

# Microsoft Office Applications Series

- Number of sessions:** 7 hands-on workshops (maximum of 20 attendees each)  
**Length of each session:** 2 hours each workshop for all but number 7 which is 3 hours  
**Costs:** \$100/hr @ 15 hrs = \$1,500 total series  
Plus travel, lodging and expenses, if needed.

**Workshop materials fee:** No cost for workshop materials. They will be provided as downloadable files from the WWW.

**Minimum Hardware Requirements:**

Lab of 20 computers plus one instructor computer (all with the same version of operating system and required programs),  
LCD/DLP projector, screen (6' across or larger)

**Minimum Software Requirements (Windows):**

Windows 95, 98, ME, 2000, XP; Microsoft Office 97, 2000, XP (including Word, Excel, PowerPoint)

**Minimum Software Requirements (Macintosh):**

Macintosh OS (any); Microsoft Office 98, 2001 (including Word, Excel, PowerPoint)

**At the end of this workshop series, you will be able to:**

- Create documents for use with students or staff using advanced Microsoft Word features.
- Prepare charts and graphs sharing results based on numerical data.
- Develop presentations for delivery of instruction and to share information with staff members, parents, and the community.
- Use Microsoft Word, Excel, and PowerPoint to support learning and teaching in all curricular areas.

**Series Overview:** The Microsoft Office Application Series focuses on providing K12 educators with beneficial skills in basic computer application programs to more effectively plan and deliver instruction. Additionally, by learning these skills, educators can more adequately prepare their students with essential workplace skills by integrating these technical applications, where appropriate, into the curriculum. Finally, as skilled users of Microsoft Word, Excel, and PowerPoint participants will be better prepared to efficiently track data; generate detailed, high quality reports; and present collected data to coworkers, parents, their community, and the state government in an explicit format.

By offering these workshops, schools will be able to address:

**No Child Left Behind:**

- Goal I: By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.
- Goal III: By 2005-2006, all students will be taught by highly qualified teachers.
- Goal V: All students will graduate from high school.

**State of Iowa Vision:**

- Goal 1: Establish an environment that promotes the appropriate and effective use of educational technology.
- Goal 2: Support and strengthen the school improvement process by facilitating effective integration of technology in Iowa Schools to improve teaching and learning.
- Goal 3: Improve support systems for the school improvement process through appropriate and effective technology integration and use in Iowa schools.

**State of Iowa Initiatives:**

- Reading (language arts), Mathematics and Science
- Teacher/Administrator Induction/Mentor Program

## Series consists of the following workshops:

### 1. **Microsoft Word Basics (2 hours)**

Have you used word processors before, but found yourself frustrated because you can't make the program do what you want it to do? This workshop provides the basics of using Microsoft Word, the world's leading word processor, to produce a word processing document. You'll work with editing and formatting features as well as the ruler to set tabs and indents. Learn a number of tricks for selecting text, the difference between cut and copy, automatic page numbering, and how to make bulleted and numbered lists. Then we'll show you one of the most useful features of Microsoft Word, making tables. Even if you've used Word before, we think you'll most likely pick up some new tricks.

### 2. **Taking Microsoft Word Beyond the Basics (2 hours)**

This workshop steps it up a level. Become more efficient in your work by learning how to use the following Word features: proofing tools, automatic text completion, automatic text correction, styles, headers and footers, custom bullets for lists, automatic tool for creating a table of contents, clipart, and more about tables.

### 3. **Microsoft Excel Basics (2 hours)**

Why would I use a spreadsheet, you ask? Let us suggest some possibilities. We'll introduce you to basic spreadsheet concepts and terminology and the following Excel features: entering, editing and formatting data and text; basic formulas and functions; using automatic fills; creating charts; and printing just the information you want from your spreadsheet. We'll share some timesaving tricks as well. Spreadsheets are useful tools for more than just number crunching. Perhaps after learning the basics you'll see some practical applications for your use.

### 4. **Taking Microsoft Excel Beyond the Basics (2 hours)**

Definitely beyond the basics! Yet not too hard for the beginning spreadsheet user. This workshop addresses additional Excel features: more on formatting, formulas and functions; absolute and relative references; working with multiple sheets; and database features such as sorting.

### 5. **Microsoft PowerPoint Basics (2 hours)**

This is one of our favorite programs. Microsoft really packs the punch here! It's amazing the things you can do with just a little experience in PowerPoint. We'll show you how to create a basic PowerPoint presentation - entering text, graphics, sound, and a short movie file. You'll also learn how to improve the look of your presentation. Tips and techniques for the presenter will be shared as well. Finally, we'll give you some pointers on how you can take your presentation on the road.

### 6. **Taking Microsoft PowerPoint Beyond the Basics (2 hours)**

This workshop introduces a number of PowerPoint features that many experienced PowerPoint users don't even know exist. These advanced features allow you to customize your presentation: custom backgrounds & bullets, setting dims (a method for drawing attention to each point on a slide as you address them), creating templates, and printing handouts. If time permits, we can also teach you how to use action buttons for customizing the sequence of your slides and creating a more interactive presentation.

### 7. **Using Microsoft Office to Support Learning and Teaching (3 hours)**

So how can you use Microsoft Word, Excel, and PowerPoint in your classroom? Come prepared to share at least two ideas for each program on how you could use the program to support learning and teaching. Be sure at least one idea for each program applies to how your students might use the program as a learning tool and at least one idea for each should relate to how you might use the program in your teaching. After a discussion on these ideas, you'll begin working on a project in any one of the programs to actually use with your students. We'll be there to provide support as you get your project underway.