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Introduction

About this Book

With *Creative Projects Using Templates for Microsoft Office™*, you can use over 75 *Microsoft Word*, *Excel* and *PowerPoint* templates to simplify your classroom tasks and turn student assignments into dazzling presentations.

The templates included with this book are files that have already been created for you to use in completing the tasks or exercises that you frequently perform throughout the school year. They save you time because you do not need to ‘start from scratch’ with every form, recording sheet or certificate. Templates can be used again and again, and are easily modified for various occasions.

Administrators and teachers will find forms ranging from medication dispensing to instructions for substitute teachers, permissions slips, assessment records, recognition awards and much more.

Students can turn an animal report into an interactive quiz, remember weekly spelling words with a game of hangman and answer a few simple questions to create a newsletter. They can also learn more about taking notes, organise their school schedules and use a check list to improve their writing. Many of the terrific templates provided on the enclosed CD can be printed in colour, black and white or greyscale.

This book provides step-by-step instructions for how to enter the unique information appropriate for any particular use. There are also many extension ideas for exciting new ways that you may have never thought of before to use these templates!

Using the Templates

The templates provided on the CD-ROM can either be accessed directly from the CD or copied to your computer’s hard drive. If you choose to access them directly from the CD, open the *Microsoft Office* application required by the template. (See the Index on pages 164–167 for a list of the templates and required applications.) Go to the **File** menu and select **Open**. Navigate to the CD-ROM and open either the **Teacher Tools** folder or the **Student Tools** folder. Double-click the template file to open it.

If you have the space available on your computer (about 185 MB of hard disk space is needed), it is recommended that you copy the templates into your *Microsoft Office* program files. Open your *Microsoft Office* program folder and open the **Templates** folder. Copy the **Student Tools** and **Teacher Tools** folders into the **Templates** folder. The Calendar Wizard and Newsletter Wizard cannot be run directly from the CD, and will need to be copied to the **Templates** folder.

If you are using *Microsoft Office 97, 98* or *2000*, you can go to the **File** Menu, select **New**, and then choose the **Student Tools** or **Teacher Tools** tabs on the New Document dialogue box to access the templates.

If you are using *Microsoft Office XP*, you can select the templates from the **Template Gallery**. If you are using *Microsoft Office 2001* or *X*, you can select the templates from the **Project Gallery**.

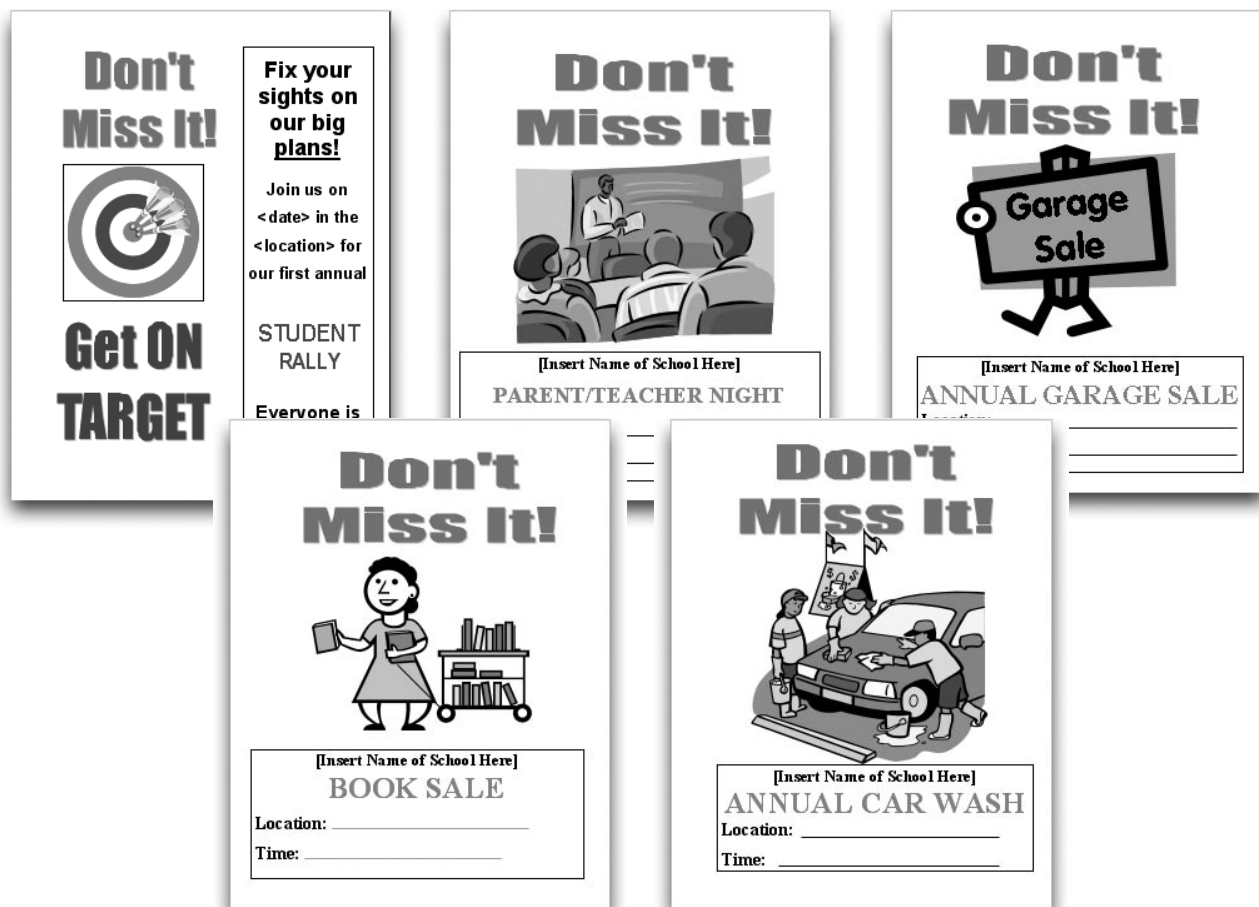
See the Template Tips and Tricks section on pages 158–159 for more information on using templates.

About the Templates

These templates were developed by Microsoft’s Education Division for use with *Microsoft Office* applications. For more information on Microsoft’s Education division, visit their website at

<http://www.microsoft.com/education/>

'Don't Miss It!' Posters



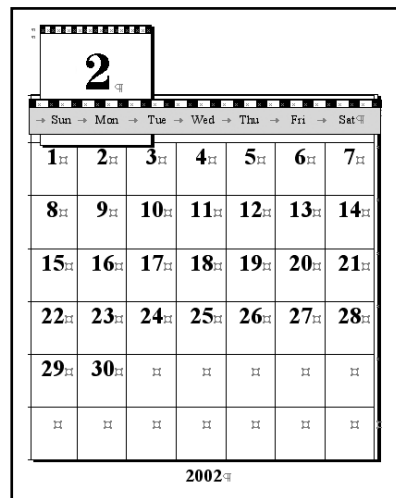
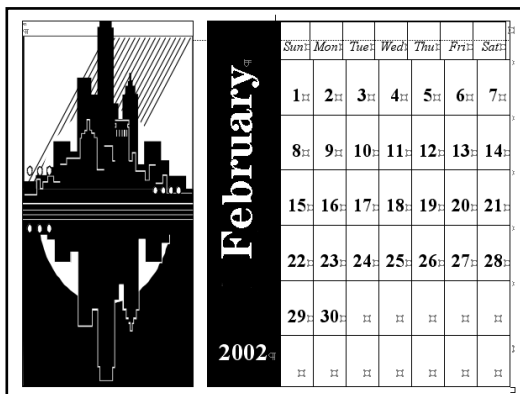
Software Application

Microsoft Word

Using the Template

1. 'Don't Miss It!' posters are perfect for your class events or fundraisers. There are five posters available in the template – Get on Target, Parent–Teacher Night, Garage Sale, Book Sale and Annual Car Wash. Scroll down to view all the templates.
2. To personalise the 'Don't Miss It – Get on Target' template by adding the date and location of your event, click inside the text box at the right-hand side of the document. Select the word 'date' and the symbols around it. Type the date of your event.
3. To personalise the remaining templates, click inside the text box that appears under the graphic. Select the **Insert School Name Here** text. Type the name of your school. Then click the lines underneath and type the location and time of the event. You may have to change the font size, colour or style to make it more suitable for the poster.
4. If possible, print the poster in colour.

Calendar Wizard



Software Application

Microsoft Word

The Calendar Wizard cannot be run directly from the CD. Copy the Calendar Wizard into the **Templates** folder in Microsoft Office, and start the wizard from within Microsoft Office.

Using the Template



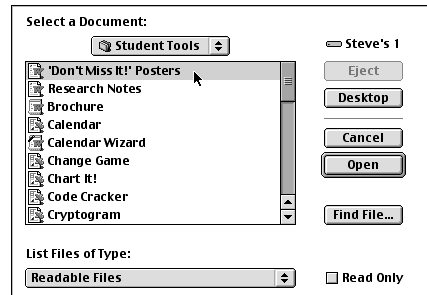
1. The Calendar Wizard takes you through a step-by-step process to personalise your calendar. When you see the Start screen, press **Next** to continue.



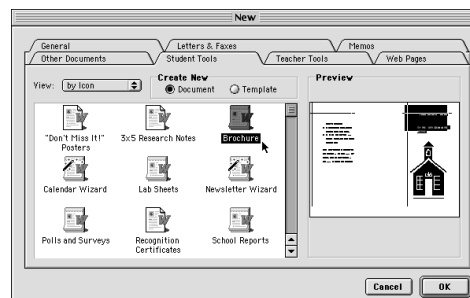
2. Decide which kind of style you want for your calendar. If you are going to be adding information into your calendar, you might want to select the boxes style. If your calendar is intended as a reference or a more decorative purpose, you might want to select the banner or jazz style. Click **Next** to continue.

Template Tips and Tricks

Templates that have been saved in the *Microsoft Office* application folder can be accessed in several different ways. With any version of *Office*, you can go to the **File** menu, select **Open**, and navigate to the **Templates** folder in your version of *Microsoft Office*. From there you can open the **Teacher Tools** or **Student Tools** folder, select a template and click the **Open** button.



If you have *Microsoft Office 97, 98* or *2000*, you can also access the templates by going to the **File** menu and selecting **New**. This will open the New Document menu. From here you can click on the **Teacher Tools** or **Student Tools** tab and then select the name of the template.



If you have *Microsoft Office XP*, the simplest method of accessing the templates is the Template Gallery. In *Microsoft Office 2001* or *X*, this is called the Project Gallery. Click on the **Teacher Tools** or **Student Tools** category and then select the template.



The template will open as a new document. For student projects, you may want to create individual folders in which students can save their files. Show them how to save their files by selecting **Save** from the **File** menu or clicking the **Save** icon on the standard toolbar.

Remind students to save their files often. Show them how to turn on the **AutoRecover** feature in the **Options** (Windows) or **Preferences** (Macintosh) menu. The *Microsoft Office* application will create an AutoRecover file every ten minutes (or whichever amount of time you select). This way, if the computer crashes or loses power, students may be able to save information that might otherwise be lost.