# Table of Contents

## Basic PowerPoint Instructions

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PowerPoint Layout &amp; Printing (Office 2007)</td>
<td>03</td>
</tr>
<tr>
<td>PowerPoint Graphics &amp; Lines (Office 2007)</td>
<td>05</td>
</tr>
<tr>
<td>PowerPoint Special Effects (Office 2007)</td>
<td>07</td>
</tr>
<tr>
<td>PowerPoint Layout &amp; Printing (Office 2003 &amp; XP)</td>
<td>09</td>
</tr>
<tr>
<td>PowerPoint Graphics &amp; Lines (Office 2003 &amp; XP)</td>
<td>11</td>
</tr>
<tr>
<td>PowerPoint Special Effects (Office 2003 &amp; XP)</td>
<td>13</td>
</tr>
<tr>
<td>PowerPoint Layout &amp; Printing (Macintosh Version)</td>
<td>15</td>
</tr>
<tr>
<td>PowerPoint Graphics &amp; Lines (Macintosh Version)</td>
<td>17</td>
</tr>
<tr>
<td>PowerPoint Special Effects (Macintosh Version)</td>
<td>19</td>
</tr>
</tbody>
</table>

## Student Activities

### PowerPoint Publishing Activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acrostic</td>
<td>23</td>
</tr>
<tr>
<td>Bookmarks (Book Review)</td>
<td>25</td>
</tr>
<tr>
<td>Building Healthy Bodies</td>
<td>27</td>
</tr>
<tr>
<td>Fact Flipper (Famous Person)</td>
<td>29</td>
</tr>
<tr>
<td>Greeting Card</td>
<td>31</td>
</tr>
<tr>
<td>Hats Off to Famous Scientists!</td>
<td>33</td>
</tr>
<tr>
<td>Pizza Glyph</td>
<td>35</td>
</tr>
<tr>
<td>Postcard</td>
<td>37</td>
</tr>
<tr>
<td>Sticky Notes</td>
<td>39</td>
</tr>
<tr>
<td>T-rific</td>
<td>41</td>
</tr>
</tbody>
</table>

### Spreadsheet Activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Colour Column Graph</td>
<td>43</td>
</tr>
<tr>
<td>Pizza Graph</td>
<td>45</td>
</tr>
<tr>
<td>Temperature Graph</td>
<td>47</td>
</tr>
<tr>
<td>Pet Pictograph – Part 1</td>
<td>49</td>
</tr>
<tr>
<td>Pet Pictograph – Part 2</td>
<td>51</td>
</tr>
<tr>
<td>The Power of Good Cents</td>
<td>53</td>
</tr>
</tbody>
</table>

### Slides Show Activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Biography</td>
<td>55</td>
</tr>
<tr>
<td>Animated Water Cycle</td>
<td>57</td>
</tr>
<tr>
<td>Sense Poetry</td>
<td>59</td>
</tr>
<tr>
<td>What Am I?</td>
<td>61</td>
</tr>
</tbody>
</table>
Web Tools & Resources

BibMe ................................................................. 65
Delicious ............................................................ 69
Fur.ly ................................................................. 73
Google Tools ...................................................... 77
JamStudio .......................................................... 81
Jing ................................................................. 83
Odosketch .......................................................... 87
Online Stopwatch ............................................... 89
Poll Everywhere ............................................... 91
Random Name Picker ......................................... 95
Spelling City ....................................................... 99
Tiny URL .......................................................... 101
Today’s Meet ..................................................... 105
Vocaroo ............................................................ 107
VozMe .............................................................. 109
Classroom Management Tools ............................ 111

Tips, Tricks & Shortcuts

Google Tips & Tricks ........................................... 117
Web Browser Shortcuts ........................................ 123
Microsoft PowerPoint Shortcuts ......................... 125
Microsoft Word Shortcuts ................................... 127
Microsoft Excel Shortcuts ................................... 129
Acrostic (Weather)
Powerpoint Publishing Activities

Year Level
• P-2
• 3-5
• 6-8
• 7-12

Overview
In this activity, students will choose a weather term and will type it vertically on the page. Then they will add facts or descriptors that begin with each letter in the term.

Downloadable File
• AcrosticSnow.ppt
• AcrosticTornado.ppt

Software/Resources
• Microsoft PowerPoint
• Printer (optional)

The Teacher’s Role
1. The teacher will provide books, articles and web resources about weather.
2. The teacher will either assign words or terms to the students or the teacher will allow students to choose their own.
3. The teacher will demonstrate how to add vertical text.
4. The teacher will demonstrate how to add text boxes for the facts/descriptors.
5. The teacher will show students how to add clip art.
Student Instructions

Getting Ready
1. Open PowerPoint.
2. Choose the blank slide layout.

Adding Vertical Text
In Microsoft Office 2007 and 2008
1. Click the Insert Tab (2007) or the WordArt tab (2008.)
2. Choose the desired WordArt style.
3. Enter your weather term.
4. Make the text larger.
5. Resize the WordArt box to make it narrower.
   (This will force the text to become vertical instead of horizontal.)
6. Move the WordArt to the left side of the slide.

In Other Versions
1. Click the WordArt tool.
2. In the WordArt window, choose a vertical text option.
3. Click and drag the centre of the word to move the
   WordArt to the left side of the screen.
4. Click and drag a handle point to make the WordArt
   larger.

Adding Facts/Descriptors
1. Click to select the text box.
2. Click and drag to create a “box” beside the
top letter of your weather word.
3. Enter a fact or describing word that begins
   with that letter.
4. Repeat steps 2 and 3 for each letter of the
   vertical word.
5. Change the font, sizes and colours if you
   want.
6. Add clip art. (Optional)
7. SAVE and print.

Extensions
• Students can create acrostics for any subject.
  (Person, place, event, animal, etc.)
• Students can create an acrostic about
  themselves by placing their name at the side
  and adding characteristics that begin with
  each letter.
• Younger students can add clip art or pictures
  that begin with each letter instead of adding
  text.
T-rrific
Powerpoint Publishing Activities

Year Level
• P-2 (with help)
• 3-5
• 6-8
• 7-12

Overview
In this activity, students will design and print T-shirts that tell why they are T-rrific!

Downloadable File
• T-rrific.ppt

Software/Resources
• Microsoft PowerPoint
• Printer

The Teacher’s Role
1. The teacher will help the students to brainstorm a list of things they like about themselves.
2. The teacher will assist the students as they add a title and enter their ideas onto a PowerPoint slide.
3. The teacher will help students to print their slide and cut it into a T-shirt.
4. The teacher may hang the shirts with miniature clothespins on a bulletin board with a sign that says, “Our Class is T-rrific!”
Student Instructions

Getting Ready
1. Open a new PowerPoint document with a blank slide.
2. In the Page Setup area, change the slide orientation to portrait or vertical.

Adding the Title
1. Locate and select the WordArt tool.
   Office 2007 – Click the Insert Tab and locate the WordArt tool.
2. Other Versions – Click the WordArt tool in the Drawing Toolbar.
3. In the WordArt window, enter, “I’m T-rrific Because:” Note – Press the enter key after the word “T-rrific”.
4. Move and resize the WordArt so that there is plenty of space at the top and the sides. (See approximate positioning in the image at the right.)

Adding Text
1. Use the Text Box tool to add a text box below the WordArt.
2. Type 4 or 5 positive things about yourself.
3. Add your name.
4. Use the alignment tool to centre the text within the text box.
5. Move and resize the text box if necessary so there is about 5 centimetres of space on each side of the text box. (See approximate positioning in the image at the right.)
6. Change the font, size and style, as desired.

Printing and Cutting
1. Print the slide.
2. Use the illustrations below to fold and cut it into a T-shirt.

   1. Fold in half side to side.
   2. Cut on the lines shown above.
   3. Unfold to reveal a T-shirt!
The Power of Good Cents
Spreadsheet Activities

Year Level
- P-2
- 3-5
- 6-8
- 7-12

Overview
Students will be given this scenario: “Would you rather take $1,000,000 right now, or take a five-cent coin that doubles every day for a month?” Students will then use a spreadsheet to calculate the results.

Downloadable File
- PowerOfGoodCents.xls

Software/Resources
- Microsoft Excel
- Printer (Optional)

The Teacher’s Role
1. The teacher will give the students this scenario: “Would you rather take $1,000,000 right now, or a five-cent coin that doubles every day for a month?”
2. The teacher will explain that the students can use a spreadsheet to easily calculate how much it would be if a five-cent coin doubled every day for a month.
3. The teacher will show the students how to enter the information and formulas into the spreadsheet.
4. The teacher will show the students how to “fill” the formula to determine the total amount earned.
Student Instructions

Getting Started
1. Open a new Microsoft Excel document.
2. In cell A1, enter “Day”.
3. In cell B1, enter “Amount”.
4. In cell A2, enter “Day 1”.
5. In cell B2, enter “.05”. (The value of a five-cent coin.)
6. Resize column B to about twice its original width.

Filling the Day
1. Click cell A2.
2. Locate the small square in the lower left corner of the cell.
3. Click the square and drag it down to cell A32. 
   *This should fill in the days from Day 1 through Day 31.*

Formatting Column B
1. Click the “B” at the top to select the entire column.
2. Click the “$” icon in the toolbar at the top of the screen to change the formatting to currency.

Entering/Filling the Formula
1. In cell B3, type this formula: =B2*2
2. Press the Enter key on your keyboard.
3. Click cell B3 and locate the small square in the lower left corner.
4. Click the square and drag it down to cell B32.

Calculating the Grand Total
1. Look at the number in cell B32. That’s the amount you would receive on Day 31. Keep in mind though, that you have been collecting money each day. To calculate the grand total:
2. In cell B33, type this formula: =SUM(B2:B32)
   *or use the AutoSum button in the toolbar at the top of the screen.*
3. Press the enter key on your keyboard.
4. Your grand total will appear!

Extensions
1. How much would it be if you started with a ten-cent coin instead of a five-cent coin? In cell B2, change the “.05” to “.10” and press enter!
2. Repeat the process to try a twenty-cent coin, fifty-cent coin and even a dollar.
What Am I?
Slide Show Activities

Year Level
- P-2
- 3-5
- 6-8
- 7-12

Overview
In this activity, students will create a “mystery” slide show where they present clues to help their classmates guess what they are. An image of the object will slowly be revealed as the slides are shown.

Downloadable File
- WhatAmI.ppt

Software/Resources
- PowerPoint or other slide show program

The Teacher’s Role
1. The teacher will give students time to choose an object and then to do research to find at least 5 facts about that object.
2. The teacher will instruct students to write their facts as clues and decide in what order to present them.
3. The teacher will show how to create the slides, how to add information and how to make the object “reveal” on each slide.
4. The teacher will provide students with an opportunity to present their mystery slide show to their own and/or other classes.
Student Instructions

Getting Ready
1. Choose an object/topic.
2. Find 5 interesting facts about your object/topic, write them as clues and arrange them in a logical order. Be sure to write your clues using the first person point of view. (I am... I was... etc.)

Creating the Title Slide
1. Open PowerPoint.
2. Create a slide with the title: “What Am I?” and your name(s).

Creating the First Clue Slide
1. Insert a new slide with the Title Only slide layout.
2. In the text area, enter your first clue.
3. Add a picture of your object in the centre of the slide.
4. Use the Rectangle Tool to create a rectangle that is approximately 1/2 as high and 1/3 the width of your picture. Copy and paste to create 6 identical rectangles.
5. Arrange the 6 rectangles to cover the picture.
6. Change the fill colour and the line colour of the rectangles to white. (optional)

Creating Additional Slides
1. Pull down the Insert menu to Duplicate Slide, or click the slide miniature at the left side of the screen and press Control + D (Windows) or Command + D (Macintosh) on your keyboard.
2. Delete the text at the top and enter your next clue.
3. Click one rectangle and press the Delete key on your keyboard. (This will reveal a small portion of the picture.)
4. Repeat steps 1-3 until you have created 5 “clue” slides.
5. Repeat step 1 to duplicate one more slide.
6. At the top, enter the answer to the mystery, “I am _____!”
7. Remove the final rectangle to reveal the entire picture.
8. Add transitions, if desired.

Presenting the Slide Show
1. Start the slide show.
2. Click the mouse button or use the arrow keys to move through the slides, revealing one clue at a time.
3. See if your audience can guess the answer.