

Computer Classes for Teachers 2008-2009

Mini Classes for Word

- ▶ 1. **Using Graphics in Microsoft Word 2007** 1 session 1.5 hours
This session will cover working with pictures, clip art, shapes, Smart Art and Charts. You will learn how to use the new features of Word 2007 to make your pictures and clip art stand out, group shapes and clip art, use the drawing canvas, add text to graphics and create customizable relational diagrams (Smart Art) that enhance and organize your publication.
- LAHS Monday, September 29, 2008 Room 120B 3:30 – 5:00
 - SMMS Monday, November 10, 2008 Lab 3:30 – 5:00
 - HP AE Monday, January 26, 2009 Lab 3:30 – 5:00
- ▶ 2. **Using the Reference Tab** 1 session 1.5 hours
In this session, you will work with tools for citing sources, creating a bibliography, using and managing APA, MLA and other styles, inserting footnotes and reusing sources between documents.
- IVHS Wednesday, October 15, 2008 Room 155 3:30 – 5:00
 - SMMS Monday, February 2, 2009 Lab 3:30 – 5:00
 - IVMS Tuesday, March 24, 2009 Room 109 3:30 - 5:00
- ▶ 3. **Working with Equation Tools** 1 session 1.5 hours
Using the powerful new equation writing tools you can insert prewritten equations and modify them or create your own. This is easier than it has ever been. An enhanced symbol gallery is also included.
- IVHS Wednesday, November 19, 2008 Room 155 3:30 – 5:00
 - SMMS Monday, January 5, 2009 Lab 3:30 – 5:00
- ▶ 4. **Creating and Using Tables in Word** 1 session 1.5 hours
Tables are easier than ever to use in Word 2007 and the new features included on the Table Design Tab allow you to format and customize your table with colors and predefined styles or design your own.
- LAHS Wednesday, October 1, 2008 Room 120B 3:30 – 5:00
 - SMMS Monday, October 6, 2008 Lab 3:30 – 5:00
 - HP AE Monday, February 2, 2009 Lab 3:30 – 5:00
- ▶ 5. **Using Word Merge in Excel and Word to create labels and form letters** 1 session 1.5 hours
The Mailings Tab in Word 2007 includes all of the mail merge commands so merging documents becomes almost a one step process. Learn how to merge the data on an Excel spreadsheet into Word to create a form letter and customize labels or envelopes with clip art and color.
- LAHS Thursday, October 2, 2008 Room 120B 3:30 – 5:00
 - SMMS Monday, November 3, 2008 Lab 3:30 – 5:00

Office 2007 Classes

- ▶ **6. Introduction to Microsoft Word 2007** 2 sessions 2 hours each
This class will provide a closer look at all of the new features of Word. The Home, Insert, Page Layout and View Tab will be covered in depth. You will create a document that you can use in your classroom and you will be able to teach your students to create documents.
- SMMS Monday, October 20 & Monday October 27, 2008 Lab 3:30 – 5:30
 - IVMS Tuesday, October 21 & Wednesday, October 22, 2008 Room 109 3:30 - 5:30
 - LAHS Monday, November 3 & Tuesday, November 4, 2008 Room 120B 3:30 – 5:30
 - HPAE Monday, January 5 & Monday, January 12, 2009 Lab 3:30 – 5:30
- ▶ **7. Introduction to Microsoft Excel 2007** 2 sessions 2 hours each
Excel 2007 is much improved and easy to use. You can practically do everything you need from the Home tab. You will learn to create spreadsheets for student data or grades, to create graphs and charts and use a spreadsheet for a word merge.
- SMMS Monday, November 17 & Monday November 24, 2008 Lab 3:30 – 5:00
 - IVMS Tuesday, February 10 and Wednesday, February 11, 2009 Room 109 3:30 - 5:30
 - HPAE Monday, February 9 & Monday, February 23, 2009 Lab 3:30 – 5:30
 - IVHS Wednesday, January 14 & January 21, 2009 Room 155 3:30 – 5:30
- ▶ **8. Introduction to Microsoft PowerPoint 2007** 2 sessions 2 hours each
Enhance your existing presentations or create new ones with the new features of PowerPoint 2007. The new themes, background styles and preview features make this program fun to use.
- LAHS Monday, November 10 & Tuesday, November 11, 2008 Room 120B 3:30 – 5:30
 - SMMS Monday, December 8 & Monday, December 15, 2008 Lab 3:30 – 5:00
 - IVMS Tuesday, January 20 & Wednesday, January 21, 2009 Room 109 3:30 - 5:30
- ▶ **9. Writing Aids for Modifying/Adapting Instruction of Included Students** 2 sessions 2 hours each
- IVMS Tuesday, November 11 & Wednesday, November 12, 2008 Room 109 3:30 - 5:30
- ▶ **10. Communicating your Curriculum/Classroom on the Web (The Basics)** 4 sessions 2 hours each
- LAHS Thursdays, October 9, 16, 23, 30, 2008 Room 120B 3:30 – 5:30

Other Software Applications

- ▶ **11. PhotoStory** 1 session 1.5 hours
- HPAE Monday, December 15, 2008 Lab 3:30 – 5:00
- ▶ **12. Fast Stone Image Viewer and Photo Resizer** 1 session 1.5 hours
Use these image programs to easily resize or enhance a group of pictures.
- HPAE Monday, March 2, 2009 Lab 3:30 – 5:00
 - LAHS Tuesday, October 28, 2008 Room 120B 3:30 - 5:00

- ▶ **13. Laptops and LCD in the Classroom** 1 session 1.5 hours
Using the wireless laptops for classroom instruction plus using the LCD projector to display computer generated instruction.

- LAHS Tuesday, October 21, 2008 Room 120B 3:30 - 5:00

Web 2.0 Sessions

Web 2.0 is a term used to describe changes in the way we use the web. It includes social networking, collaboration, video sharing, wikis and blogs. It does not refer to a new world wide web technically, but changes to the way software developers and end users are using the web. Wikipedia is an example of Web 2.0.

- ▶ **14. Using Google Earth and Google Maps** 1 session 1.5 hours

- SMMS Monday, February 2, 2009 Lab 3:30 – 5:00

- ▶ **15. Using Google Docs** 1 session 1.5 hours

Google Docs is a free, Web-based word processor, spreadsheet, and presentation application. It allows users to create and edit documents online and because your documents reside online, you can access them from any computer and share them with everyone in real time. Many users can edit and collaborate on a document. Google Docs tracks changes that each person makes to the document and shows the history of revisions. This is a great way to collaborate on documents and have them available to you at all times.

- IVHS Wednesday, November 12, 2008 Room 155 3:30 – 5:00

- ▶ **16. Del.icio.us**

All your stuff in one place! Delicious is a Social Bookmarking service, which means you can save all your bookmarks online and access them anytime from any computer. This is great for us because we cannot save any bookmarks or favorites on our computers. You can also share them with other people and see what other people are bookmarking.

1 session 1.5 hours

- IVHS Thursday, November 20, 2008 Room 155 3:30 – 5:00