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# Introduction

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Congratulations! You have just reached that special birthday. You know, the one where you wake up in the morning to find a brand new bike waiting in the living room for you. Your first bicycle. How shiny it looks! How quickly you will be able to zoom up and down the hills of your neighbourhood! How all of the other children will envy your new set of wheels! How exciting! How thrilling! How terrifying!

What will you do with this new bicycle? Why does it look so far to the ground when you sit on it? How do you keep your balance? How do you stop this thing? How do you ride a bike? What if . . .? What if . . .?

Childhood fears of one's first bike are quickly replaced by the excitement of actually riding one. Once you have conquered the initial trepidation, the task seems mindless. Yes, you can maintain your balance. Yes, you can stop when you want. Yes, you can ride a bike. You are the master of the two-wheeled road. Was there ever a time when you could not ride a bike?

Congratulations, again. You have just reached that special day when you have obtained your first computer. Remember the butterflies in your stomach that your first bicycle gave you? Well, they are back. Fear not! Just as you were able to master riding a bicycle, you will be able to master your computer. All you need to do is have the confidence to believe that you will not fall off. Learning to use a computer is just a matter of knowing what to do and when to do it.

Just as you needed somebody to stand by you as you wobbled down the street on your first bike, you will need a steady hand to guide you on your first computer trip. That is what we are here for.

*ClarisWorks for Terrified Teachers* will support you as you master using the *ClarisWorks* program. We will steer you along as you learn how to use the various components of the program. We will explain how to do what you want to do, what special tricks will make your job easier, and how to stay in control. After all, nobody likes that shaky feeling you get when your bicycle is about to tumble over. Fear not, we will help you to remain steady.

*ClarisWorks for Terrified Teachers* has been written with you in mind. You have a computer in your classroom and you know how to turn it on. You know how to select a program to use, but what do you do next? How can you use this computer to enhance your classroom lessons? How will this technology be used in conjunction with your curriculum? How can you teach your students when there is so much for you to learn? Who is going to give you support so that you do not fall?

Part One of *ClarisWorks for Terrified Teachers* introduces you to the *ClarisWorks* program. You will be guided through the various components of the software. With one hand on your shoulder and another hand on the handle bars—or in this case, on the mouse — you will be cruising before you know it. You will learn how to create a document, save it to a disk, and print your work on paper. As you follow the step-by-step guides, you will learn the special tricks and magic that you, your computer, and *ClarisWorks* can do. In short, by the end of Part One, you will be zooming along. Your students will also find the activities in Part One to be a helpful guide in learning how to use *ClarisWorks*.

Part Two begins with the assumption that you have mastered Part One. So, if you are already comfortable with *ClarisWorks*, feel free to jump ahead. In fact, if at any time you hear yourself saying, “I knew that,” don’t hesitate to turn the page. Skipping pages, or sections, is okay. Use this book as your own personal trainer. It should help you with the areas in which you feel you need help.

You might even find yourself returning to a section that you have already passed for a quick refresher. Remember, just like riding a bicycle, practice makes perfect. The more you use your *ClarisWorks* program, the more competent you will become. After a short absence from the computer, you might feel like you have forgotten everything. Again, like riding a bicycle, once you know how to, you never forget. It just might feel that way, but fear not. Once you get started, it will all come back to you.

The second part of *ClarisWorks for Terrified Teachers* has been designed especially for you, the classroom teacher. Several projects are presented for your use. These activities come complete with preteaching activities, step-by-step directions, planning sheets, and diagrams to show you what your work should look like, if all is going well. These curriculum-centred projects are designed so that your students can work independently at the computer. We will give you the concept, in-depth instructions and a guiding hand to assist you in creating an interesting document. All you have to do is add the specific curriculum topic that matches your classroom lesson.

Take a deep breath, flex your fingers, stretch out your shoulders, and get ready to begin. You are about to enter the world of *ClarisWorks*. When you have completed the journey, you will wonder how you ever functioned without its assistance. You will no longer be among the terrified computer-using teachers. Welcome to the world of technology-using educators.

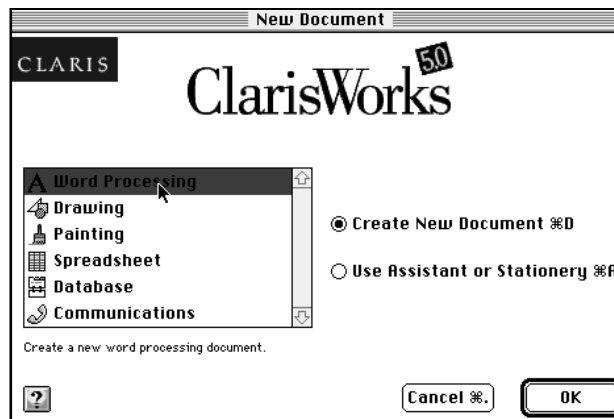
# Getting Started

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Let's start at the beginning. When you read, you begin with 'ABC'; when you compute, you begin with launching a program. Good news—you do not have to be a rocket scientist to launch a software program. All you need to do is roll the pointer arrow to the folder called *ClarisWorks* and give the mouse button two quick clicks (double-clicking). This will open the *ClarisWorks* folder and display its contents. Your next task is to find the icon that represents the *ClarisWorks* application.

Double-clicking on the application icon launches the *ClarisWorks* program. A launched program is one that is open and ready to use. You will know that you are in the right place when you see the new program window. This window is called a dialogue box because it has a little conversation with you. Without talking, the computer will ask you to make some decisions. You respond by clicking the mouse button on the appropriate button or by typing in the dialogue box.

Why not give it a try? Double-click on the application icon and you will see the New Document window. What—the window did not instantly appear? Even computers need time to think. Once you have double-clicked on the *ClarisWorks* icon, your pointer will turn into a small clock and then a spinning circle. This is your signal to take time out. Wiggle your fingers, do some isometric exercises, or just relax. The computer is working, and you get a chance to rest.



## Choosing a Document Type

Are you ready to make your first real decision? Before proceeding, you need to know what kind of document you will be creating. Word processing is a powerful classroom tool. It allows you to write letters, tests, review sheets, and reminder notes. Your students can use the word processing program to type reports, essays, poems, and other creative writing activities. In short, select the word processing program whenever you are working with words. Its uses are endless.

Move the pointer arrow to the words 'Word Processing' and click the button. Notice how these words now have a band across them. This process is known as *selecting an item*. Once you have selected the type of program that you want, click the pointer arrow on the **OK** button.



Double-clicking on your selection is a fast way to get to a new document. The first click will select your choice, and the second click will indicate that the choice is okay. That's it. You are on your way to creating your first word processing document.

## Setting Preferences

In spite of how you may feel at times, always remember that you are in charge of what happens on your screen. Just as you will decide what to type, you can also determine how things will look.

Look at the top of the screen. This area is called the *menu bar*. Beneath each of the words listed is a pulldown menu. Take a peek behind one of them. Move the pointer arrow to the **EDIT** menu and hold your mouse button down. This will pull down the edit menu. Notice the selection choices that you have. The ones that are black are available for you to use at this time. The grey choices are dimmed and cannot be used at this time. Keep the mouse button depressed as you drag the pointer arrow down the list of menu choices.