

HPS TECH TIMES



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June 2002

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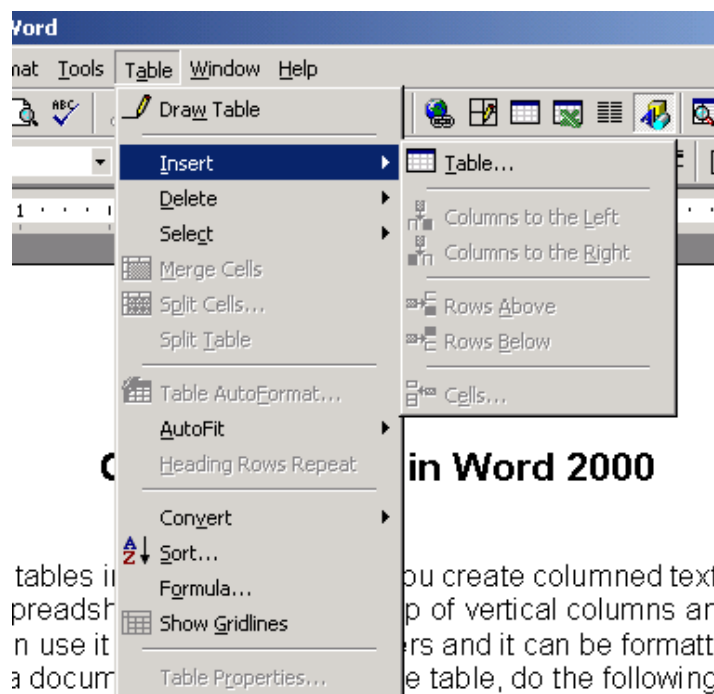
Happy Summer!

Creating Tables in Word 2000

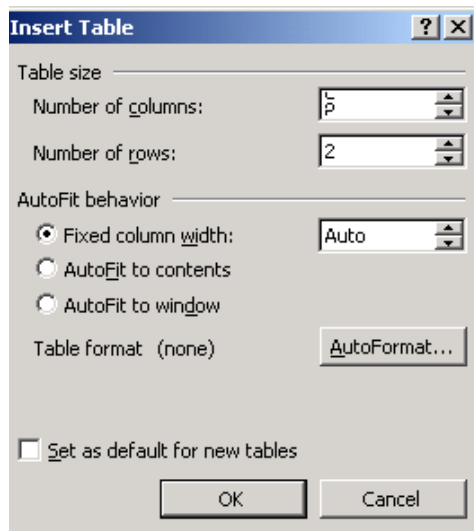
By: Carole L. Colburn

You can use tables in Word 2000 to help you create columned text, create a grid or a simple spreadsheet. A table is made up of vertical columns and horizontal rows. You can use it to enter text or numbers and it can be formatted just like any other text in a document. To create a simple table, do the following:

1. Click the **Table** menu, scroll down to **Insert**, and then click **Table**.



2. When you click **Table**, this will open the **Insert Table** dialog box. From here, you click the spinner arrows to determine how many columns and rows you want the table to have. Then, click the **OK** button.

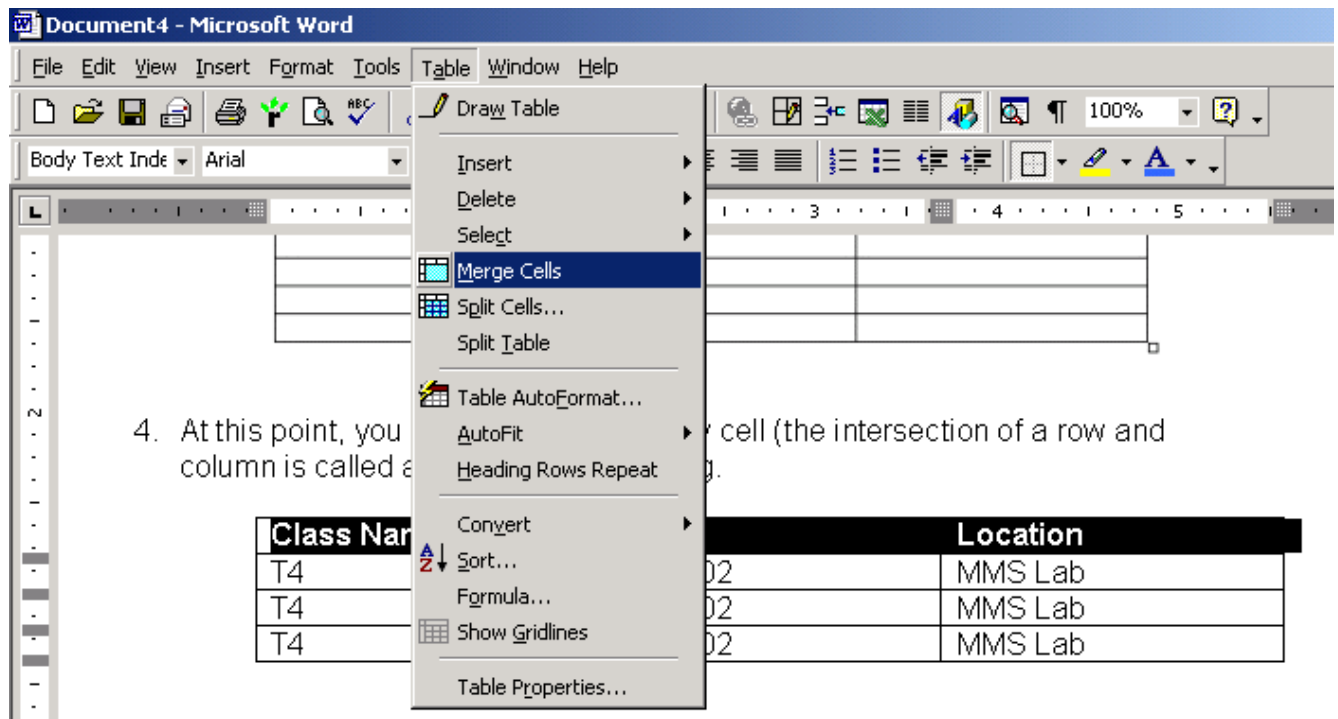


- Once you click the **OK** button, the grid (table) will appear. It will look something like this.

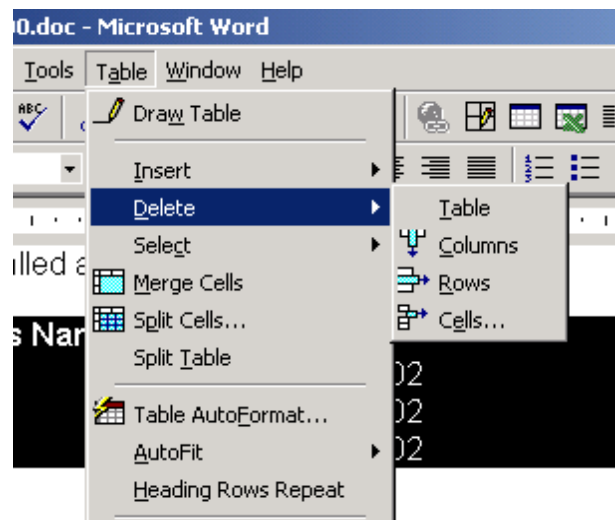
- At this point, you can simply click in any cell (the intersection of a row and column is called a cell) and begin typing.

Class Name	Date	Location
T4	07/15/02	MMS Lab
T4	07/22/02	MMS Lab
T4	07/29/02	MMS Lab

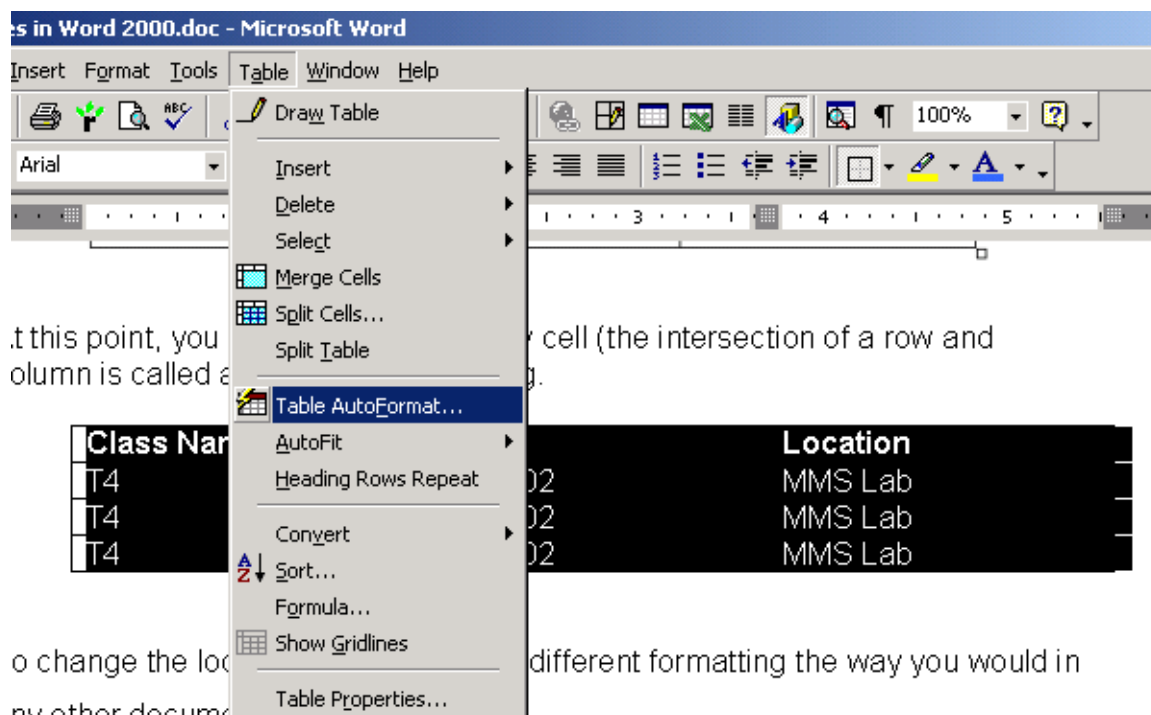
- To change the looks of the table, apply different formatting the way you would in any other document.
- To move from cell to cell in the table, press the **Tab** key on your keyboard.
- To merge cells, **select** the cells you want to merge together, click the **Table** menu and then click **Merge Cells**.



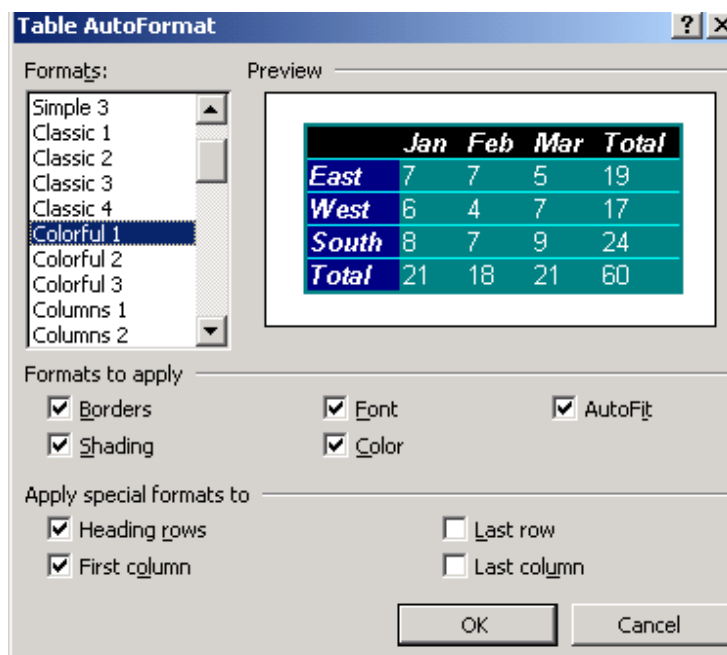
- To split cells, **select** the cells you want to split, click the **Table** menu and then click **Split Cells**.
- To delete columns or rows or the entire table, first **select** the **column(s)** or **row(s)** you want to delete, click the **Table** menu, and then click on the appropriate submenu.



- To use the **Table AutoFormat** feature, first **select** the entire table. Then, click the **Table** menu, scroll down to and then click **Table AutoFormat**.



- This will open the Table AutoFormat dialog box. In this dialog box, select the format style you like and then click the OK button. This will apply that formatting style to your table.



12. When you click the OK button, your table will be formatted. You can customize the formatting even after applying AutoFormat.

Class Name	Date	Location
T4	07/15/02	MMS Lab
T4	07/22/02	MMS Lab
T4	07/29/02	MMS Lab

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FYI: Remember, you can sign up for FREE on-line technology training at www.mivu.org. Click the "Information Technology Teacher Training" link to register for your FREE account. Employees and students of any Michigan public school institution will have access to this FREE training until March of 2004. This is a great opportunity to get valuable technology training that you may use at your own pace on your own time.

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Lesson Plan of the Month

The following lesson plan comes from: <http://www.remc11.k12.mi.us/bstpracti/bstpract/058/058.pdf>

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

Name: Nancy Creech
School District: Roseville Community Schools
School: Dort Elementary
Address: 16225 Dort
Roseville, MI 48066

Title: Communications Center
Subject(s): Language Arts
Intended Grade Level(s): 1-2

Description:

Each student in the class is furnished with a shoe storage compartment style mailbox with their name on it. A large green rural delivery style mailbox is also located in the center area. Several styles of writing implements are made available. Children create stationary using mouse and keyboarding techniques adding print, borders and graphics. They add their name or monogram, experimenting with various colors, fonts, size and graphics. Depending on their preference or experience, they either type their letter right on their newly created stationary or hand write their message using the available writing implements, such as calligraphy pens, fine point markers, ball point pens or pencils. Envelopes of various shapes and sizes are also placed in a basket at the center. When the letters are written and the envelopes addressed, they are placed in the rural mailbox and the flag is placed up. At the end of the day, the classroom letter carrier for the week distributes the mail to the individual mailboxes or delivers it to the addressee in the school building. Students produce products that introduce them and their classmates to the joy of letter writing. They are learning the importance of expressing themselves clearly and precisely with correct spelling and keyboarding. They are learning to use legible penmanship if that is the way they choose to convey their message. The students are also being introduced to the possibilities of the computer and are improving their mouse and keyboarding skills.

Curriculum Benchmarks:

[MI.ELA.1.LE.1](#). Use reading for multiple purposes, such as enjoyment, gathering information and learning new procedures.

[MI.ELA.2.LE.1](#). Write with developing fluency for multiple purposes to produce a variety of texts, such as stories, journals, learning logs directions and letters.

[MI.ELA.3.EE.2](#). Explore the relationships among various components of the communication process such as sender, message, and receiver. An example is: understanding how the source of the message affects the receiver's response.

[MI.ELA.4.EE.5](#). Explore and begin to use language appropriate for different contexts and purposes. Examples include community building, story discussions, casual conversations, writing workshops, science lessons, playground games, thank-you letters, and daily conversations.

[MI.ELA.8.EE.1](#). Identify and use mechanics that enhance and clarify understanding. Examples include using conventional punctuation, capitalization, and spelling, as well as approximations of conventional spelling, and restating key ideas in oral messages.

[MI.ELA.10.EE.2](#). Demonstrate their developing literacy by using text to enhance their daily lives. Examples include reading with a parent, discussing a favorite text, writing to a friend or relative about an experience, and creating a visual, representation of an important idea.

Materials/Hardware/Software:

There are a variety of materials that can be used in this plan. Anything from an Apple II GS using Print Shop, to a Windows 95 program using a variety of card making programs.

The ones most enjoyed by the students seem to be, American Greetings Create A Card and Microsoft Greetings Workshop.

Activities/Procedures:

Introduce the students to letter writing. Discuss parts of a letter and why they are important. Teach the process of addressing an envelope and why it is critical that it is addressed correctly. Brainstorm with students the purpose for letter writing. Introduce them to the communications center and point out the materials available and how they are to be used. Select a letter carrier as a weekly class job and discuss that person's responsibilities.

Display various types of stationary. Depending on student's computer experience, introduce the operation of the mouse and keyboard. Teach dragging, selecting and placing graphics, borders, and backgrounds as well as selecting fonts and changing colors and letter size. Demonstrate how to personalize by adding initials, monograms, and names, and centering and placement of those items on the paper.

Assessment/Evaluation:

Student learning is assessed through the number and quality of the letters written. The children write letters to the principal, the school secretary, the special teachers, classroom teachers, Paraprofessionals, custodians, parents, siblings and one another. Assessment can include letter content, the correct use of letter formation, i.e., greeting, return address, body, closing, and signature. Correct grammar, spelling and parts of speech are also assessed and taught as need is shown through the letters. Many letters are sent to the teacher of course, and this is a great opportunity to assess the student's writing, not only mechanics and language usage, but their increasing ability to use writing as a language to express themselves. The students are also assessed through observation of their use of the Windows 95 program, and mouse and keyboarding techniques.

Follow-up Activities:

- Write to class pen pals. The students also wrote letters to our class pen pals in Tucson, Arizona, which was obtained through a list serve. This has become a great ongoing social studies lesson.
- Turn this into a school wide activity. The U.S. Post Office has a program called "Wee Deliver" which can be incorporated into a school wide letter-writing project.
- A field trip to the Post Office can be planned.
- Stamp designing could be an extension in the art center. Computer labels can be colored and decorated with markers. Stamps could also be bought and sold using play money creating a math lesson.
- The letter carrier could use some kind of stamp pad and teacher stamp to cancel the letters before mailing. Replace this text with any follow-up activities that may take place.

******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 summer! This will be the last issue of the *TECH TIMES* until next September, as I will be taking the summer off to continue work on my Master's Degree in Educational Technology. I am happy about this opportunity and most especially excited to learn new ideas that I can implement next year. This school year flew by and here is a brief summary of training that took place this past year.

- 204 teachers/staff trained in ABACUS
- 42 teachers completed T4: Tomorrow's Technology/Today's Teachers
- 23 of those teachers attended T4: Refresher and Beyond
- 48 teachers had instruction in Inspiration
- 105 teachers participated in some type of training/help with Class XP/Integrate Pro
- 43 teachers attended sessions on getting an account through the ITTI
- 25 teachers attended a session on Digital Camera Help
- 54 teachers attended a class on Laptop Help
- 57 teachers and staff attended classes on Word 2000 Basics
- 35 teachers and staff had classes on Excel 2000 Basics
- 59 teachers/administrators and staff attended training on Outlook
- 38 brand new teachers (to HPS) attended a "Welcome to Howell Public Schools Technology" class

Next year, based on requests from you, I plan to offer half-day and whole-day classes that focus on specific applications (i.e. all-day Word, half-day "How to Create a Jeopardy Game in Power Point," etc.) and projects to create using these programs as well as continuing to offer help sessions before school, during prep periods and after school too.

Continue to check out my website for summertime updates: <http://www.howellschools.com/~training>

Until September, I wish you all a safe and healthy summer.

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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GETTING HELP IN DIALOG BOXES IN WORD

As is the same with most Windows programs, Word uses dialog boxes to present information and allow you to make changes to various settings. Sometimes the plethora of options in a dialog box can be rather confusing. If you need help on a particular option within a dialog box, then you can use a built-in feature of Windows. Examine the dialog box; in the upper-right corner you will see some controls. The most common control is the Close button. In many dialog boxes there may also be a button with a question mark on it. If so, then you can click on the question mark and then click on the option for which you want information. Word then displays a small information box that displays a limited amount of help related to the specific option.

This tip applies to Word 6, Word 95, Word 97, Word 2000, and Word 2002.

UNDERSTANDING THE CLIPBOARD IN WORD

Any long-time Windows user knows that the Clipboard is the place where information is temporarily stored when you are cutting or copying it. The Clipboard is a feature of Windows, but it is supported completely by Word. You place information in the Clipboard by first selecting it and then choose Copy or Cut from the Edit menu. You can also press CTRL+C (to copy) or CTRL+X (to cut).

When information is stored in the Clipboard, Windows also keeps track of the type of information stored. For instance, if you copy some text to the Clipboard, Windows tracks the source of the text. The reason for tracking the source is so the information can be correctly pasted into a different program. This means that if you copy cells from an Excel worksheet, you can paste them into Word in a variety of formats.

If you have something in the Clipboard, you can either paste it into Word by choosing Paste from the Edit menu or by pressing CTRL+V. If you want more control over how something is pasted from the Clipboard, use the Paste Special command from the Edit menu.

This tip applies to Word 6.0, Word 97, Word 2000 and Word 2002

SAVING AND CLOSING MULTIPLE FILES IN WORD

In earlier versions of Word (Word 6 and Word 95), the File menu contained a Save All command, which was very helpful for saving all of your open Word documents in a single step. Beginning with Word 97, however, the Save All command was removed from the menu.

Fortunately, there is a way to access the Save All command. If you hold down the Shift key as you click on the File menu, you will see that the Save command changes to Save All, and the Close command changes to Close All. Select one of these options and you can either save or close every open document you have.

This tip applies to Word 6, Word 95, Word 97, Word 2000, and Word 2002.

TURNING OFF GRIDLINES IN EXCEL 2000

When you first create an Excel workbook, each worksheet in the workbook shows the familiar grid-shaped format that most spreadsheet users know and love. There may be times, however, when the gridlines don't fit your purposes. For instance, if you are using a worksheet that has quite a bit of text in it, you may find the gridlines distracting. To turn off gridlines for a worksheet, follow these steps:

1. Display the worksheet you want to affect.
2. Choose Options from the Tools menu. This displays the Options dialog box.
3. Make sure the View tab is selected.
4. Clear the Gridlines check box.
5. Click on OK. The gridlines should be gone.

MOVING A WORKSHEET IN EXCEL

Often it is necessary to move a worksheet from one place to another in the same workbook. Excel makes this easy by following these steps:

1. Make sure the worksheet you want to move is displayed.
2. Choose Move or Copy Sheet from the Edit menu. This displays the Move or Copy dialog box.
3. In the Before Sheet list, select the worksheet that should come after the worksheet you selected in step 1.
4. Click on OK. The worksheets are reordered.

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Great “Summertime Crafts and Projects” Links For You to Try...

http://www.freekidscrafts.com/summer_crafts.htm

<http://www.creativekidsathome.com/summerkidsactivities.html>

<http://childparenting.about.com/cs/projects/>

<http://www.craftsfortrade.com/>

<http://rubyglen.com/crafts.htm>

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

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