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.
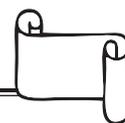
Because of this, teachers may find they need to experiment with the new versions of Microsoft Word, Excel and PowerPoint to achieve the results demonstrated in this book. It is important to remember that the new version will do everything the previous one did, plus more – the challenge is to figure out 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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Eight Places
PowerPoint Activity

Year Level:
  P–2
• 3–5
• 6–8

Subject:
  History
• Geography

Overview:
How can one person be in 8 places at the same time? It is easy! I can be 1) in a car, 2) on a highway, 3) in Brisband, 4) in Queensland, etc. In this activity, students will think about how to expand their definition of where they are.

CD-ROM Files:
•   15EightPlacesExample.ppt
•   15EightPlacesTemplate.ppt

Software/Resources:
•   Microsoft PowerPoint
    Note – See pages 1–18 for basic PowerPoint instructions, if needed.

The Teacher's Role:
1. The teacher will ask the student if it is possible to be in more than one place at the same time.
2. After allowing time for students to think and brainstorm, the teacher will provide an example of being: in the classroom, in the school, in the city, in the state, etc.
3. The teacher will use the directions on the following page as the students enter their information on a PowerPoint slide.

    Note – Older students can create this activity from scratch. For younger students, the teacher may want to have them start with the template that is on the CD-ROM that came with this book.

    The teacher can put the template on the students' computers using a jump drive, a shared server or a web tool such as FileDropper.com.

Student Instructions:

Note – Older students can create this activity from scratch; younger students can open the template on the CD-ROM that came with this book and simply enter their information. Instructions are provided for creating the activity from scratch.

Adding Rectangles
1. Open a new PowerPoint document with a blank slide.
2. Add a rectangle that covers the entire slide.
3. Add a new rectangle that is smaller than the first one. Align the rectangles in the upper left corner.
4. Continue to add smaller rectangles until you have a total of 8. (See image at right.)
5. Select all of the rectangles. Change the fill colour to "No Fill".
   • Office 2007 – click the "Format" tab and pull down the "Shape Fill" tool to "No Fill".
   • Other versions – use the "Fill Color" tool in the "Drawing" toolbar. Click the triangle beside the tool and choose "No Fill".
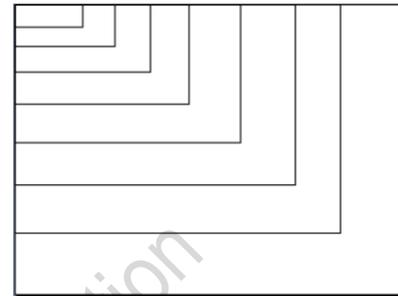
Adding Text
1. Add a text box to the bottom-right corner of one of the rectangles.
2. Enter the desired "place".
3. Continue to add a text box to each rectangle. Make sure you start with the most specific location in the top rectangle and end with the most general location in the bottom rectangle.
4. Change the text so that the sizes are graduated. The top box should be smallest, and the bottom should be largest.
5. Change font colours, if desired.
6. Add a text box to the upper-right corner. Enter "Your name is 8 places at the same time!"
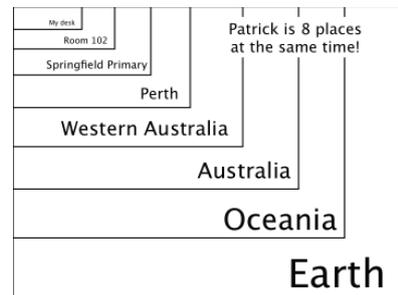
Printing
1. If desired, print your slide.
   Note – You can print onto coloured paper if you want.

Cost of Living Chart
Spreadsheet Activity

29

Year Level:
• P–2

• 3–5

• 6–8

Subject:
• History

  Geography

Overview:
In this activity, students will chose from a list of items and then will research the cost of that item in 5-year increments from 1950 to 2000. Once the data is collected and entered in a spreadsheet, students will create a line graph that represents their data.

CD-ROM File:
•   29CostOfLiving.xls

Software/Resources:
•   Microsoft Excel
      Instructions are provided for Microsoft Excel, but you can adapt the instruction for Google Docs Spreadsheet, or any other spreadsheet program.
•   Cost of Living in Australia website:
      http://www.australindtravel.com/log/Cost/Australia.htm

The Teacher's Role:
1.   The teacher will determine whether this will be an individual or a team activity.
2.   The teacher will assign an item or allow students to choose an item from this list: bread, milk, eggs, car, gas or house.
3.   The teacher will provide time for students to use the Cost of Living site to look up the price of their item in 5-year increments from 1950 to 2000.
4.   The teacher will help the students to enter their data in a spreadsheet.
5.   The teacher will assist the students as they create a line graph to represent their data.

Student Instructions:

Gathering Data
1. Choose from one of the following items: bread, milk, eggs, car, gas or house.
2. Go to: http://www.australindtravel.com/log/Cost/Australia.htm
3. Look up the price of your chosen item in 1950, 1955, and 1960; continue to find prices in 5-year increments through the year 2000.

Entering Data in the Spreadsheet
1. Open a spreadsheet file.
2. In cell A1, enter "Year".
3. In cell B1, enter "Price".
4. In column A, enter the years from 1950 to 2000 in 5-year increments.
   Important – Put quotation marks around the year so that it is treated as text.
5. In column B, enter the prices you found earlier.

	A	B
1	Year	Price
2	"1950"	0.14
3	"1955"	0.18
4	"1960"	0.2
5	"1965"	0.21
6	"1970"	0.24
7	"1975"	0.28
8	"1980"	0.51
9	"1985"	0.55
10	"1990"	
11	"1995"	
12	"2000"	

	A	B
1	Year	Price
2	"1950"	$0.14
3	"1955"	$0.18
4	"1960"	$0.20
5	"1965"	$0.21
6	"1970"	$0.24
7	"1975"	$0.28
8	"1980"	$0.51
9	"1985"	$0.55
10	"1990"	$0.69
11	"1995"	$0.79
12	"2000"	$0.93

Formatting Column B
1. Click and drag to select cells B2 through B12.
2. Format the cells as currency:
   • In Office 2007, on the "Home" tab, pull down the "General" menu to "Currency".
   • In other versions: pull down the "Format" menu to "Cells"; Click the "Number" tab and choose "Currency".

Creating the Chart
1. Select cells A1 through B12.
2. Create a chart:
   • In Office 2007, click the "Insert" tab and choose the desired line graph option.
   • In Office 2008 (Mac), click the "Chart" tab at the top of the spreadsheet and choose the desired line graph option.
   • In other versions, click the "Chart Wizard" icon in the toolbar at the top of the page, or pull down the "Insert" menu to "Chart". Choose the desired line graph option.
3. Double-click or right-click to add labels and change colours and styles, as desired.

Price of Bread

Analysing the Data
1. Look at your chart for significant increases or decreases.
2. Do some research (or ask an adult) to find out what was happening in the world during that time to cause a significant change.

Explorer Trading Cards
Internet Activity

35

Year Level:
- P–2
- 3–5
- 6–8

Subject:
- History

  Geography

Overview:
In this activity, students will use an online tool to create a trading card that contains information and a picture of a famous explorer.

Resources:
- Big Huge Labs
  http://bighugelabs.com/flickr/deck.php

The Teacher's Role:
1. The teacher will assign an explorer to each student or will allow students to choose their own explorer.
2. The teacher will help students to find and save a picture.
3. The teacher will remind students to bookmark the picture, so they can give proper credit.
4. The teacher will assist the students as they follow the on-screen prompts to create their trading cards.
5. Optional – the teacher will allow students to print multiple copies of their cards so they can trade with each other.

Student Instructions:

Finding/Saving a Picture

1. Use Google or another search tool to find a picture of your explorer.
   Note – Try typing something like "explorer Ponce de Leon +.jpg" (without quotation marks' in the search window.
2. Right-click (Windows) or control-click (Macintosh) the image and choose "Save Picture As" or "Save Image" or something similar.
3. Save the picture to your desktop or to your images folder.
4. Bookmark the image location so you can give credit for the image later.

Finding Information

1. Use Google or another search tool to find information about your explorer.
2. Choose 4 or 5 interesting facts and enter them into a word processing document.

Creating the Trading Card

1. Go to: http://bighugelabs.com/flickr/deck.php
2. Click the "Browse" button to upload the picture you saved earlier.
3. Follow the on-screen prompts to enter the following:
   a. Title – your explorer's name
   b. Sub-title – "Spanish Explorer" or something similar.
   c. Description – Copy and paste your facts from the word processing document.
4. Under your facts, add something like:
   Created by David
   Image from: imagecache5.art.com/
5. Click the "Create" button.
   a. If the image doesn't load, find and save a different one.
   b. Be sure to use the "Edit" button beneath the trading card to make changes. If you use the browser's back button, you will lose the information you entered.
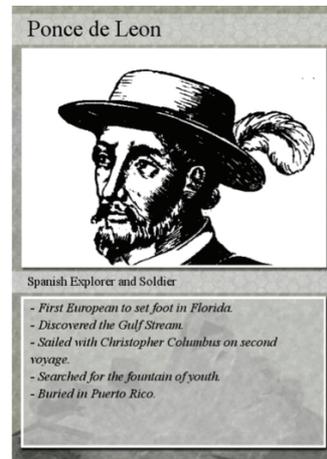
Printing the Trading Card

Note – If you print from the browser, the cards are very large. To print a smaller version:

1. Open a blank slide in PowerPoint.
2. Change the slide orientation to portrait (vertical).
3. Copy the trading card and paste it onto the PowerPoint slide.

Print as handouts – 2 slides per page, 4 slides per page or 6 slides per page, depending on what size you want.