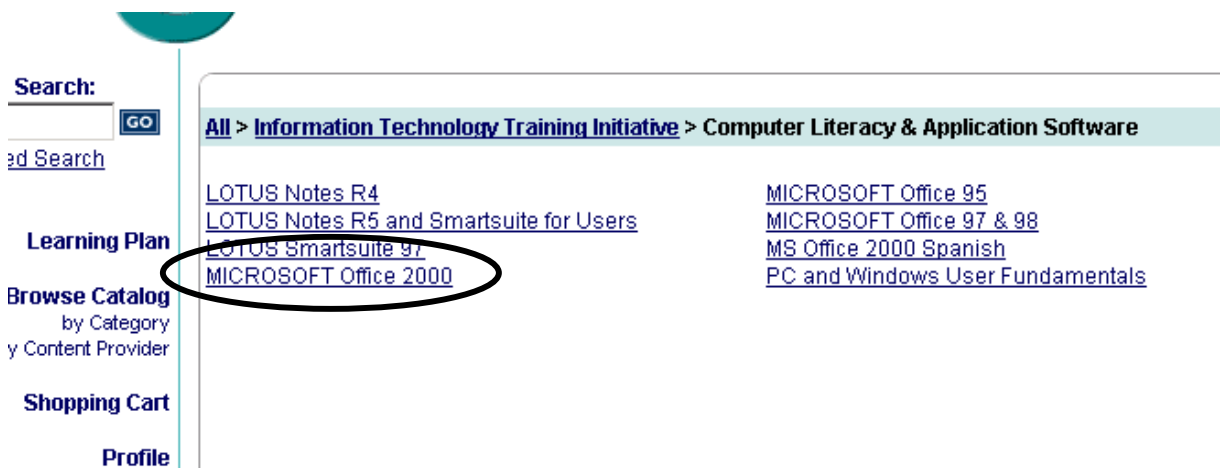
Verify Password *

I am associated with *

8. Once you have created your profile, click the Browse Category link on the left side of the screen. It will open a page that looks something like this.



9. Browse through the general categories until you find the courses you are interested in taking. If you are interested in learning more about how to use Word, Power Point, Excel, etc., click the **Computer Literacy & Application Software** link. This will open a page that looks something like this.



10. When you click the Microsoft Office 2000 link, a page will open showing you all the courses available in this category.

[GO](#)

[All](#) > [Information Technology Training Initiative](#) > [Computer Literacy & Application Software](#) > **MICROSOFT Office 2000**

Microsoft Access 2000 Expert User (Internet Course - Web)	Take It Free!
Microsoft Access 2000 Fundamentals (Internet Course - Web)	Take It Free!
Microsoft Access 2000 Proficient User (Internet Course - Web)	Take It Free!
Microsoft Excel 2000 Expert User (Internet Course - Web)	Take It Free!
Microsoft Excel 2000 Fundamentals (Internet Course - Web)	Take It Free!
Microsoft Excel 2000 Proficient User (Internet Course - Web)	Take It Free!
Microsoft Office 2000 Web Integration (Internet Course - Web)	Take It Free!
Microsoft Outlook 2000 Expert User (Internet Course - Web)	Take It Free!
Microsoft Outlook 2000 Fundamentals (Internet Course - Web)	Take It Free!
Microsoft Outlook 2000 Proficient User (Internet Course - Web)	Take It Free!
Microsoft Powerpoint 2000 Expert User (Internet Course - Web)	Take It Free!
Microsoft PowerPoint 2000 Proficient User (Internet Course - Web)	Take It Free!
Microsoft Word 2000 Expert User (Internet Course - Web)	Take It Free!
Microsoft Word 2000 Fundamentals (Internet Course - Web)	Take It Free!
Microsoft Word 2000 Proficient User (Internet Course - Web)	Take It Free!

Plan
Catalog
Cart
Profile
FAQs

11. If you click on any of the courses, this will open a page that will give you a lot of information about that particular course, including a Course Overview, the Course Objectives and the topics covered in each unit.

All Products - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address <http://mvulearning.mivu.org/e/catalog/detail.html?P=385>

<p>by Content Provider</p> <p>Shopping Cart</p> <p>Profile Create Login</p> <p>FAQs</p> <p>POWERED BY </p>	<p>Education Units</p> <p>Delivery Method Internet Course - Web</p> <p>Length 6 - 8 hours</p> <p>SKU 72020</p> <p>Target Audience This course is intended for end users that are looking to use the fundamental Microsoft Word 2000.</p> <p>Pricing Take it Free!</p> <p>Course Description</p> <p>Course Overview</p> <p>This course provides participants with the fundamental skills to use Microsoft Word 2000 on a daily their workplace. At the completion of this course, students will learn how to create and insert text in document; format text in a document; send and save files in Word; and manage and organize docu</p> <p>Learn To</p> <ul style="list-style-type: none"> • Create and insert text in a Word document. • Format text in a document. • Send and save files in Word. • Manage and organize documents.
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12. If you click the **“Take it Free”** link, this class will be added to your Learning Plan. If you click the **“Learning Plan”** link on the left side of the page, you will see a list of all the courses you have elected to take. This is my learning plan.



13. To start a course, simply click the **Start** link next to the course you want to begin.



14. ***To log in from any computer with Internet access, simply go to the www.mivu.org site, click the Information Technology Training Initiative link, click the Log-In link and type you e-mail address and password and finally, click **“Submit.”**

Catalog Search:
[Advanced Search](#)

Learning Plan
Learning Plan
Recommended Courses

Browse Catalog
by Category
by Content Provider

Shopping Cart

Profile
Logout
Order Tracking
Update Account
Update Interests
Update Profile

Profile Login

By logging in you can bring back your Profile.

You are currently logged in as: **colburnc@howellschools.com**. If this information is wrong, and you don't have an account, you can [create a new Profile](#).

Can't Remember Your Password? [Click Here](#) and we will send it to you.

Enter your Email Address:

Enter your Password:

***This will bring you to your own "Learning Plan" page.

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FYI: Teachers who received TTI equipment will be asked to submit a follow up as soon as it becomes available on the MVU website. This survey should reflect what they put into their original tech plan and how they are using the equipment from the TTI program.

FYI: ABACUS training will be taking place at each of the schools during the month of February. ABACUS is the curriculum management component to SASI xp and is a great tool for teachers to use to correlate lessons with the state standards and benchmarks. Look at the Training Calendar link at <http://www.howellschools.com/~training/index.html> to see the days and times training will be offered at your building.

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Lesson Plan of the Month

The following lesson plan comes from: <http://www.bestpractices.cc/bstpractNew/SpecialEdMS.html>

**MAISA and the REMC Association of Michigan
Best Practices in Technology Integration Plan**

Title: Real Estate Project

Submitted By: Colleen Schaeding
School District: Swan Valley School District
School: Swan Valley Middle School (Saginaw, Michigan)

Subject(s): Language Arts (Reading and Writing), Math, Technology, Employability and Life Skills

Intended Grade Level(s): Developed for 6th, 7th, & 8th Grade Special Education Students, but could effectively be used with regular education students as well.

Description:

This is a Unit Plan for a REAL ESTATE PROJECT. In class, students begin by brainstorming about what they like about their favorite room at home. They then incorporate these ideas into a paragraph (writing process). Using creative skills, they create “shoe box” houses that represent what they believe is ideal. Their houses include the “favorite room” described in the paragraph. When the house is finished, students glue the parts of the paragraph to their house: topic sentence is attached to roof, supporting ideas to the walls, and concluding sentence to the foundation (understanding paragraph writing).

Next, students will use the INTERNET to examine real estate ads. They will look carefully at what is included in the ad (total square feet, # of rooms, size of rooms, etc.). Following this activity, students will write paragraphs describing their (created) houses. They discuss audience and try to determine who will be reading their ads. At home, they measure rooms to get ideas of room sizes.

Finally, they turn paragraphs into ads, replacing complete sentences with phrases, noting that words in ads cost money, and real estate agents are concerned about budgets. Pictures are taken with a DIGITAL CAMERA of students (agents) and houses, and worked into a (WORD PROCESSING/DRAWING) real estate ad by student.

Curriculum Benchmarks:

[MI.ELA.1](#) Read and comprehend general and technical material

[MI.ELA.2](#) Demonstrate the ability to write clear and grammatically correct sentences, paragraphs, and compositions

[MI.ELA.3](#) Focus on meaning and communications - they listen, speak, view, read, and write in personal, social, occupational, and civic contexts

[MI.ELA.4.](#) Use the English language effectively

[MI.ELA.6.](#) Learn to communicate information accurately and effectively and demonstrate their expressive abilities by creating oral, written, and visual texts that enlighten and engage the audience

[MI.ELA.7.](#) Demonstrate, analyzes, and reflects upon the skills and processes used to communicate through listening, speaking, viewing, reading, and writing

[MI.ELA.8.](#) Explore and use the characteristics of different types of texts, aesthetic elements, and mechanics - including text structure, figurative and descriptive language, spelling, punctuation, and grammar - to construct and convey meaning

[MI.ELA.10.](#) Apply knowledge, ideas, and issues drawn from texts to their lives and the lives of others

[MI.MAT.I.1](#) Recognize similarities and generalize patterns, use patterns to create models and make predictions, describe the nature of patterns and relationships, and construct representations of mathematical relationships;

MI.MAT.II.1. Develop spatial sense, use shape as an analytic and descriptive tool, identify characteristics and define shapes, identify properties and describe relationships among shapes

MI.MAT.II.2. Identify locations of objects, identify location relative to other objects, and describe the effects of transformations (e.g., sliding, flipping, turning, enlarging, reducing) on an object

MI.MAT.III.3. Compare attributes of two objects, or of one object with a standard (unit), analyze situations to determine what measurement(s) should be made and to what level of precision

MI.MAT.III.1. Collect and explore data, organize data into a useful form, and develop skill in representing and reading data displayed in different formulas

MI.MAT.IV.1. Experience counting and measuring activities to develop intuitive sense about numbers, develop understanding about properties of numbers, understand the need for and existence of different sets of numbers, and investigate properties of special numbers

MI.MAT.IV.2. Recognize that numbers are used in different ways such as counting, measuring, ordering and estimating, understand and produce multiple representations of a number, and translate among equivalent representations

MI.MAT.V.1 Understand and use various types of operations (e.g., addition, subtraction, multiplication, division) to solve problems

Materials/Hardware/Software:

The Internet

Digital Camera

Word Processing Program (Claris Works was used, any word processing program can be used)

Drawing Program (Claris Works Drawing was used, any drawing program can be used)

Activities/Procedures:

The activities/procedures were briefly explained in the description of the project. The central question the teacher is asking is what type of writing is best suited to advertising?

Key questions for students in this project would be:

What is your favorite room in your house?

What makes that room stand out from the rest?

If you were going to sell a house, what features do you think prospective buyers would be most interested in?

What descriptive word would attract buyers?

How can you condense paragraphs into phrases that catch the reader's attention?

Activities listed in order:

- Students brainstorm about their favorite room in their houses, about what makes that room special.
- Teacher does the same.
- Everyone writes a paragraph describing his or her favorite room.
- Class edits teacher's paragraph together, replacing boring, factual language with interesting, descriptive phrases.
- Students plan a "dream house," including their favorite rooms.
- Then, they create their houses out of shoeboxes, including all features they think are important to a house. Students attach the parts of their paragraphs to their houses, as described earlier (topic sentence to roof, etc.).
- Next, students examine actual real estate ads on the Internet. They look at sizes of rooms, total square feet, and other features listed. They measure rooms of their own houses to compare sizes and get an idea of how rooms at home compare to the ones in the ads.

- Now students write paragraphs describing the complete house they each created, remembering to write to keep the audience (buyers) interested.
- Finally, students convert paragraphs to ads, replacing sentences with catchy phrases.
- Using a digital camera, pictures of students and their houses are taken and put into a word processing real estate “ad”, utilizing the descriptive phrases from paragraphs written earlier.

Assessment/Evaluation:

Each phase of the project will be evaluated, as well as the final project. (Example: paragraph writing - Is there a good topic sentence, supporting ideas, and a conclusion? house - Is it attractive? Complete?)

Follow-up Activities:

In class, students will informally evaluate houses and real estate ads.

Ads will be put on display, with houses, in the school showcases for everyone to see and provide feedback on.

******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.***

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Carole's Training Corner

Welcome to February! As I mentioned last month, this month, much of the training will focus on ABACUS. I have already been to many of the buildings to train staff, but if you have not received notice you can check out the days and times I will be at your school at:

<http://www.howellschools.com/~training/TrainingCalendarPage.htm>

For those of you who are not aware of ABACUS, it is the curriculum management component to SASI xp that allows you to access the HPS District curriculum that is correlated to state standards and

benchmarks. Many teachers worked last summer to create curriculum maps and submit lesson plans. These trainings will give you a chance to see and learn how to use the fruits of all of their hard work.

I will also be coming to your buildings in February and March to offer Word 2000 Basics and Digital Camera Help sessions

In March and April look for me at your staff meetings, where Elson Liu and I will talk about T4: Tomorrow's Technology, Today's Teachers. This technology integration workshop was a great success last summer and teaches both basic skills and integration techniques. Last year, the class was only offered to elementary and middle schoolteachers. This year the class will be available for high school teachers as well. Look for further information in a later edition of the HPS TECH TIMES.

Remember to keep smiling ~Carole ☺

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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.

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DELETING A HEADER OR FOOTER

If you want to delete the headers or footers, follow these steps:

1. Position the insertion point in the section that has the header you want to delete.
2. If you are using Normal or Outline view, choose Header and Footer from the View menu. In Print Layout view, you can simply double-click on the Header or Footer you want to delete. You will see the Header and Footer dialog box, and the header area of the page.
3. If you want to delete the footer, click on the Switch icon in the Header and Footer dialog box.
4. Select the contents of the header or footer.
5. Press the Del key, or press Ctrl+X.
6. Click on Close.

SELECTING THE ENTIRE DOCUMENT WITH THE MOUSE

If you need to select the entire document, you can do so with the mouse by following these steps:

1. Move the mouse pointer to the left of the paragraphs in your document. The pointer changes to an arrow pointing up and to the right.
2. Hold down the Ctrl key.
3. Click the left mouse button.

Another way to do this is to simply triple-click the left mouse button after step 1.

COMPARING DOCUMENT VERSIONS

Word includes a tool that allows you to compare two documents to each other. The document in memory is marked with revision marks to indicate the changes from the document on disk. To use this tool, you can follow these steps to compare documents:

1. Load the newer version of the document into Word.
2. Choose Track Changes from the Tools menu. This displays a submenu.
3. Choose the Compare Documents option. You are prompted for a filename to use for the comparison.
4. Select the file to which you want to compare the document.
5. Click on OK.

When the comparison is done, the document contains revision marks to indicate what has changed. Typically, new text is underlined and deleted text is struck through.

ADDING COMMENTS IN AN EXCEL SPREADSHEET

Excel includes a very helpful feature that allows you to add comments to your worksheet. Each cell in the worksheet can have its own comment attached to it, if desired. Follow these steps to add comments:

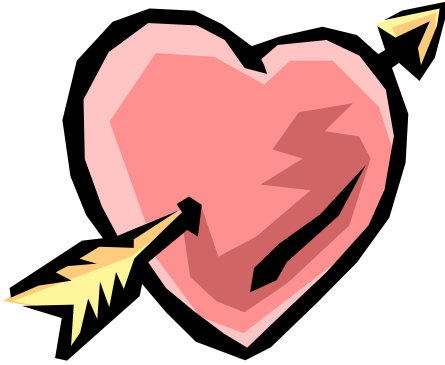
1. Select the cell to which you want a comment attached.
2. Choose Comment from the Insert menu. A text box appears near the right corner of the cell.
3. In the text box, enter the comment you want associated with the cell.
4. Click outside the text box when you are done.

The comment is now added to the cell. You should notice a small red triangle in the upper-right corner of the cell. When you move the mouse pointer over the cell, the text of the comment appears next to the pointer. You can also turn on all the comments in your worksheet so that you can see them by choosing Comments from the View menu.

QUICKLY DELETING CELLS IN EXCEL

Everyone knows that you can delete cells in an Excel spreadsheet by choosing Delete from the Edit menu. If you are typing away, however, it can be a pain to access the Delete dialog box in this manner. A quick way to accomplish the same task is to simply press Ctrl+- (the minus key, either on the regular keyboard or the numeric keypad). This pops up the Delete dialog box right away, allowing you to save a couple of mouse clicks.

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Great “Valentine Project” Links For You to Try...

<http://www.san-marino.k12.ca.us/~valentine/projects/scaveng1.html>

<http://familycrafts.about.com/mbody.htm>

<http://www.childfun.com/valentine/projects.shtml>

<http://parentingteens.about.com/cs/craftsval/>

http://www.hgtv.com/HGTV/project/0,1158,FOLI_project_22629,FF.html

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

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