

2 0 0 8 S P R I N G E D I T I O N

the MAY 2008

COMP DAY STAFF DEVELOPMENT TIPS AND HINTS CLASS



Create a Folder

Right click on a blank place on the desktop or in your H drive folder. Click new, folder, and then give it a name.



✕ Where's My Jump Drive? ✕

If you have plugged in your new flash drive and opened "My Computer" and don't see it in the list then here is an easy fix. Shut your computer down, plug in your flash drive. Start your computer up and it should find the drive.

CREATE POWERPOINT CONTENT IN WORD

To quickly and easily create a powerpoint presentation, type your list in Word. Do a little planning as you type keeping mind that some lines will end up as slide titles and some will end up bulleted list items. When you have finished typing your list go back and highlight the lines that are to be slide titles and in the formatting toolbar, click the drop down arrow and

make the title lines Heading 1. The other items, you will highlight and make Heading 2. Go to file, send, and choose to PowerPoint.

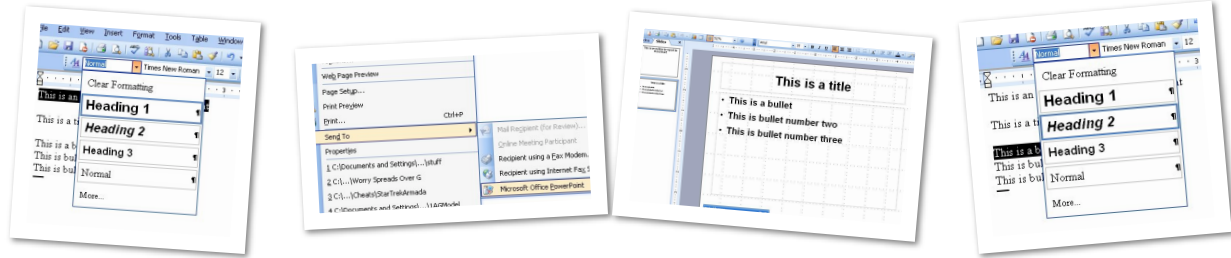
A PowerPoint presentation will open with your text already in place and all you need to do is decorate and tweak.

PowerPoint Background Tip

Would you rather use your own pictures for slide backgrounds? It's easy! Know where your

pictures are saved. Click format, background. Click the background fill drop-down list and choose fill effects. Select the picture tab. Next click the select picture button and navigate to the location where your images

are stored. Select the image and click OK to choose it. The background dialog box appears again to confirm your choice. Click the apply button to add the image to the slide.



Adding Sound To a PowerPoint

If you are presenting on a cart and have saved your presentation to your folder on the server, make sure that you move all the files - the powerpoint, and sound files to a folder on the cart so powerpoint can find them all. You can make a folder right from the beginning of the project and store everything in that folder. When you are ready to present drag or copy and paste the whole folder onto the desktop of the cart. When you are through you can delete it from the cart - the original will still be in your folder on the serve.

A great source for copyright free music is:

<http://freeplaymusic.com/>

To keep the music playing across multiple slides:

Save your mp3 file somewhere you can find it. Go to insert, Movies and Sounds, Sound from file and navigate to where you have saved your sound file.

insert your music and then right click and select custom animation from the slideshow menu.

Click the multimedia settings tab. Check the box for Play using animation order. Click Continuous slide show. Click Stop playing after (type the number of slides you have in your presentation)

Practice!

The best thing you can do for your presentation is to do a couple of trial runs. Be aware of good stopping points, Have notes if you must but don't read everything from your slide!



Text File Trick

Open Notepad and on the first line type .LOG (dot log all caps - just like that) and save it as notes.txt or something you can easily find. Now close the document. Open it back up and you will see that the date and time automatically append.

This will happen each time you open it. Journal, keep notes, a phone call log - keep it right there on the desk top to make it easy to add to!

SCREENSHOT TIPS

Maximize the window you want to capture

To capture current window, hold down ALT and Print Screen at the same time

To capture entire screen just press Print Screen

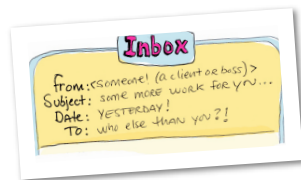
Open new Word doc and hold down Ctrl and V to paste screenshot



Create a Group in Outlook Express!

Open Outlook Express. Click on addresses. Once you are in the address book you will see a little picture of a rolodex card. From here you can choose contact to add a single address or group to create a group.

When you click group a window will pop up



asking you to type a name for your group. After you have typed a name click the "select members" button.

You will now see two columns- the one on the left containing all the names already in your address book. You can



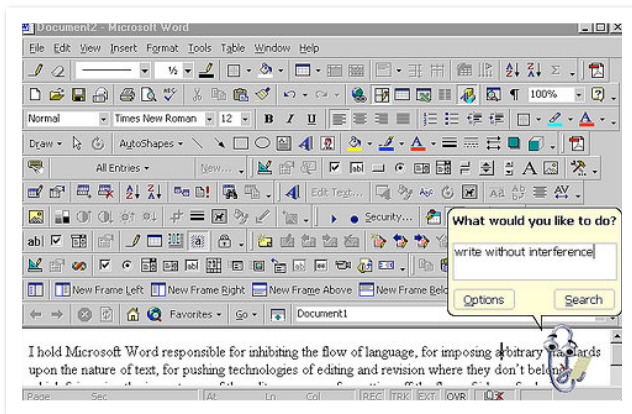
click the names on the left and if you need to select multiple names that are not next to each other, you can hold down the ctrl key while you select. When you have selected all the

names you want to add to the group, click select and OK. You can now go to Create New Message, start typing the group name in the and Outlook Express should complete it for you.

Lock Your Computer

You are working on your computer and have to step out of the room. Hold down the Windows key and L at the same time and it will lock your computer. When you return press Ctrl-Alt-Del and log back in - your files will still be open - ready and waiting!

MICROSOFT WORD TIPS



Line Spacing - quick shortcuts :

CTRL + 1 changes to single space

CTRL + 2 Changes to Double Space

CTRL + 5 changes to 1.5 line space

Changing The Case Of Text - Highlight the text and press SHIFT + F3 (each time you press F3 you can change from lowercase to uppercase.

Insert Date and Time

ALT + SHIFT + D inserts the date

ALT + SHIFT + T inserts the time

Hanging Indent - Format, Paragraph, Indentation, Special, Hanging,

Make a Mistake? Hold down CTRL + Z or click undo on the edit menu. Don't you wish we could do that in real life?

Paste Plain Text - When you copy and paste text from a Web page or another document, the text brings its formatting with it. .

To get around this behavior, copy the text and place the insertion point marker where you want to insert the copy. Then open the Edit menu and choose Paste Special, and select the Unformatted text option.

Toolbars - If you ever feel adventurous and want to see some of the toolbars that are available as in the picture above they are easy to find. Just click view and toolbars and you will see quite a long list of toolbars that let you do different things. if a toolbar is checked it will show up. If you want it to go away so you have more writing room - go back and uncheck it. It doesn't delete anything - it just hides it so it doesn't get in your way.



Thinking of Switching to FireFox?

There are a few things that you will find you need Microsoft Internet Explorer for. If we have signed you up for an account on LearnKey to do online tutorials you will need Internet Explorer. If you want to download some of the Microsoft Templates or manually get Windows Updates, then you may need Internet Explorer. You don't have to totally give up IE but I am going to show some cool ways that I think FireFox rocks!

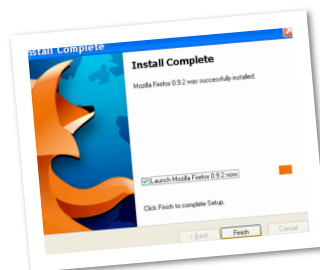
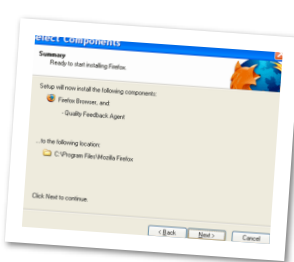
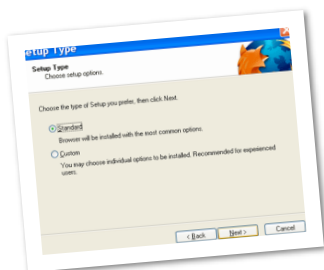
To download FireFox you can find it here: <http://www.mozilla.com/en-US/firefox/> On that page you will see a link that says Download Now! Click on that link to start downloading FireFox. Once the file has been downloaded to a location on your hard drive you should continue to step 2.

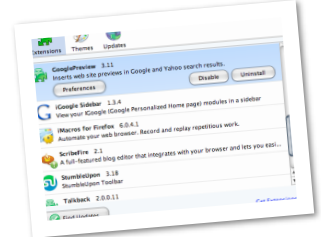
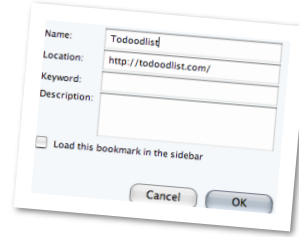
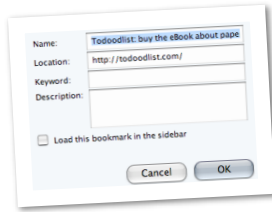
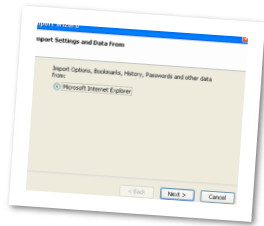
Step 2: Remove any previous installations

If you have installed FireFox on your computer in the past it is recommended that you first uninstall that version before installing a new one. To uninstall the previous version please do the following:

1. Click on the Start menu.
2. Click on Run
3. In the Open: field type control and press the OK button.
4. When the Control Panel opens, double-click on the Add/Remove Programs icon.
5. In the Add/Remove Programs screen scroll down till you find Mozilla FireFox and then click on the Remove button to uninstall it.
6. When that is completed, close all windows and proceed to step 3.

Step 3: Install FireFox, Click yes you accept on the license agreement screen. Click next. Check standard install.



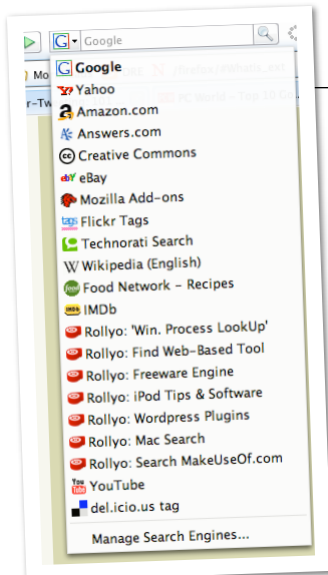


Customize Firefox

Favorite Bookmarks If you have some bookmarks you go to everyday, add them to the

Bookmark Toolbar. Drag the URL to the toolbar and have a shortcut there. You may use it so much that you need to shorten names to make room for more. Right click on the link and choose properties.

The bookmark and it's URL will load into a pop-up box and you can edit the



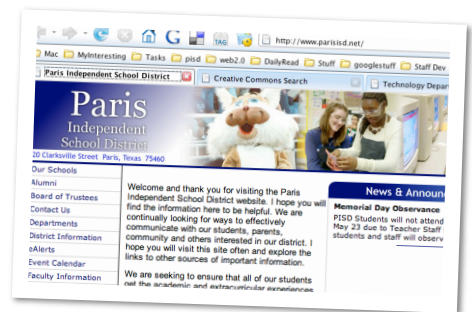
title that you want to appear in your toolbar. If you have multiple tabs open and have to leave you can click bookmarks and choose bookmark all tabs and name it that days date. Come back and click on the folder and select open all in tabs you will have everything open the same.

Organize

You can create folders for storing bookmarks and you can drag them to the bookmarks toolbar. An example of a way to use this is to create a PISD folder. Every school link can then be stored in that folder and will be easier to find in the future. You could create a temporary folder for research links pertaining to a specific subject..

Search

If you click the drop down arrow in the google search box you will see other search engines you can choose. At the very bottom if you click Manage Search Engines you can add other search engines to the list. To search the site you just choose them from the list of search engines and type your search criteria in the box.



End of Year Grades Export

6th six weeks grades

- 1) Student receives grade earned even if it is below 50.
- 2) Enter a 0 for incomplete work and export. Incompletes are not acceptable at year-end for any six weeks. Missed work can be left with the counselors along with answers and the student will be called. If the student completes the work the grade will be re-averaged.

SEMESTER EXAMS - (IGNORE IF YOU DO NOT GIVE EXAMS).

- 1) Click on Class (on the toolbar), then click on Grading Periods. Scroll down on the right to 2nd Semester Exam and enter the line number (from the assignment window) of the semester exam next to Starting Assignment. If you have exemptions also click the check box “ Allow Alternate Grade“. When you return to the Assignment window type “Semester Exam” in the description box, 100 in the points column — when you tab over exam or semester exam should automatically fill in the Category column. The colors should be white (4th six wks), yellow (5th six wks), white (6th six wks), and yellow (semester exam). If this is not true call for help.
- 2) Student receives grade earned even if it is below 50.

SEMESTER EXAM EXEMPTIONS

Click on Class (on the toolbar), then click on Grading Periods. If you have not already done so scroll down on the right to the semester exam and click the check box “ Allow Alternate Grade“. Click OK. In the Score window, if the Semester Exam grade is NOT on your screen next to the student’s name click on Style (on the toolbar), click on Screen Prefs..., then click on Grading Period and show the semester exam in the drop down box. Scroll to the far left — leave the “Alternate Percent” blank and enter an “E” in Alternate Description. This will not show up on your reports. You may want to type an ex (excused) in the actual grade column where you are entering the other students grades.

SEMESTER EXAM ABSENCES

Enter a "0" for the semester exam and export. Leave a copy of the exam with the student's name on it along with the answer key with the counselors.

Semester Averages

- 1) Check semester averages by showing the average next to the student's name. Click on Style (on the toolbar), click on Screen Prefs..., then click on Overall Summary.
- 2) If a student had an incomplete in either the 4th or 5th six weeks and you entered the "1" and "I", you must remove the 1 and I from the Alternate percent column in the 4th or 5th six weeks.

EXPORT TERM MARKS

When you are ready to export term marks be sure to check the 6th six weeks, 2nd semester exam, 2nd semester average and Year End average.

PRINT A GROUP REPORT

Print a Group Report for each class (instructions attached). The beginning assignment should be the first assignment of the second semester. The Group Report will be turned in after the grades are validated at the end of the year.

LIBRARY SKILL AND PROFICIENCY -- MADISON Elementary School			
Student's name -- <i>Kelly Hartman</i>			
Grade -- <i>5B</i>			
Date -- <i>June 1973</i>			
Skill	Needs improvement	Good progress	Excellent progress
1. Knows library science terms			✓
2. Understands classification system			✓
3. Uses card catalog efficiently			✓
4. Chooses best reference book for purpose			✓
5. Locates materials well in DDC			✓
6. Uses library time well			✓

Mrs. Hanson