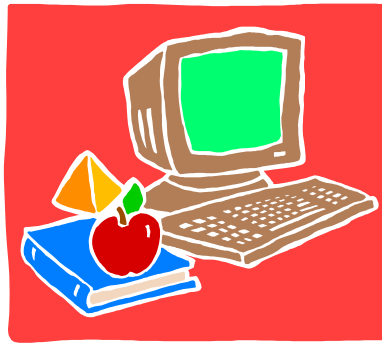


PCHS Technology Competency Training Guide



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Introduction

This guide is designed to make life easier for those of you who are too busy (that would be all of us!) to make it to afternoon or morning TILT training sessions to complete the technology competency requirements. It provides easy to read instructions with pictures for completing each competency. I even tested the booklet on teachers in the Social Studies department! After finishing the packet, Maria Douthat felt so confident in her abilities that she is now moonlighting with the Microsoft Corporation. Well I might be exaggerating just a little bit, but she uses her computer on a regular basis and loves e-mail.

Go through this guide and give me a call (ext. 0347) or e-mail me with any questions or comments. This guide is a work in progress. Your feedback will help improve its clarity and simplicity. When you feel ready, schedule a proctoring time with one of the PCHS TILTs.

If you do not have a certification form, you can get one online by going to:

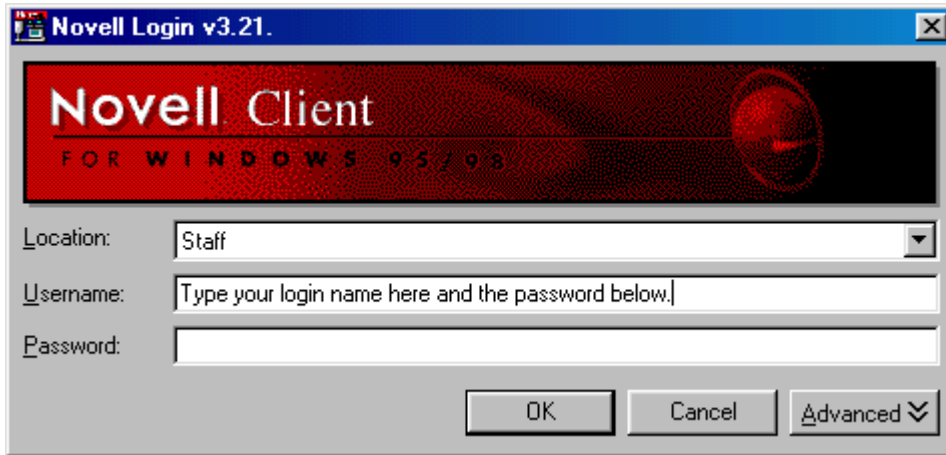
<http://admin.sbo.pulaski.k12.va.us/EdTech/Tech/PDF/comp.pdf>

This form is used to check each required competency. The guide and the official form are similar, but it is still good to know what is expected of you on the form before scheduling a proctoring time.

Good luck!

Darren Minarik

1. Turn on the computer. Don't worry, it won't bite. Then login to the network.

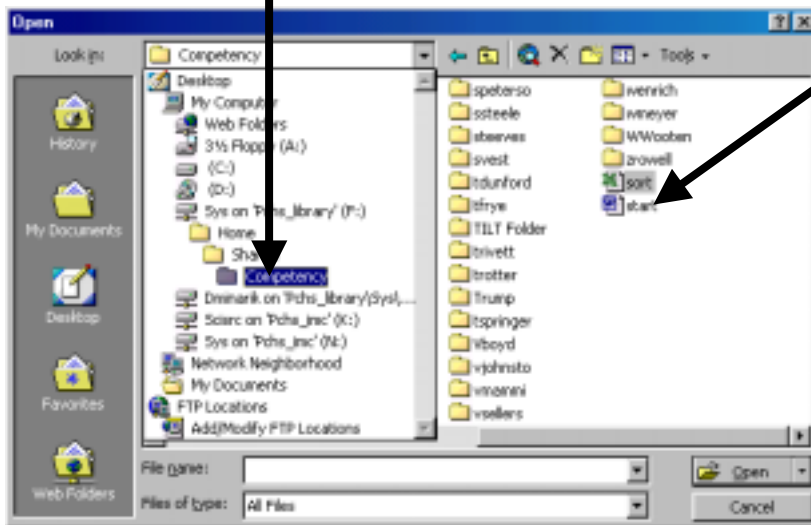


Why is Darren at school at 5:56 pm? Get a life!

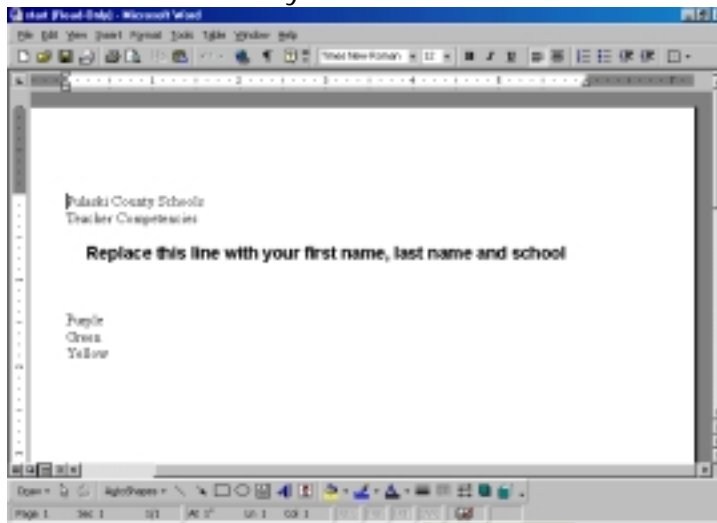


2. Open Microsoft Word. Go to **File** and select **Open**. The *Start* file is located at *F:\home\shared\Competency\start.doc* Notice the directory structure.

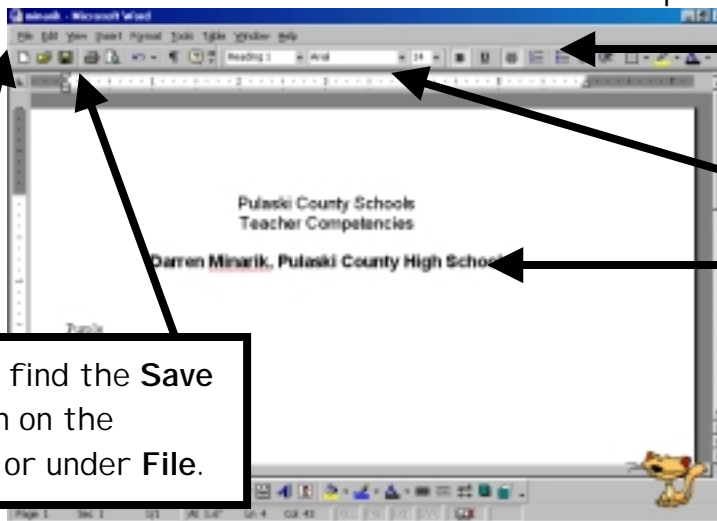
Double click on the Word document named *Start*.



3. This is the screen you will see.



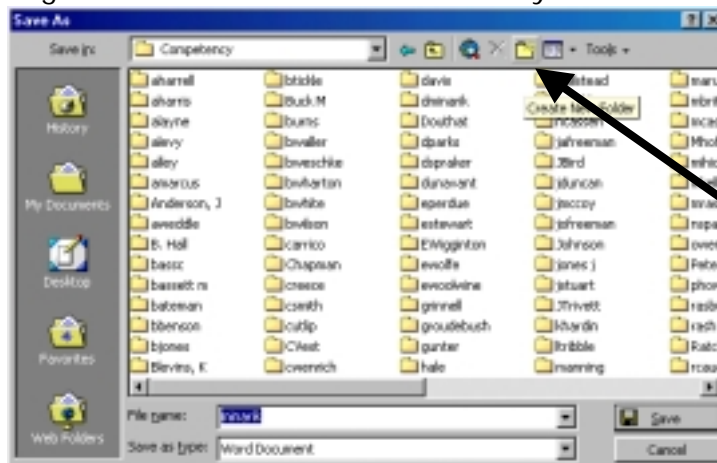
Now it is time to follow the next set of competency requirements.



You can find the **Save** function on the toolbar or under **File**.

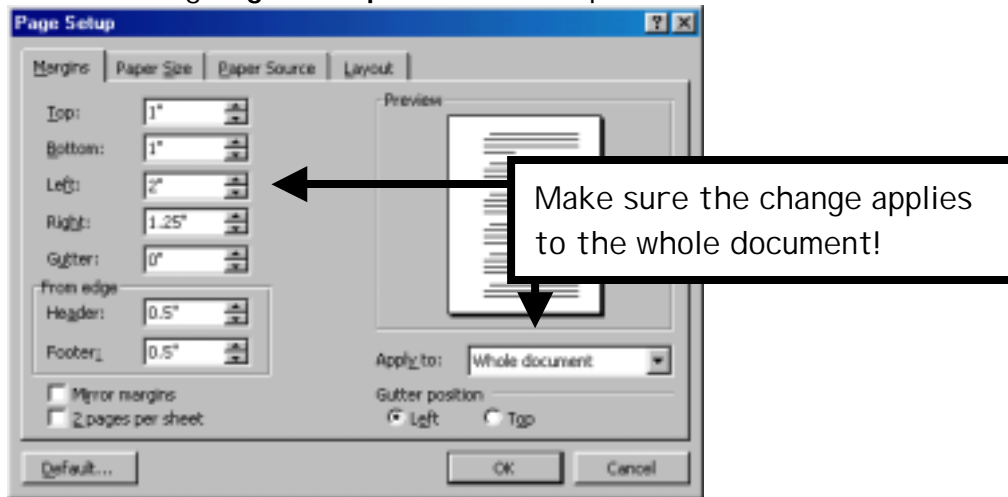
Center the 1st three lines on the page and make them **bold and 14 point, Arial font**. Look on the toolbar for the **Bold** and **Center** buttons. Follow directions on the rest of the page.

Save your file to the network drive. Print the file. Save the file in: **F:\home\shared\competency\yourloginnamefolder\loginname.doc**. You might have to create a folder with your last name before you save the file.

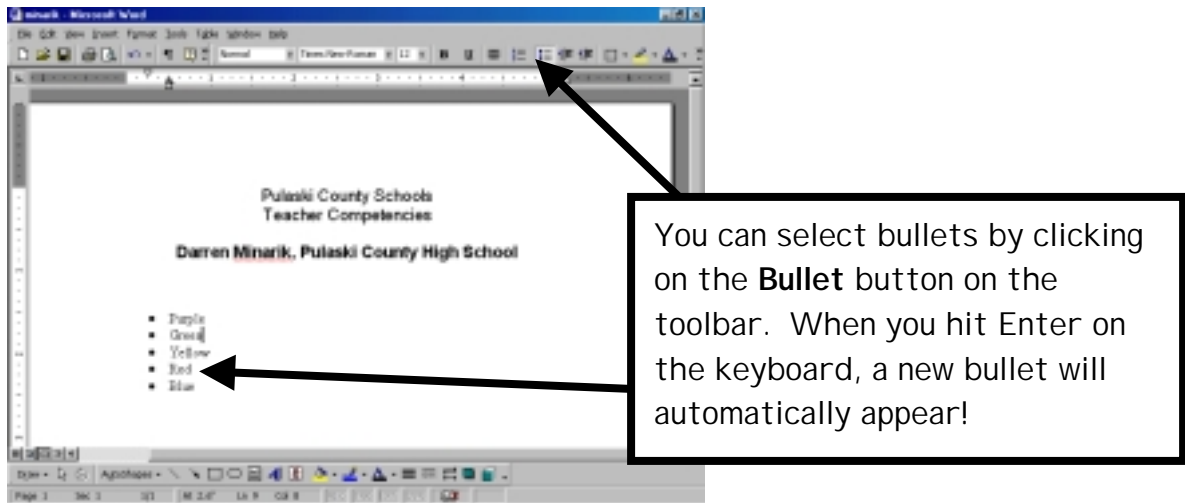


You can create the new folder by selecting the **Create New Folder** button when you go to save the file for the first time.

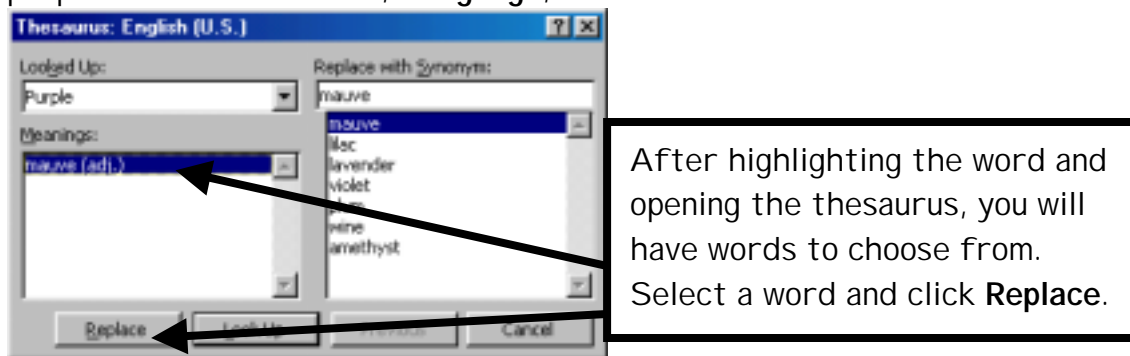
4. Make the left margin 2 inches. You do this by going to **File** on the menu bar and selecting **Page Setup** from the drop down list.



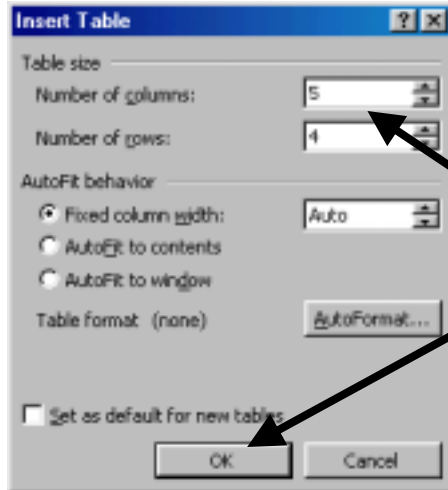
5. Make the 3 colors a bulleted list. Add 2 more colors.



6. Highlight the word "Purple." Using the thesaurus, select another color for purple. Look under **Tools, Language, Thesaurus** on the menu bar.

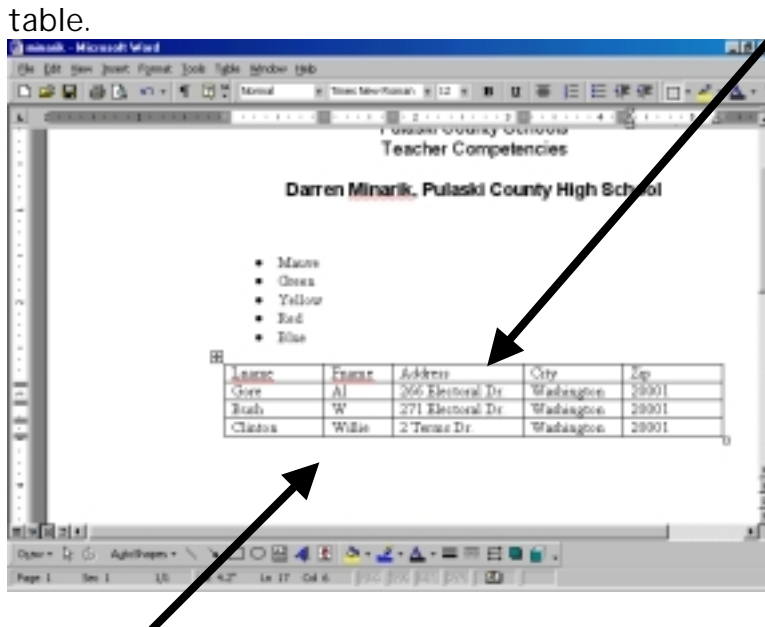


7. Insert a 5 column table with 4 rows anywhere on the page. Tables can be stressful, but they are a great tool! Select **Table** from the menu bar followed by **Insert** and then **Table** from the drop down menu list. You will get a screen like the one below.



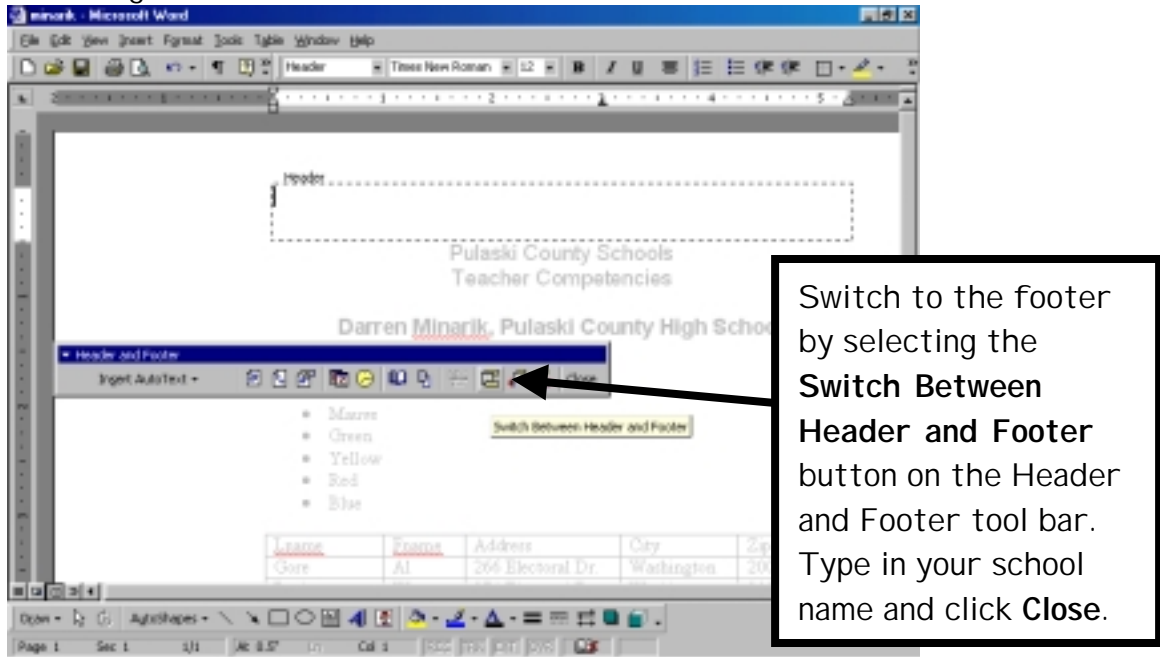
All you have to do is select the numbers you want and click **OK!**

8. Insert the headings *Lname*, *Fname*, *Address*, *City*, and *Zip*. You can use the Tab button on your keyboard to move from one cell to the next in your table.

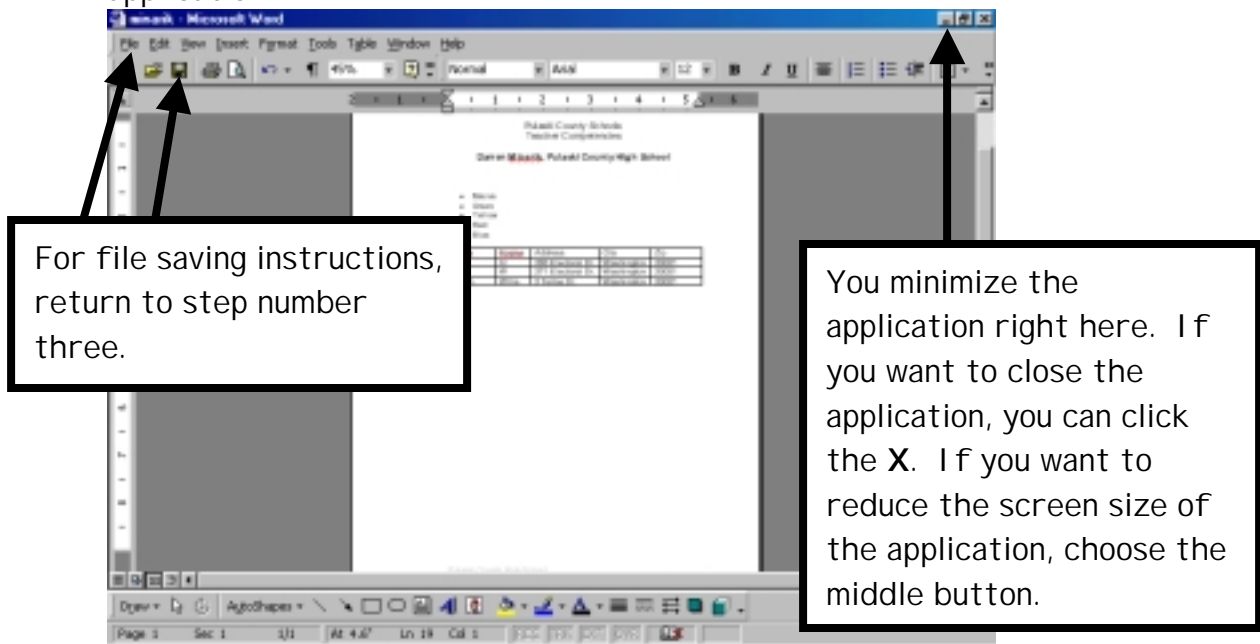


9. Fill in the table with 3 names and addresses. Don't forget to use your **Tab** button on the keyboard to move from one cell to the next! Are you having fun yet?

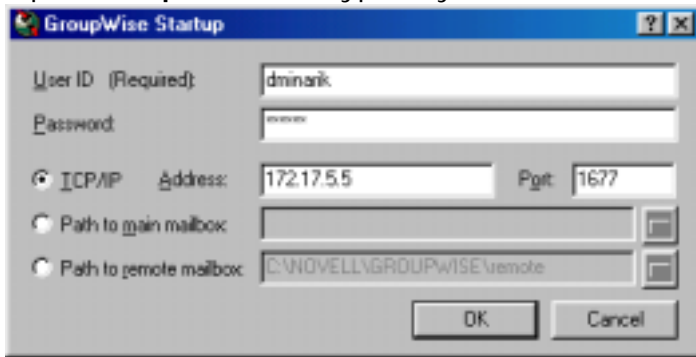
10. I insert a footer with your school name. Now it would make sense that the **Insert Footer** menu option would be located under **Insert** on the menu bar, but this is Microsoft Word, so go to **View** and select **Header and Footer**. You will get a screen like the one below.



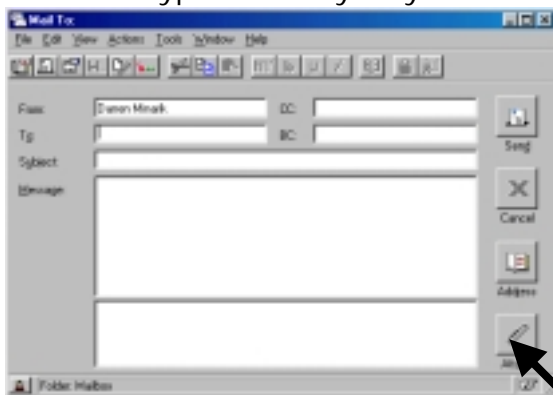
11. Save your file to your network directory folder and print a copy of the file too. Save it again to the A: drive (you need a diskette). Minimize the application.



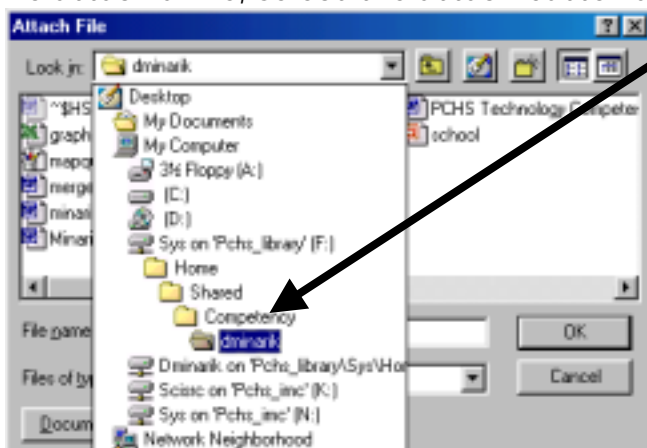
12. Open **GroupWise** and type in your **User ID** and **Password**. Click **OK**.



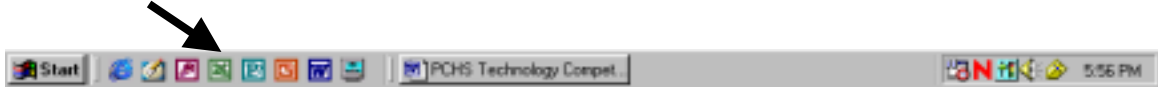
13. The instructions are to "Send a message to your proctor. Attach the Word file you have been working on." You will do this when you are being proctored on the competencies. Try sending the file to a colleague or friend first. When **GroupWise** opens up, select **File** from the menu and then choose **New** followed by **Mail**. You will get the screen pictured below. Your name will be in the box where you see my name. If you want to send an email to someone in the Pulaski County school system, type the person's name in the **To:** box. Use the **Tab** key to move the cursor from box to box. Type in the subject and then type the body of your message.



To attach a file, select the attach button and find your file. Click **OK**.

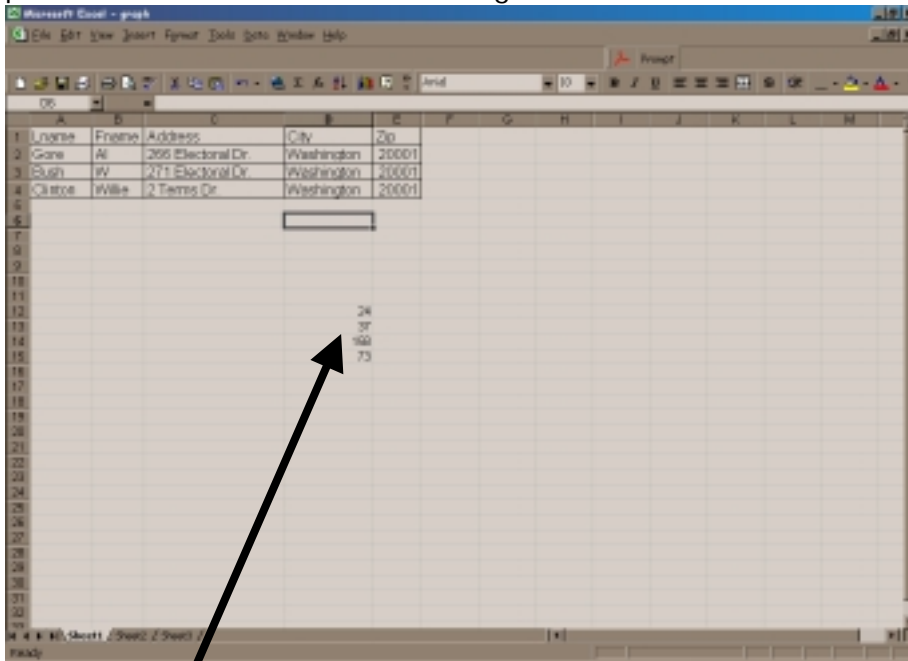


14. Open Excel.



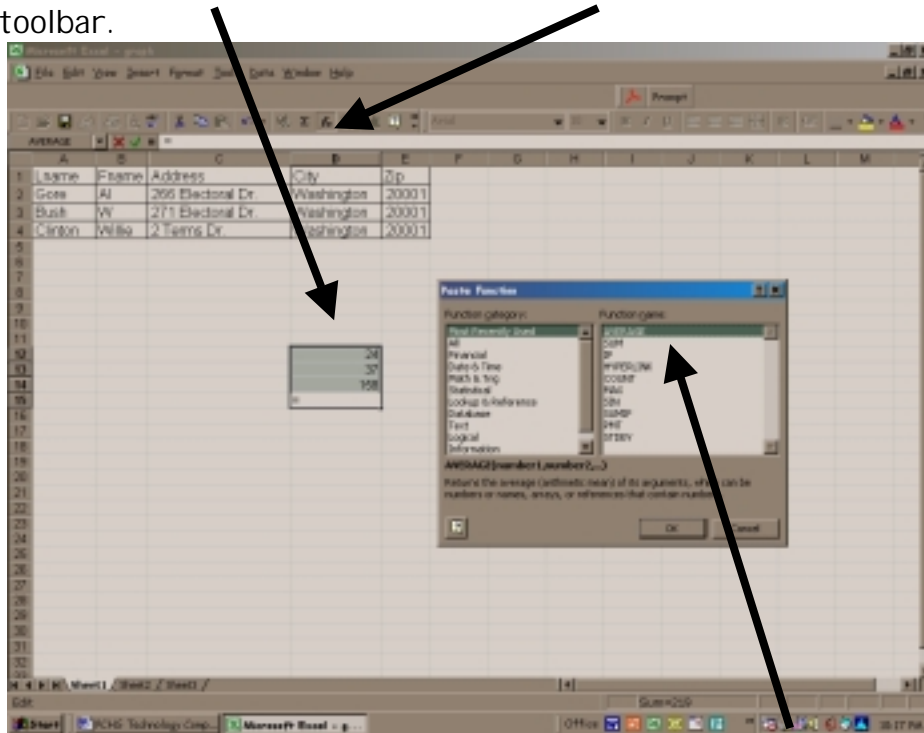
Save your file to your personal folder in the network directory and name it **graph**. F:\home\shared\competency\yourloginnamefolder\graph

15. Highlight the table in your Word document. Place the mouse cursor on the highlighted table and **right click** the mouse. Select **Copy** from the drop down menu that appears. Maximize your Excel document. Place the cursor in cell A1 and then **right click** your mouse. Select **Paste** and the table will appear. You successfully copied the table from your Word document and pasted it into Excel so that it begins in cell A1.



16. In cell D12 to D14, type in the following numbers: 24, 158, and 37. Look at the picture above as an example.

17. In cell D15, insert a formula that calculates the average for these three numbers. First, **left click and drag** your mouse starting in cell **D15** and finishing in cell **D12**. Then, select the **Function** button located on the toolbar.



A **Paste Function** dialog box will appear. Select **AVERAGE** from the list of choices and click **OK**. This function automatically inserts a formula that calculates the average of the numbers in cells D12 through D14. Save your file to your personal folder in the network directory.

18. In cell **F1**, make a new heading called **Age**. Type three ages in the table.

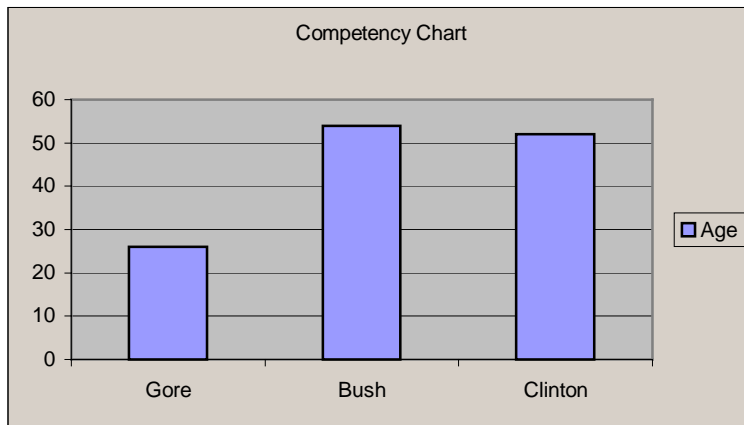
The screenshot shows an Excel spreadsheet with the following data:

Last Name	First Name	Address	City	Zip	Age
Gore	Al	266 Electoral Dr	Washington	20001	26
Bush	W	271 Electoral Dr	Washington	20001	54
Clinton	W	2 Terms Dr	Washington	20001	52

The Chart Wizard dialog box is open, showing 'Column' as the selected chart type. A text box points to the Chart Wizard with the following text:

Chart Wizard is located here. It will bring up a window that will walk you through the process step by step.

Make a bar graph of their last names (or first names) and their ages. You do this by highlighting the name column (left click, hold and drag) and then highlighting the age column (Press and hold the **Ctrl** key on the keyboard while repeating the left click, hold and drag process). You should now have two columns highlighted. Then select the **Chart Wizard** and choose **Column**.

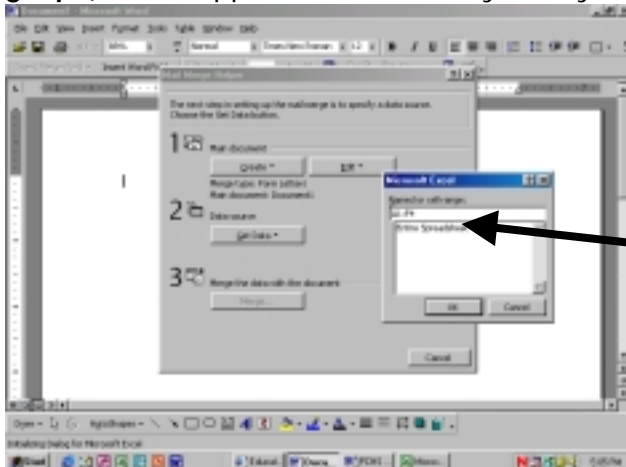


Follow the steps and you are done! Highlight the Graph, print it, and then close the file, saving the changes. The graph should have a similar look to the one located above.

Guess what? Next up is MAIL MERGE!

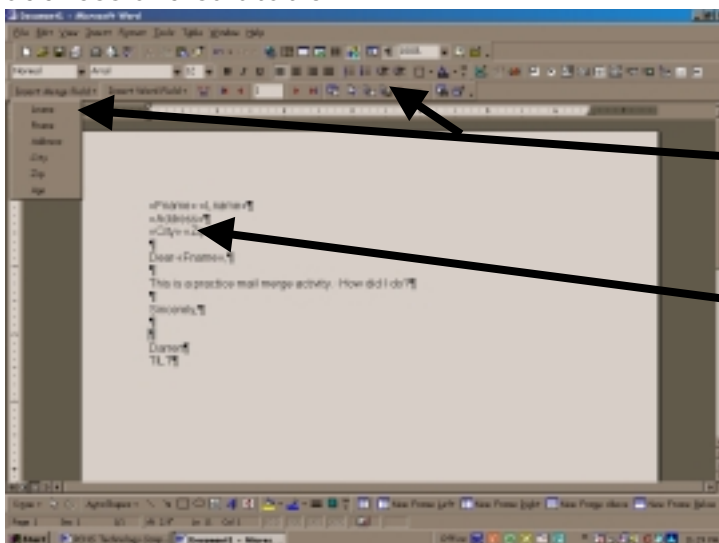
- Open a new document in Word (Select **File** then **New**). Create a mail merge document in Word. Start by selecting **Tools** from the menu bar and then choose **Mail Merge** from the drop down list.

Follow each step. Step one asks you to create a merge document. You want to select **Form Letters** in the **Active Window**. Step two tells you to get the data. Open **graph** (F:\home\shared\competency\yourloginnamefolder\graph). The application will ask you if you want the **Entire Spreadsheet**.



Replace the phrase **Entire Spreadsheet** by typing **A1:F4** in the box. If you receive an error message (Word could not re-establish a DDE connection), try the above steps again or call one of the TILTs. You are doing it right but the computer is mean!

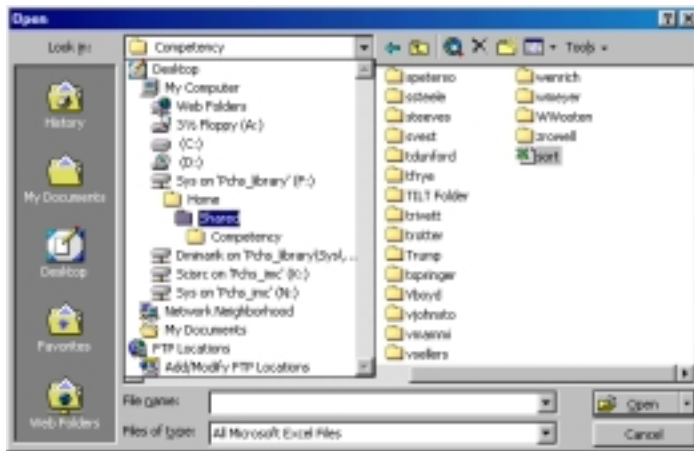
The next message you receive tells you that there are no merge fields detected in the main document. It tells you to **Edit Main Document**. The Mail Merge tool bar will appear. I insert the fields in a traditional 3 line address and salutation.



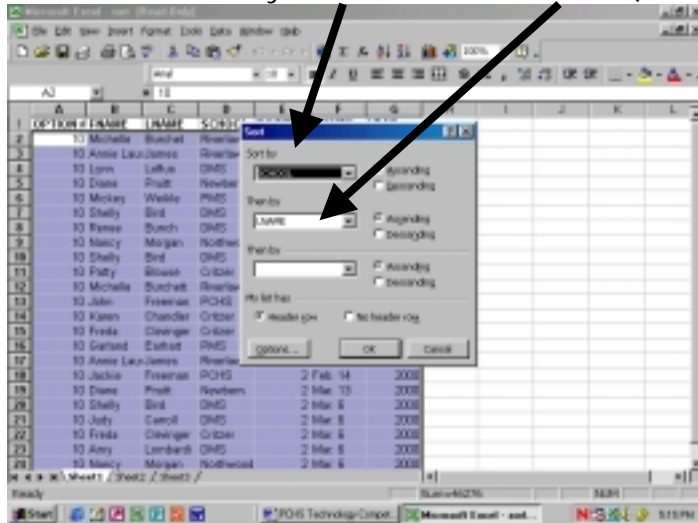
This is the **Mail Merge** tool bar. You will insert merge fields, and then merge them into a new document. Let the program do the work for you!

Select **Merge**. . . and merge the document. Save it under the file name **merge**. F:\home\shared\competency\yourloginnamefolder\merge. When you are finished, exit Word.

20. In Excel, open the file **F:\home\shared\competency\sort**. Highlight the data and then click **Data** on the Excel menu bar. Choose **Sort** from the drop down menu.



Sort the names by **SCHOOL** and **LNAME** (last name).

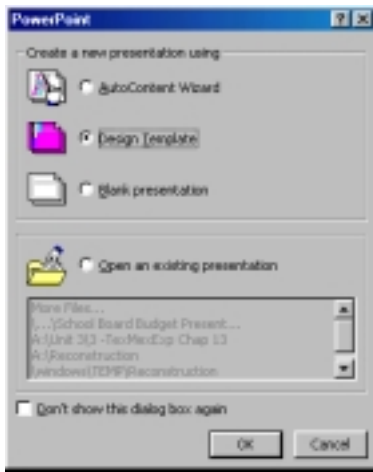


Save the file to **F:\home\shared\competency\yourloginnamefolder\sort**.
Close the application.

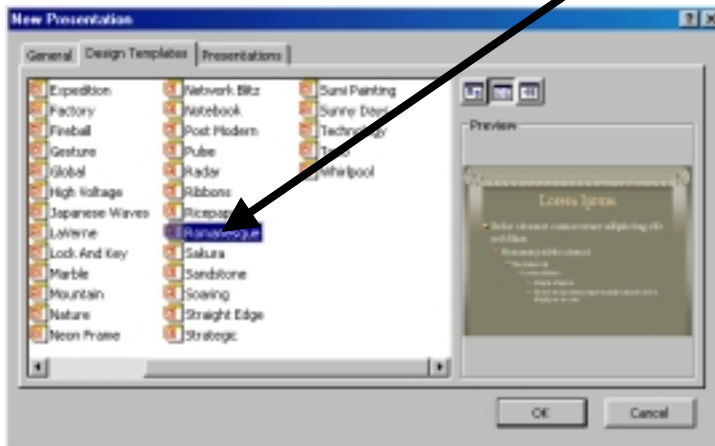
21. Open PowerPoint.



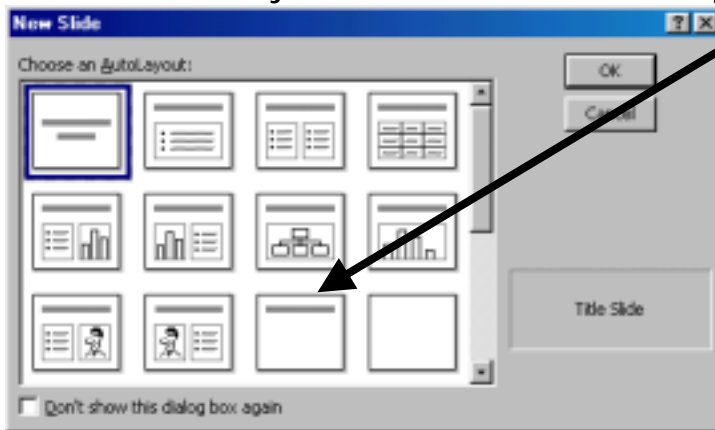
You will create a three slide file. When you first open up PowerPoint, you will see a dialogue box like the one below. Select **Design Template** form the choices and then click **OK**.



Then choose a design template and click **OK**. The preview screen gives you a nice picture of the layout. I chose **Romanesque** because I'm a geeky social studies teacher.

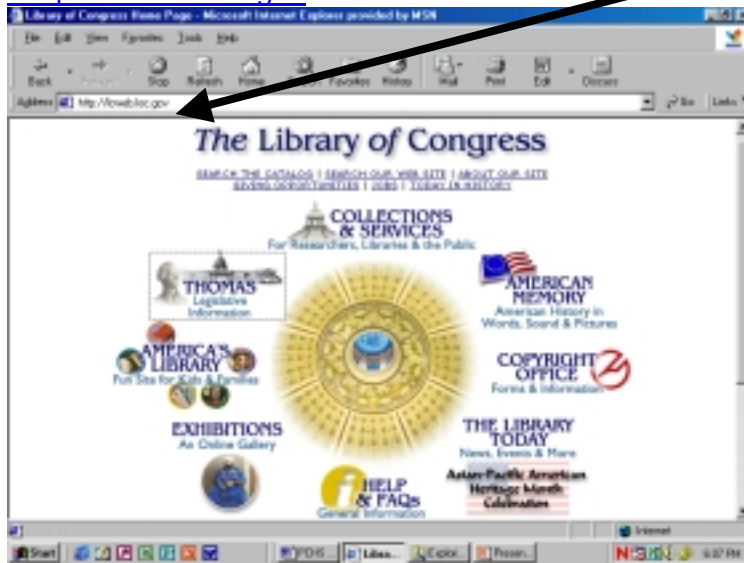


Choose an **AutoLayout** and click **OK**. On slide 1 put your school's name.

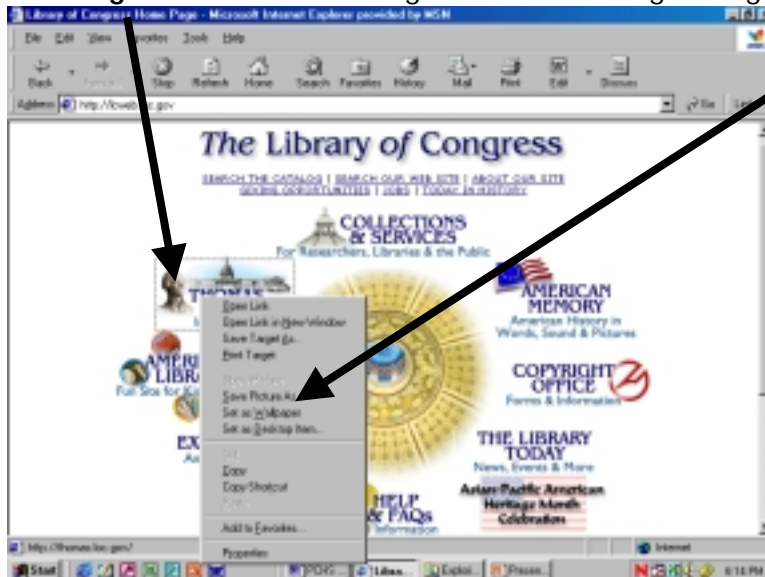


22. For some reason, we are now going to test your Web surfing skills, so hold on with the PowerPoint slides. Point your browser to this URL (Web site):

<http://lcweb.loc.gov>

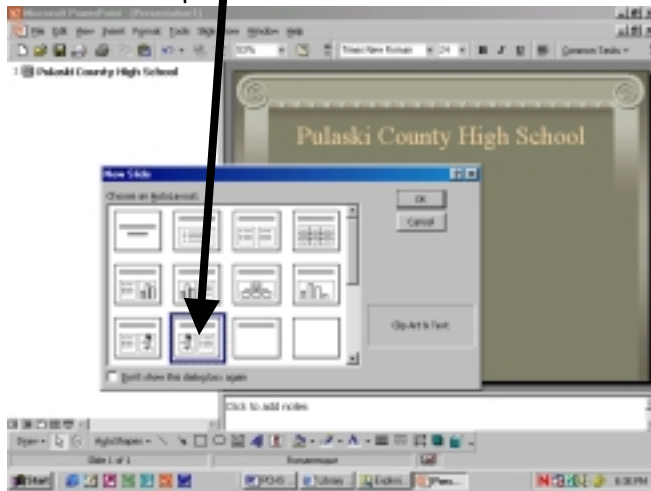


23. Save one of the images on this page or an image at another site of your choice. Place the **mouse cursor** over the image you would like to save and then **right click** on the image. The following dialogue box should appear:

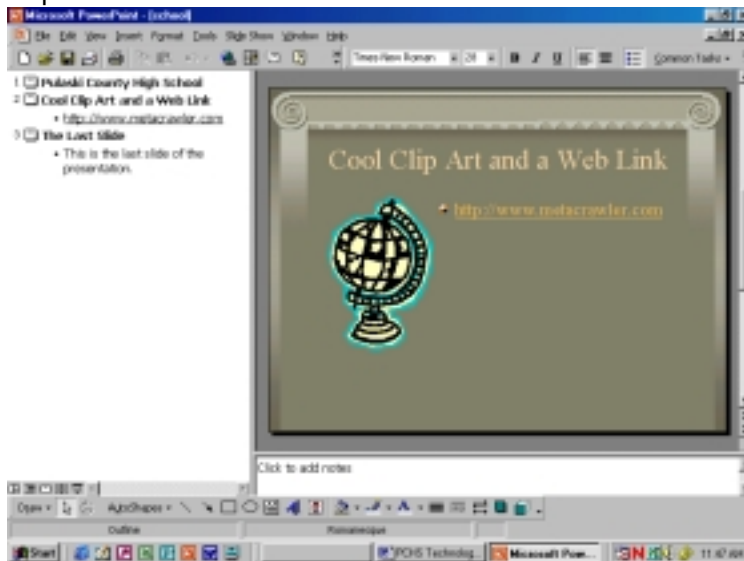


Select **Save Picture As** and save the image to **F:\home\shared\competency\youroginnamefolder\imagenname**. The picture that I saved from the Library of Congress Web site was called **home_05-over.gif**.

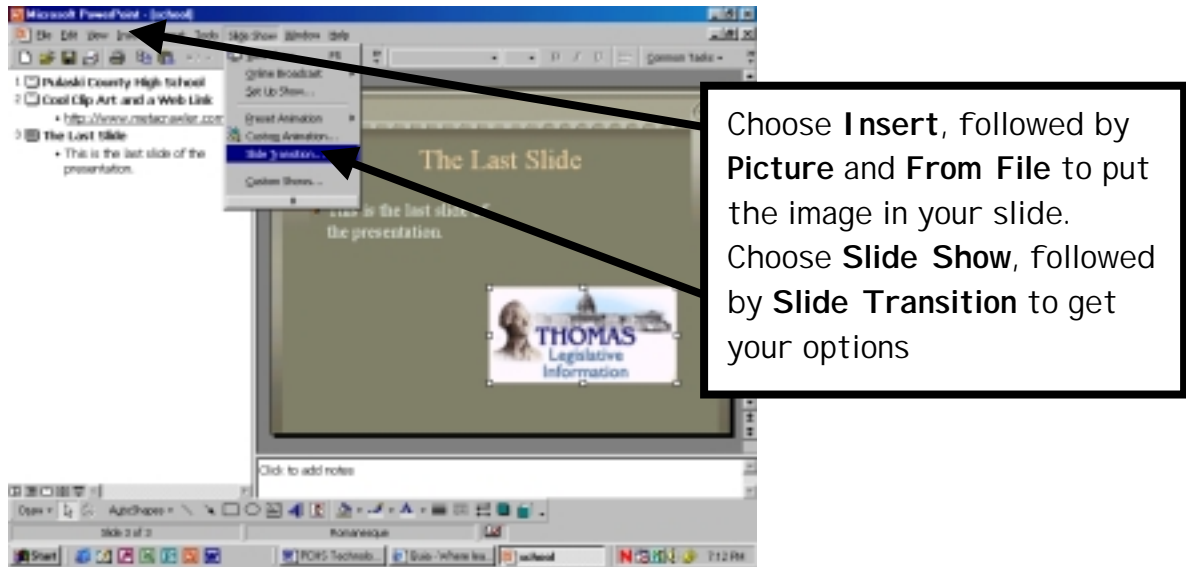
24. Did you have fun doing the Web stuff? Good! Now it's time to get back to your PowerPoint presentation. **Restore** PowerPoint and create another new slide. Select **Insert** from the menu bar and then click on **New Slide**. It's that simple. As you can see in the picture, I selected a slide that allows you to insert clip art and text.



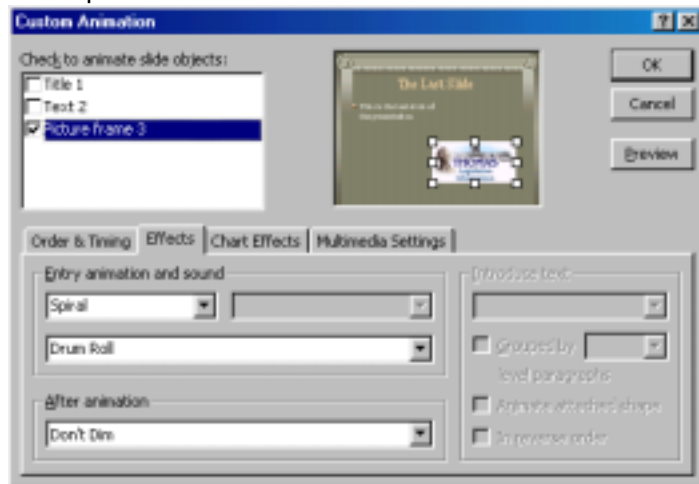
On the second slide, **copy** and **paste** the URL (Web address) of your favorite search engine. I chose Metacrawler, but you can choose Yahoo or any other search tool. Then **double click** on the **clip art box** in your slide and add some clipart. You will have a lot to choose from!



I insert a third slide and place the image you saved earlier into the slide. Do this by selecting **Insert**, **Picture**, and then **From File**. You are then required to insert a slide transition and a sound. To insert the slide transition, go to **Slide Show** and select **Slide Transition**. I chose **Random Transition** and applied it to all of my slides.

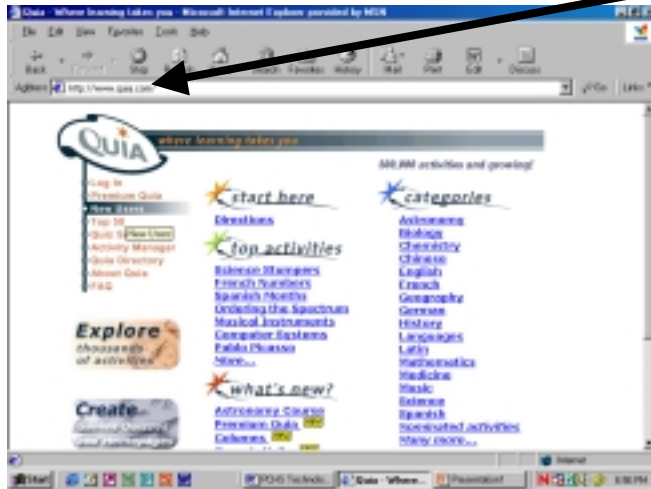


Then I went to Slide Show again and selected Custom Animation. I made Picture Frame 3 Spiral in with a drum roll! See the picture below as an example.



25. Use one of the applications on the computer to create a Web page. The page should have a link to the home page of Pulaski County Schools (or Pulaski County High School) and should have your name and a hyperlink to your e-mail. One way to create a Web page is to use **FrontPage Express**, which is as easy to use as **Word**. You can also type up a "home page" in **Word**, complete with pictures. When you go to **Save As**, simply save it as a Web Page under **Save as type**.

Another method of creating a Web page is to go to www.quia.com and become a new user.



Quia is a Web site that allows teachers to create games and other materials for your students. All you have to do is enter the information you want on the page, and Quia automatically generates the page for you. Feel free to check out my Quia page (www.quia.com/pages/dminarik.html) and my personal Web site for World History and Geography (<http://personal.picusnet.com/dminarik/whg.htm>). I created the World History and Geography page using FrontPage Express. Remember, you only need one page! I'm a TILT so I tend to go crazy with technology.

26. Last but not least, it is time to create a technology rich lesson plan. Here is a lesson [I created with Scott Peterson](#), but you don't have to be so elaborate. Any lesson that involves the use of one application we just learned, can serve as your technology rich lesson plan. The lesson should have the students interacting with the technology. Don't try to reinvent the wheel. We can take a lesson you already have and make it technology rich. Schedule a time with one of the TILTs and we will be happy to help you.

Well, that's it. Hopefully this guide has helped you out. Remember, ask lots of questions and take your time. Right now, these new technologies are making our lives a little tougher, but once you get over the learning curve, you'll learn to love technology in the classroom.