

Technology Tip Tuesday Newsletter

Volume 2, Issue 14, 04/03/07

Computer Terminology



Do you know what a “cancelbot” is? How about a “trojan horse”, “hypertext”, or “patch”? Just for fun why not put to the test your knowledge of computer terminology? It’s fun and you just may learn something. [Click here](#) and choose to play “Learn Computer Terminology”.

Word Can Do Some Typing For You

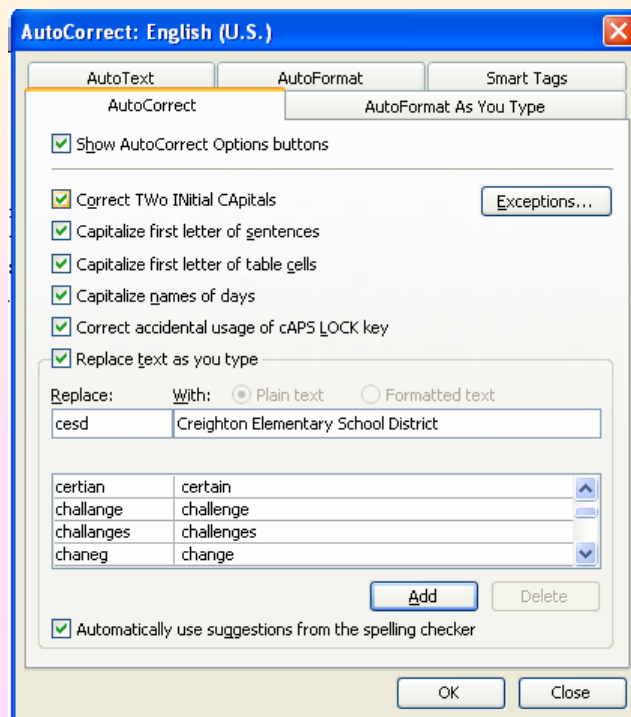
When using Microsoft Word is there a word or phrase that you so frequently type over and over again that you wish there was a quicker way to do it? Some kind of shortcut? Well, Word actually can help by doing some automatic typing for you if you tell it to. And it’s easy to set up.

As an example, I frequently need to type “Creighton Elementary School District” when using Word, so I’ve set up my program so that it recognizes when I want it to automatically write out those four words. How? I simply type *cesd* and Word changes it automatically for me to the written out version. This works on Macs and well as PCs.

PC View

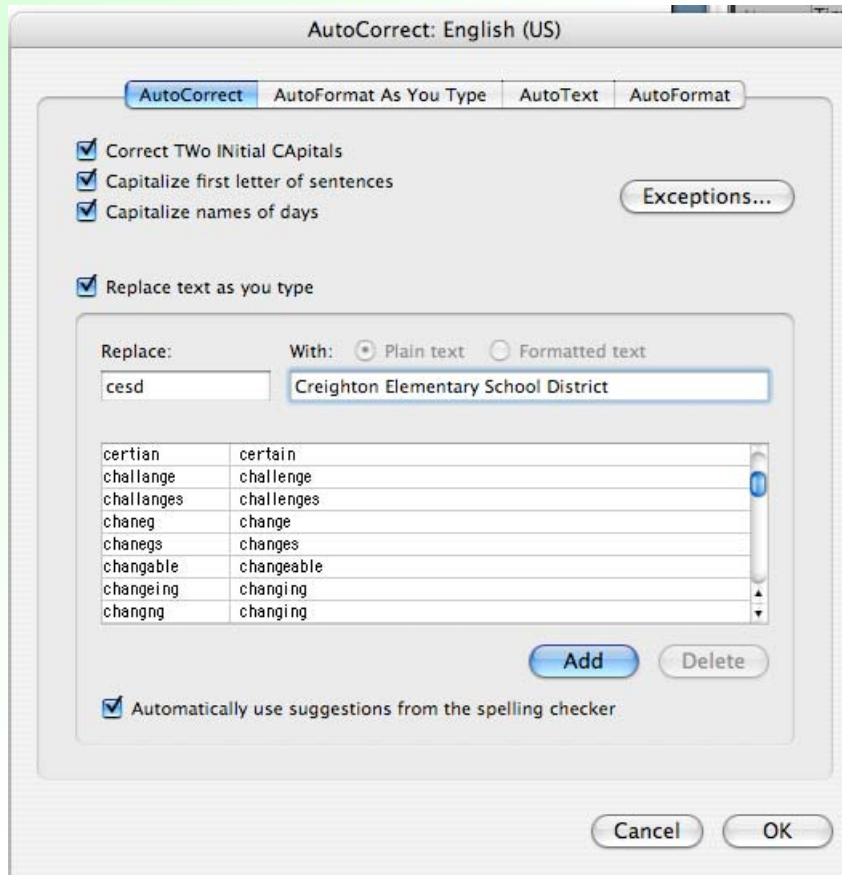
Here’s what to do:

1. Select *Tools* and *AutoCorrect* from the menu bar.
2. Select the *AutoCorrect* tab.
3. Make sure the *Replace text as you type option* is checked.
4. In the *Replace* box, enter the word you want to change, in this case, “cesd”. (No quotation marks though.)
5. In the *With* box, enter the phrase to change it to, i.e. “Creighton Elementary School District”. (Again, no quotes.)
6. Click the *Add* button.
7. Click *OK*.



Entourage and Outlook Tip continued

Mac View

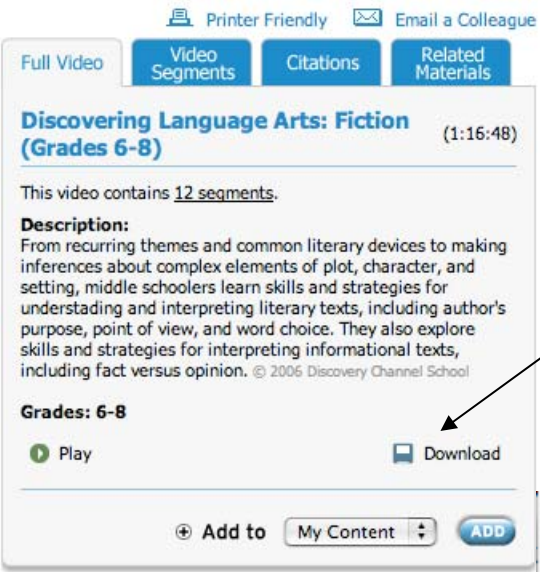


Now when I want Word to type Creighton Elementary School District for me, I simply type cesd and the program automatically changes it for me! How nice that I don't have to strain my poor old typing fingers!

Links Worth a Look

<u>Interactivate</u>	What a great website for Math teachers! This site by Shodor is called Interactivate and it has a lot of very cool interactive math activities for students. It also has many good lessons for teachers. No sign-up required!
<u>Language Translator</u>	Translate your English text into Spanish and vice versa.
<u>Sheppard Software</u>	This website has some good educational games for kids including geography games, vocabulary games, and animal games.
<u>National Archives</u>	The Digital Classroom is the National Archives' gateway for resources about primary sources, activities and training for educators and students.
<u>Discovery School Clip Art</u>	The Discovery School has lots of good clip art free for your use categorized under Students, Teachers, Technology and much more.

Downloading United Streaming Video Clips Instructions For Mac Users



Printer Friendly Email a Colleague

Full Video Video Segments Citations Related Materials

Discovering Language Arts: Fiction (Grades 6-8) (1:16:48)

This video contains [12 segments](#).

Description:
From recurring themes and common literary devices to making inferences about complex elements of plot, character, and setting, middle schoolers learn skills and strategies for understanding and interpreting literary texts, including author's purpose, point of view, and word choice. They also explore skills and strategies for interpreting informational texts, including fact versus opinion. © 2006 Discovery Channel School

Grades: 6-8

Play Download

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Mac Users - In order to download video clips from United Streaming you need to hold down the Control key (ctrl) on your computer as you click on the Download icon. A new small window will then appear.

You will then want to click on Download Linked File. The video clip will then be downloaded onto your desktop. Double click it on your desktop to play it.

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Technology Assessment

It's time to prepare for the Enhancing Education Through Technology (EETT) grant. This grant provides Creighton District with funding for the Technology Mentor Teachers, Technology Professional Development and for some technology hardware/software. As part of that Grant, the Certified Staff has always had to complete the ASSET 360 Survey (2 hour survey). This year we will be allowed to do the Technology Literacy Assessment. This is a 20 minute assessment which will assess your working knowledge of computer basics, word processing software, spreadsheet software, presentation software, and more.



The major benefit to this is that it will allow us to identify specific professional development to address in the upcoming year. It will also allow us to focus our training at the assessed levels instead of at lower levels to prevent overlap. It will allow you to see what areas your strengths lie in and what areas could use improvement. The assessment will be coming up soon. The 5th and 8th Grade students will also be taken their versions of the Literacy Post Assessment (they took the Pre-test in November) You will hear more about the assessment later in the month.