

TABLE OF CONTENTS

Introduction	4
How to Use this Book	5
Hardware	6
Computer Systems and their Functions	6
What is Hardware?	7
Choosing a Computer	8
Platform	8
Processor	8
RAM	9
Storage	9
Monitor	9
Peripherals	10
Diagram of Computer Parts	11
Input Devices	12
Keyboard	12
Portable Keyboards	12
Mouse	12
Touch Pad	13
Handheld Computer (PDA – Personal Digital Assistant)	13
Graphics Tablet	14
Touch Screen	14
Microphones	14
Scanners	14
Digital Cameras	15
Digital Video Capture Devices	16
Tips for Capturing Graphics and Sound	17
Video Production	18
Output Devices	20
Monitor	20
Size	20
Resolution	20
High Resolution Video Cards	20
Projecting on a TV	20
Large Screen Projection Devices	20
Multimedia Projectors	20
LCD Panels	20
Computer to Television Converters	21
Speakers and Headphones	21
Printers	21
Dot Matrix Printers	22
Ink Jet Printers	22
Laser Printers	22
Storage Devices	23
File Sizes	23
Portable Storage Disk Sizes	23
Software	24
Basic Types of Software	24
Software Licensing	24

TABLE OF CONTENTS *(cont.)*

Software *(cont.)*

Freeware/Public Domain/Postcard-ware	25
Shareware	25
Commercial Software	25
What is Application Software?	26
Electronic Learning Tools	27
What is Multimedia?	27
What is Hypermedia?	27
Reference Materials	28
Multimedia Encyclopedias	28
Dictionaries	28
Atlases	29
Almanacs	29
Content Specific Reference	29
Simulations	30
Electronic Literature	30
Thinking Games	31
Drill and Practice	31
Teaching the Tools	32
Choosing Electronic Learning Software	33
Writing and Publishing Tools	34
What is Word Processing?	34
What is Desktop Publishing?	34
How Do You Use These Types of Programs?	34
What Can Writing and Publishing Tools Do?	35
Recommended Sequence for Group Instruction of Word Processing	38
Tips for Terrific Looking Documents	40
Tips for Capturing Pictures	42
Choosing Word Processing and Publishing Software	44
Creativity and Presentation Tools	45
What are Creativity Tools?	45
Why Use Creativity Tools?	45
Paint Programs	46
Presentation Programs	48
Writing and Organising Multimedia Presentations	53
Data Analysis Tools	55
What are Data Analysis Tools?	55
What is a Database?	56
What Do Databases Look Like?	57
Teaching Database Tools	57
What is a Spreadsheet?	58
What Do Spreadsheets Look Like?	60
Using the Internet.	63
Lesson Plans	84
Index of Lesson Plans	84
Appendices	
Steps to a Successful Scan	173
Inserting a Photo from the Web into an Application	174
Saving a Document or Image	175
CD-ROM Index	176

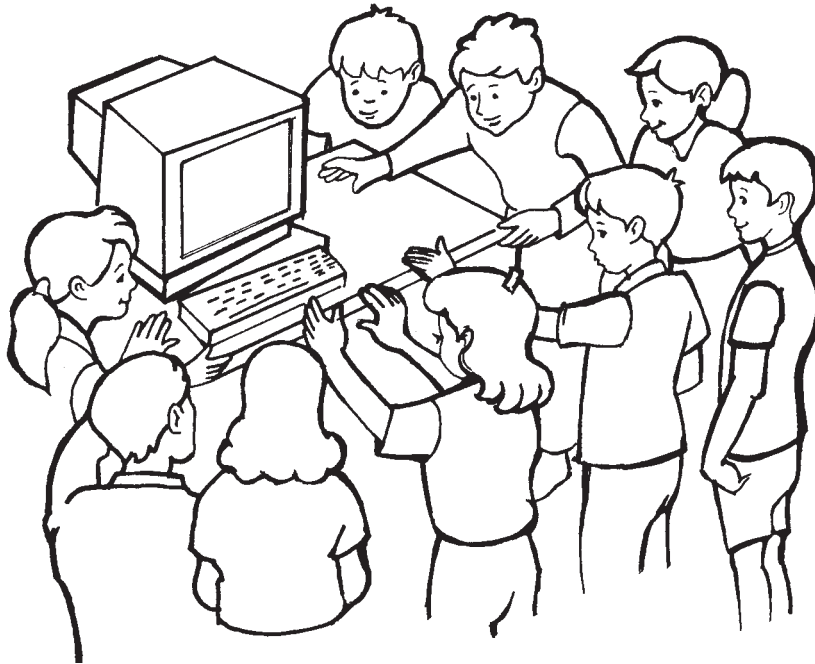
INTRODUCTION

Welcome to a new era of education. In this era, the traditional walls of the classroom have been removed. Students are leaving the classroom aboard educational tools such as CD-ROMs, multimedia and telecommunications. They are creating projects in partnership not only with their peers in the classroom but with people all over the world. Teachers have access to tools that allow them to reach and challenge students in ways they could only dream of before.

Whether you have a job as a computer resource or classroom teacher, you have probably scanned all the educational resource catalogues for something, anything, that would give you some ideas on how to manage the integration of all the available technology and the Internet into your curriculum and classroom. There are plenty of materials about how to use various software packages but not on how to effectively blend them with regular lessons. Hopefully this book will help technology coordinators, resource teachers, media specialists and classroom teachers find ways of incorporating computers and other peripheral devices into the curriculum they already know and love.

The first part of this book will focus on various types of computer equipment and peripherals that you might wish to use in your classroom and how to manage incorporating them into your curriculum. The second part covers different software tools and options. The third part provides lesson plans using all the different software applications described.

No matter which hardware and software configurations you are using, whether you are using a Windows-based or a Macintosh system, this book will help you match the tool to the job.



HOW TO USE THIS BOOK

Hardware

This section will introduce you to the computer hardware that can be found in the classroom or computer room. Various hardware components will be discussed. Learn about what to look for when you choose a computer, input devices – from keyboards to digital cameras, output devices – from monitors to printers and storage. This section should give you a great idea of exactly what to look for if you are starting the technology component of your classroom or your computer room from scratch.

Software

In this section you will learn about the five major groupings of software programs that teachers and students can utilise in a variety of curriculum areas: Electronic Learning, Writing and Publishing, Creativity and Presentation and Data Analysis. You'll learn the basics of how these programs work and how to use them. Discover what tool will work best for your specific classroom projects. Decide whether you want an integrated or a specific program.

Using the Internet

Here you will find some basic information about the Internet including the hardware and software you will need, definitions of Internet terms, how to find lesson plans and quality educational websites online, acceptable use policies and copyright information.

Lesson Plans

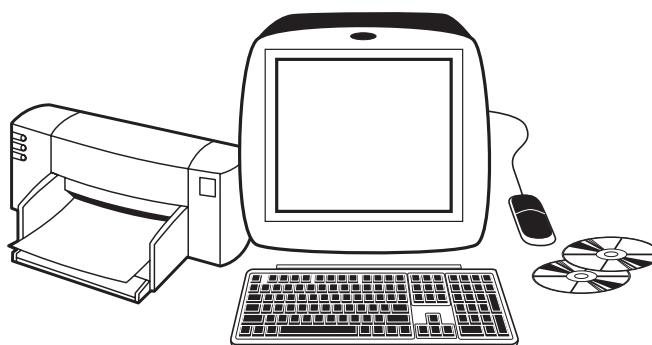
This section includes lesson plans that utilise the software tools described in the Software section. They have been written by teachers who have successfully integrated technology into many different areas of their curricula. The index provided describes the software application needed, the curriculum area and the year level for each lesson plan.

Appendices

This section provides tips for scanning an image, an overview of inserting a photo from the Internet into another application and some basic information about saving a document or image.

CD-ROM Index

The CD-ROM index lists the files provided on the CD-ROM, the page numbers on which they are referenced and the formats in which they have been saved.



WRITING AND PUBLISHING TOOLS *(cont.)*

How Do You Use These Types of Programs? *(cont.)*

Students

Aside from the pride students show in a computer generated report, they learn valuable communication skills. Getting their point across using not only text, but pictures, drawings, tables and graphs teaches them to communicate effectively.

Example 1: Along with the student's writing, a report about World War 2 could include pictures, a timeline or a graph that illustrates certain points made in the report.

Example 2: Science project reports and visual aids can all be created and printed using word processing or desktop publishing software. This will add to the overall look of the project displays and will ensure that all reports follow the same format and are legible.

What Can Writing and Publishing Tools Do?

Word Processing

Word processing software will be your most frequently used tool in your software arsenal. All word processing programs work essentially the same way with minor differences in the way they set up and edit documents. Text is typed into a white screen that is made to simulate a paper page. The power of a word processor is in the editing features. Below is a list of features most word processors support.

Cut, Copy and Paste: Pictures or text can be cut (removed) or copied and pasted into different areas of the document. This also works between different documents as well as different programs.

Find and Replace: This editing tool allows you to find words, phrases, sentences, punctuation, etc. and remove or replace them throughout the document. This feature is very helpful if you or a student has consistently misspelled a word throughout a document. You can then change all instances of that word with one command.

Make Templates: If a document is produced with the same layout frequently, such as a newsletter, a template with that layout can be made to your specifications and saved for later use.

Insert Options: Pictures and graphics can be inserted into the document.

Style: Many style options are available including font (what the text looks like), type size, alignment and even colour.



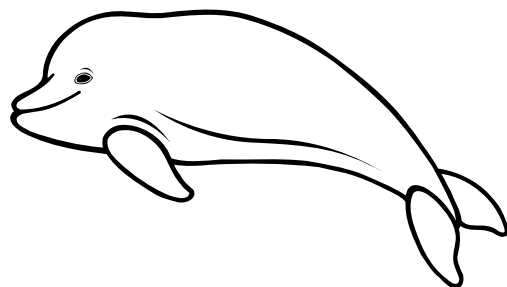
WRITING AND PUBLISHING TOOLS *(cont.)*

Tips for Terrific Looking Documents *(cont.)*

These two document examples illustrate poor document design and good document design. The first example shows how too many changes in document style tend to distract from the content of the actual document. The second shows effective use of style options.

LOVELY LAYOUTS

This is an **EXTREME** EXAMPLE OF A DOCUMENT THAT BREAKS MANY OF THE RULES OF EFFECTIVE PUBLISHING. *Italics are not used effectively* and fonts are changed with no **THOUGHT** as to the reason. Spacing varies and margins don't align. Pictures have no relationship to text and aren't placed effectively.



GREAT EXAMPLE



This, on the other hand, is a great example of how to publish an effective, easy-to-read document. **THE FONT IS ONLY CHANGED TO DRAW ATTENTION TO SOMETHING IMPORTANT.** Line spacing is uniform throughout the document. Pictures are inserted that relate to the meaning of the document and are close to the related text. *Italics are used to draw attention to something important like a caption.* Mixed case (UPPER and lower) makes the writing more readable. Remember that the ideas are the important part of the paper, but if it doesn't look good, no one will want to read it.

APPENDICES

Saving a Document or Image: Answer Three Questions

1. Where are you going to save the document or image?

- in a folder on the computer's desktop
- in a folder on another storage device
- floppy disk
- Zip
- CD-RW, Online Storage

2. In what format do you need to save the document or image?

Photos:

coloured photos – JPEG

black and white photos or clip art – GIF

images for publishing (*Quark*) – TIFF

Documents:

Word Document, *AppleWorks* or Rich Text Format (RTF) if it needs to be opened with a different application.

3. What are you going to name your document or image?

If you select your file and folder names carefully, you will not have trouble finding the items later. If the item is lost, a sensible name makes the FIND or SEARCH process much easier.

Name needs to make sense.

(Opera House photo)

Should include your first name, then item name.

(Amanda Opera House photo)

Should be put into a named project folder.

(Sydney Project Folder)

Note: Some Windows applications make you stay to the DOS format: 8 characters to the name and no special keys like the /.