
Microsoft Office 2007 and up

Microsoft Office is constantly changing, with new features being added with every new iteration. The *50 Quick & Easy* series was created using Microsoft Office 2007, and some options and methods may have changed in more recent versions.

Because of this, teachers may find they need to experiment with the new versions of Microsoft Word, Excel and PowerPoint to achieve the results demonstrated in this book. It is important to remember that the new version will do everything the previous one did, plus more – the challenge is to figure out where the features are “hidden”, and how to access them.

Instructions on how to use some of the features in Microsoft Office 2007 are included in the back of this book, and most are still applicable to newer versions of the software. However, there will be situations where you will need to try and find some of these features yourself. If this is the case, some suggestions to resolve the problem are:

- Click through the tabs and scan the “ribbons” to see if you can find what you are looking for.
- Try double-clicking. Sometimes, double-clicking an object or part of the screen will activate a new ribbon and will reveal what you need.
- Right-click. Some commands are available with a right-click (control-click on a Macintosh).
- Use the “Help” menu, usually found in the “Menu” bar at the top of the screen and sometimes represented by a small question mark.
- Consult with another teacher who may have encountered the same problem.
- Let your students look.
- Use one of the many online resources:
<http://office.microsoft.com>
(Click the “Help and How-to” tab.)
<http://www.google.com.au>
(Search for Microsoft Office tutorial)

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Table Tents

Teacher Tools

17

Year Level:

Prep

Year 1

Year 2

Overview:

In this activity, the teacher will learn how to create, print and fold table tents in two different sizes. The tents can be used to label student desks, displays, artwork, experiments and other things.

CD-ROM File:

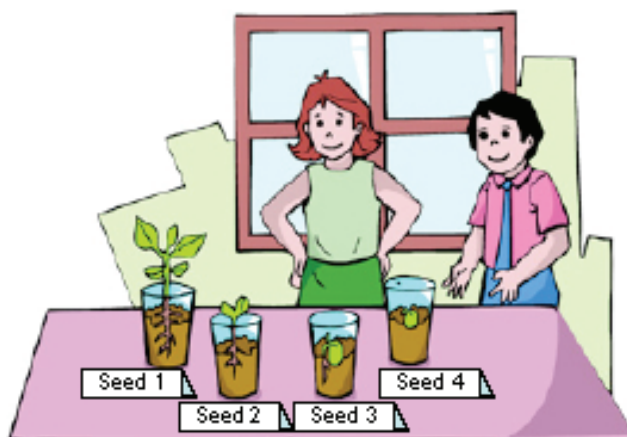
- 17TableTent.ppt

Software/Resources:

- Microsoft PowerPoint
- Printer

The Teacher's Role:

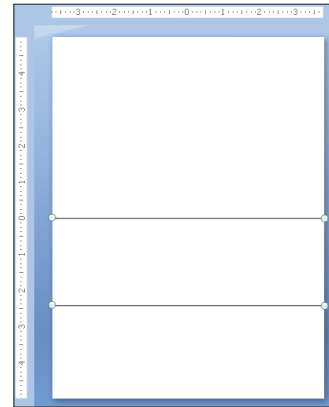
1. The teacher will follow the instructions on the next page to draw lines and add information to their slide in PowerPoint.
2. The teacher will print and fold their table tents.



Instructions:

Getting Ready

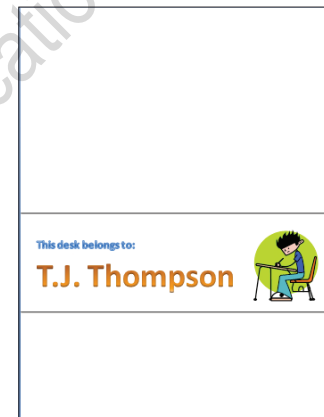
1. Open PowerPoint; choose a blank presentation and a blank slide.
2. Change the Slide Orientation to Portrait.
3. Turn on the Ruler. (This will add a ruler at the top and the left side of the screen.)
 - a. In Microsoft Office 2007, click the “View” tab and then click to turn on the ruler.
 - b. In other versions, pull down the “View” menu to Ruler.
4. Select the “Line” tool.
5. Draw a line across the slide from left to right at the 0 mark.
6. Select the “Line” tool again.
7. Draw a line across the slide from left to right at the 6.5 cm mark at the bottom of the ruler.



Adding Information

Note - Make sure you place ALL of your information between the two lines you just created.

1. Use the Text Box tool and/or the WordArt tool to add information.
2. Change fonts, sizes and styles, if desired.
3. Add clip art (optional).



Creating More Tags (Optional)

1. Pull down the “Insert” menu to “Duplicate Slide”.
2. Change the information on the slide, if desired.
3. Repeat steps 1 and 2 for each tag you wish to create.

Printing and Folding

1. Delete the lines you added earlier.
2. Pull down the “File” menu to “Print”.
3. Fold in half from top to bottom with the design on the outside.
4. Open, then fold the top and bottom into the centre crease to form a tent.

Note - For even smaller tents, you can print as a handout 4 per page, 6 per page or 9 per page.



Counting Flipper

Publishing Activities



Year Level:

Prep
Year 1
Year 2

Overview:

In this activity, students will create 6 “prompt” slides and 6 “answer” slides using PowerPoint. Then they will print the slides as a handout - 6 per page. Students will cut around the question slides (page 1) on 3 sides to create flaps and then will tape or glue page 1 on top of page 2. Viewers will lift the flaps to reveal the answers.

CD-ROM File:

- 24CountingFlipper.ppt

Software/Resources:

- Microsoft PowerPoint
- Printer

The Teacher’s Role:

1. The teacher will show students how to create and add clip art and text to their 12 slides in PowerPoint.
2. The teacher will assist students as they print, cut and assemble their counting flipper.

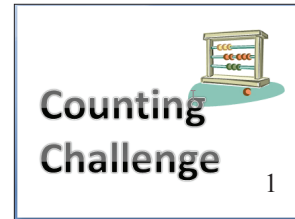


Student Instructions:

In this activity, you will create a PowerPoint slide show with 12 slides:

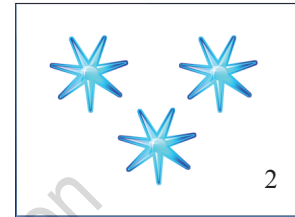
Slide 1

1. Open PowerPoint; choose a blank presentation.
2. Enter the title: "Counting Challenge" or something similar.



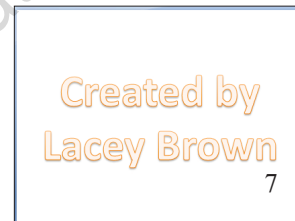
Slides 2–6

1. Insert a new slide; choose the blank slide layout.
2. Add a shape or a simple clip art.
3. Copy and paste or duplicate the clip art or shape as many times as you want.
4. Move the images to the desired positions on the slide.
5. Repeat steps 1–4 to create more slides with images.
Be sure to:
 - Vary the number of images on each slide.
 - Stop when you finish Slide 6!



Slide 7

1. Insert a new slide.
2. Add your name.



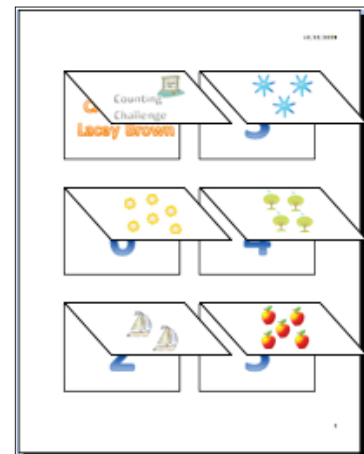
Slides 8–12

1. Insert a new slide.
2. Count the number of images on slide 2.
3. Enter that number on slide 8.
4. Continue to enter new slides, entering the "answer" that corresponds to the "prompt":
 - Slide 2 = Slide 8
 - Slide 3 = Slide 9
 - Slide 4 = Slide 10
 - Slide 5 = Slide 11
 - Slide 6 = Slide 12



Printing/Assembling the Flipper

1. Pull down the "File" menu to "Print".
2. Choose to print as a handout, 6 slides per page.
 - Page 1 will contain your title slide and slides with images.
 - Page 2 will contain your name and your "answer" slides.
3. On page 1, cut around the sides and bottom of each slide to create a flap.
4. Place page 1 directly over page 2. Glue or tape the pages together.
5. Viewers can now count the number of images and then lift the flap to check their answer!



Glyph

Inspiration/Kidspiration

40

Year Level:

Prep
Year 1
Year 2

Overview:

In this activity, students will create a glyph using the theme of an apple tree. On the computer, they will build a picture with objects based on data about themselves.

CD-ROM File:

- 40Glyph.kid

Software/Resources:

- Inspiration or Kidspiration

The Teacher's Role:

1. The teacher will show students how to add a tree to their screen and how to turn it into a Super Grouper. (Kidspiration only)
2. The teacher will lead the student as they add details based on data about themselves.
3. The teacher will help the students to print their screens.
4. The teacher will direct the students as they analyse, compare and contrast the data represented by the glyphs.



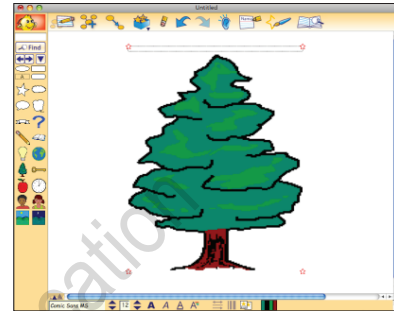
Student Instructions:

Getting Ready:

1. Open the Kidspiration program.
2. Choose to create a new picture.
3. Click and delete the main idea symbol so that you have a blank screen.
Note - You may need to click away from the symbol, and then click back on it to select it. Then just press the delete key on your keyboard.

Adding the Tree:

1. Click and drag a tree onto the screen from the symbol palette at the left.
2. Make sure the tree is selected.
3. Click the “SuperGrouper” tool at the top of the screen and pull down to “Create SuperGrouper”. (Kidspiration only)
4. Click and drag one of the corner stars to make the tree larger.



Adding Details:

1. Add one apple to the tree for each kid in your family.
2. Put one dog under the tree for each pet you have.
3. Add a soccer ball under the tree if you like to play sports.
4. Place a book under the tree if you like to read.
5. Put a dinosaur (Styracosaurus) beside the tree if you like scary movies.
6. Put a small sun in the sky if you like pepperoni pizza.
7. Put a large sun in the sky if you LOVE pepperoni pizza.



Printing:

1. Pull down the “File” menu to “Print”.
2. Write your name on the back of your picture.

Analysing the Data:

Your teacher may want to hang your pictures on a wall or bulletin board or lay them out on a table.

Look at one of the pictures.

- What can you tell about the person by looking at the picture?
- Can you guess whose picture it is?

Choose a group of 5 pictures:

- What thing(s) do all 5 people have in common?
- Which one shows the MOST pets?
- Which one shows the LEAST kids in their family?
- How many like to play sports?
- How many LOVE pepperoni pizza?