

# Shazam!

## Quick Computer Workshops

Please email me or call X 281 if you are planning to attend :- ) Marsha Waldman

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### The Wonders of Windows

Would you like a clearer view of Windows? In this workshop, you'll learn the basics of putting Windows to work for you. You'll discover how to manage windows, use more than one program at a time, save your work in organized folders, move documents wherever you need them, and more. (45 minutes and .1 CEU)

December 12<sup>th</sup> 7:45 at Royle

January 7<sup>th</sup> 7:45 at Tokeneke

### Get Your Word's Worth

You can get so much out of Microsoft Word when you know the basic tricks. In this workshop you'll learn formatting - the different ways you can design the look and position of words on the page. You'll also learn how to use handy tools like bullets, the spellchecker, and headers. ( 90 minutes and .15 CEUs)

December 9<sup>th</sup> 3:45 at Ox Ridge

January 22<sup>nd</sup> 3:45 at Royle

### Show & Tell: Graphics in Microsoft Word

Picture this! You can add all sorts of graphics to your handouts. Make great mini-posters for your class. Or jazz up messages with Word Art. In this workshop you'll learn to insert pictures, re-size them, and position them where you want. (45 to 60 minutes and .1 CEUs)

January 30<sup>th</sup> 7:45 at Tokeneke

March 17<sup>th</sup> 3:45 at Holmes

### Tables: A Teacher's Best Friend

Schedules, charts, grids, checklists - they're all daily routines for teachers. You'll discover that Microsoft Word's Tables can make dozens of tasks easier for you. In this workshop you will learn how to set up a table and arrange it so is truly useful to you. (60 minutes and .1 CEUs)

December 4<sup>th</sup> 3:45 at Hindley

February 24<sup>th</sup> 3:45 at Holmes

### Graph It!

There's nothing like a graph to help students see numbers. There's nothing like a spreadsheet to help teachers manage numbers. In this workshop, you'll learn the basic of entering numbers in Excel, creating a variety of graphs, and performing some useful calculations. (90 minutes and .15 CEUs)

January 13<sup>th</sup> 3:45 at Holmes

April 7<sup>th</sup> 3:45 at Tokeneke

### Kidspiration

Inspire your students to organize their ideas. Learn to use Kidspiration to create webs that automatically turn into writing outlines. Use the "Super Grouper" feature to help younger students understand categories. You can even use Kidspiration as an easy way to direct students to web sites. Learn it all in this one-hour workshop. (60 minutes and .1 CEU)

January 15<sup>th</sup> 3:45 at Ox Ridge

### Graphics as Geometry

Your students will love these geometry lessons. Claris Works Paint and Drawing programs can be used very effectively to teach geometry concepts from basic shapes to tessellations. In this workshop you will learn how to use the basic tools in both paint and draw. You'll come away with ideas about putting them to work to support your math program. (90 minutes and .15 CEUs)

January 27<sup>th</sup> 3:45 at Ox Ridge

March 12<sup>th</sup> 3:45 at Hindley

### HyperStudio: Think Creativity

Words and pictures unite in creative HyperStudio projects. In this workshop, you'll learn the basic skills needed to create cards with buttons, texts, and graphics. These projects provide an excellent way for students to organize and present information they have gathered through their research assignments. (90 minutes and .15 CEUs)

February 5<sup>th</sup> 3:45 at Hindley

March 24<sup>th</sup> 3:45 at Holmes

### HyperStudio in Action

Animation in HyperStudio is so much fun, students might not know they are learning. In this workshop you'll be introduced to two styles of animation: flip book and path-based. You'll learn how to use timers and other NBAs that make animations look and work great. (90 minutes and .15 CEUs)

March 26<sup>th</sup> 3:45 at Tokeneke