

**50** Quick  
&  
Easy

**Science**

**Computer Activities**

Tammy Worcester



# 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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# Jeopardy Game Template



## Year Level:

- P - 2
- 3 - 5 students
- 6 - 8 students
- Teachers of all year levels

## Overview:

Using the provided template, the teacher (or students) can create interactive Jeopardy games with science questions. The teacher fills in the categories, the questions, and the answers and then becomes the game show host as he/she plays the game with students as contestants.

## Downloadable Files:

- 15JeopardyPlanningSheet.ppt
- 15JeopardyTemplate.ppt

## Software/Resources:

- PowerPoint
- Projector/Large Screen Display

## The Teacher's Role:

1. The teacher will brainstorm 5 categories for a science topic.
2. The teacher will use the provided planning sheet to write five questions and answers for each category.
3. The teacher will enter the questions and answers in the provided template.
4. The teacher will provide the parameters for the game and will facilitate the game play.



**Student Instructions:**

**Getting Ready**

1. Print the jeopardy planning sheet downloaded from go.hbe.com.au.
2. Fill out the form with five categories and five questions and answers for each category.

**Adding Categories and Points**

1. Open the jeopardy game template from go.hbe.com.au.
2. Pull down the “File” menu to “Save As”.
3. Save the file with a new name.
4. Pull down the “View” menu to “Normal”.
5. Replace the letters in the top row with your own categories.
6. To change the point values, double click and then type the new point value. Do not press the delete key as this would delete the link.

A	B	C	D	E
10 pts	10 pts	10 pts	10 pts	10 pts
20 pts	20 pts	20 pts	20 pts	20 pts
30 pts	30 pts	30 pts	30 pts	30 pts
40 pts	40 pts	40 pts	40 pts	40 pts
50 pts	50 pts	50 pts	50 pts	50 pts

**Entering Questions and Answers**

1. Move to slide 2.
2. Use your planning sheet as a guide to enter the question for “A”
3. Move to slide 3.
4. Enter the answer for “A”
5. Continue through the slides entering questions and answers.
6. Change fonts, sizes and styles as desired.

**Note** - If you get lost, check the “Notes” area at the bottom of the screen. It will tell you what question or answer you should enter.

The earth’s atmosphere is made mostly of this...

Show Answer

**Playing the Game**

1. Connect the computer to a projector or other large- screen display.
2. In PowerPoint, pull down the “View” menu to “Slide Show”.
3. Click a point value to reveal a question.
4. Click the “Show Answer” link to reveal the answer.
5. Click the “Back to Game Board” link to return to slide one.

Nitrogen

Back to Game Board



# Create a Cube - 5 Senses

## Year Level:

- P - 2
- 3 - 5
- 6 - 8

## Overview:

In this activity, students will print, fold and assemble a three-dimensional cube that contains a title and each of the 5 senses on a face. Once the cubes are created, the teacher will give the students a place (a football game, for example). The students will roll their cube and see what sense ends up on top. Then they will describe what they would hear, feel, see, taste or smell at the football game.

## Downloadable File:

- 25CubeSenses.ppt

## Software/Resources:

- Microsoft PowerPoint
- Printer, Paper, scissors, glue

## Science Content Standards:

Content Standard - Life Science

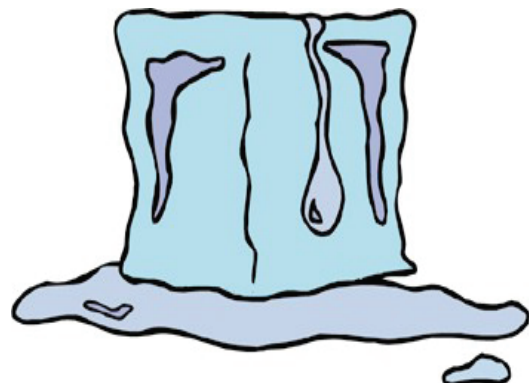
As a result of activities, all students should develop an understanding of

### For Years P-4:

- The characteristics of organisms
- Organisms and their environment

## The Teacher's Role:

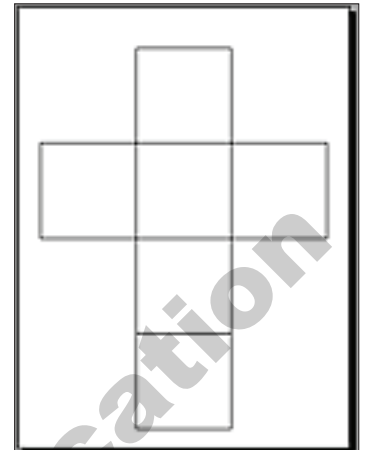
1. The teacher will review the five senses with the students.
2. The teacher will demonstrate how to add and arrange squares, add text and add graphics (optional) on a PowerPoint slide.
3. The teacher will show students how to print, fold and glue their printed page to create a three-dimensional cube.
4. The teacher will name a place: a football game, the beach, a pizza restaurant, a farm, a pool, others.
5. The teacher will instruct the students to roll their cubes and look to see which of the senses landed on top.
6. The teacher will ask the students to use that sense to describe what they would hear, feel, see, taste or smell if they were in that place.



**Student Instructions:**

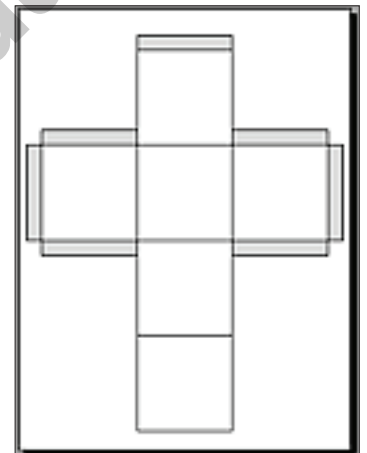
**Getting Ready**

1. Open PowerPoint; choose a blank presentation and a blank slide.
2. Pull down the “File” menu to “Page Setup”.
3. Change the slide orientation to “Portrait”.
4. If your rulers aren’t showing, pull down the “View” menu to select “Rulers”.



**Adding the Squares**

1. Click the “Rectangle” tool in the “Drawing” toolbar.
2. Hold down the shift key on your keyboard as you draw a square that is approximately 5 x 5 cm.
3. While the square is selected, click the “Fill Color” tool in the “Drawing” toolbar; choose “No Fill”.
4. Copy and paste the square until you have a total of 6.
5. Arrange the squares so that they make a cross. (Click and drag the squares on the edge, but NOT on a handle point, to move them.)

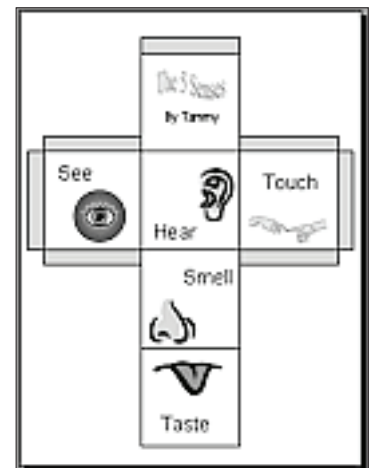


**Adding Flaps**

1. Use the “Rectangle” tool to add a blue rectangle directly above the top square. Make the rectangle the same width as the squares.
2. Copy and paste the blue rectangle to add it to the top and bottom of each of the “wings” of the cross.
3. Copy, paste and rotate the blue rectangle and place one at the outsides of each “wing”.

**Adding Information**

1. Use the “Text Box” tool or WordArt to put the title, “The 5 Senses” and your name in the top square.
2. Use the “Text Box” tool or WordArt to label each of the other squares with one of the five senses: hear, feel, smell, taste, see.
3. Add graphics and change fonts, sizes, style and colours, as desired.



**Printing, Folding and Assembling the Cube**

1. Pull down the “File” menu to “Print”. Click OK.
2. Use scissors to cut around only the outside border of the squares and rectangles.
3. Fold the blue flaps towards the back.
4. Fold the squares to create a cube.
5. Place glue on the flaps to hold the cube together.







# Pencil Properties

## Year Level:

- P - 2
- 3 - 5
- 6 - 8

## Overview:

In this activity, students will use a free online drawing program to draw an insect and then label the three main parts: head, thorax and abdomen.

## Downloadable Files:

- 34AppleProperties.kid
- 34PencilProperties.kid

## Software/Resources:

- Kidspiration

## Science Content Standards:

Content Standard - Physical Science

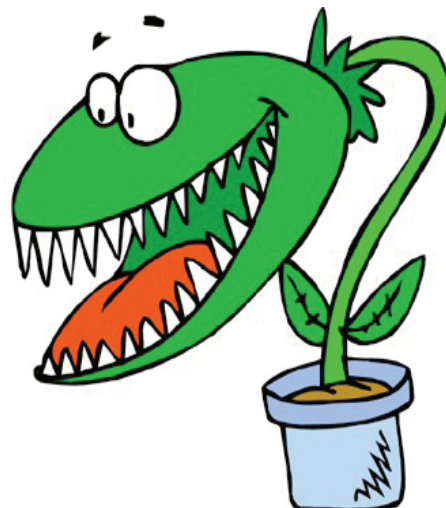
As a result of activities, all students should develop an understanding of

### For Years P-4:

- Properties of objects and materials

## The Teacher's Role:

1. The teacher will ask the students to get out a pencil and observe it.
2. The teacher will lead a discussion about the properties of the pencil. Options might include the colour, the size, the materials, whether it floats, etc.
3. The teacher will assist the students as they open a Kidspiration or Inspiration document and add clipart of a pencil to the centre.
4. The teacher will demonstrate how to create a web that lists at least 5 characteristics of the pencil.
5. The teacher will challenge the students to choose a different object and create their own properties web.



**Student Instructions:**

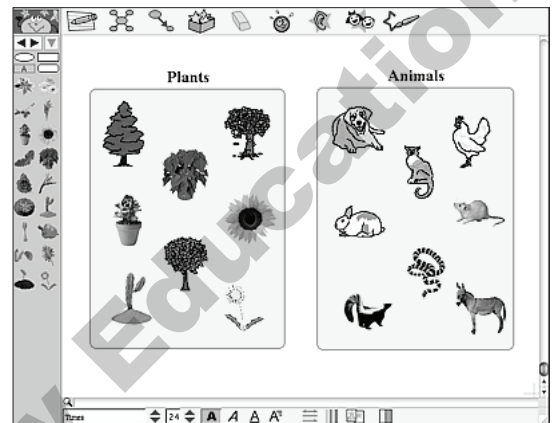
**Getting Ready**

1. Open an Inspiration or Kidspiration document.
2. Click to select the “Main Idea” symbol in the centre of the screen.
3. Browse through the clip art library at the left side of the screen to find a pencil.
4. Click the pencil. This will insert it in the centre of the screen.
5. In the text area below the pencil enter, “Your Name’s Pencil”.



**Adding Properties**

1. Click to select the pencil on the screen.
2. Use the “Add Symbol” button in the toolbar at the top of the screen to add a “bubble” that is linked to the pencil.
3. Repeat to create a web with at least 5 “bubbles” linked to the pencil.
4. In each bubble, type a property of the pencil.
5. Change colours, fonts and sizes as desired.



**Printing (Optional)**

1. Pull down the “File” menu to “Print”.
2. Choose the desired printer.
3. Click the “Print” button.



**On Your Own**

