

**New Ways with Old Tools**  
**Word and PowerPoint**  
**Empowering Elementary Teachers**  
**NECC 2006**

Gail Lovely  
[www.GailLovely.com](http://www.GailLovely.com)  
[glovely@aol.com](mailto:glovely@aol.com)

**Word Tricks and Tips**

**Selection Tips:**

Double-click will select a word  
Triple-click will select a paragraph  
Control-click will select a sentence

**Format Tips:**



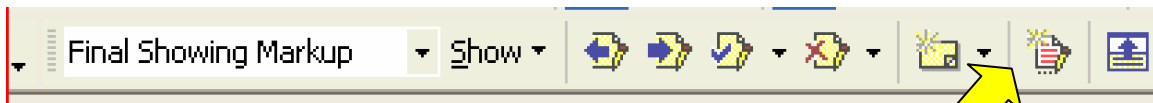
**Paintbrush tool:** copies and pastes formats  
select word or words whose form you wish to replicate and then click on the paintbrush tool and “paint” the format onto the word(s) whose format you wish to change.

**Paragraph Spacing:** To double-space a paragraph: click anywhere in the paragraph and then Control-2 the paragraph will be double-spaced... you can do single spacing the same way, but with Control-1.

**Printing Tip – Shrink to Fit:** To make a couple of “straggling lines” fit on the page: Go to File Menu and choose “Print Preview”. While in Print Preview, Click on the “Shrink-to-fit” icon and it will TRY to make it fit on the page.

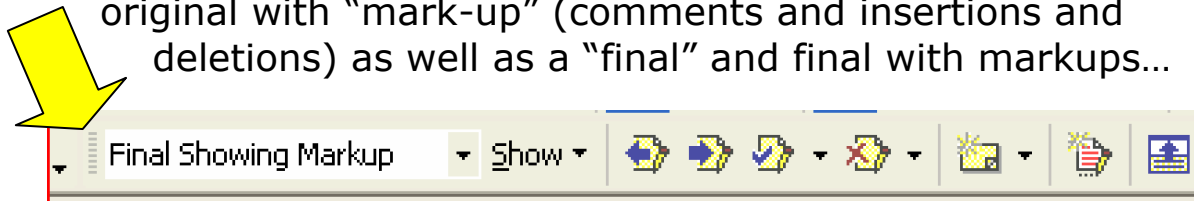


**Track Changes:** Turn on the "Reviewing Toolbar" (View-toolbars-reviewing).



Select "Track Changes": to start tracking.

Now when edits are made it will show the edits/comments on the document in the margin. You can see the original, the original with "mark-up" (comments and insertions and deletions) as well as a "final" and final with markups...



**Comments:** Comments, either written or verbal can be added using the "add comment" tool.



**Forms Tools:** Turn on the "Forms Toolbar" (View-toolbars-forms)




Click on your document where you want to have an interactive element (like a check box) Select this from the forms toolbar, and the element will be placed there.



To have a dropdown list you will do the same steps (click where it goes in the document and then click on the tool) You can then add the contents of the dropdown box (as well as configure it) by selecting the options tool or by double clicking on the element.



You will need to PROTECT your form for it to be used. This can be done by clicking on the lock on the toolbar or by protecting the document with a password (so students can't change it) by going to the "Tools" menu, selecting "Protect Document" and then forms... advanced users may want to explore using sections...

Anything in Word can be made colorful by using the color-text tool. In addition, ANYTHING in Word can be hyperlinked – to another document, to the Internet or to another program by selecting the word(s) or picture(s) to become a link and then clicking on the Link tool 

### **Word Templates:**

- <http://office.microsoft.com/en-us/templates/default.aspx>
- <http://edweb.tusd.k12.az.us/ekowalcz/libraries/lessons/Polls%20and%20Surveys.dot>
- [http://www.educationworld.com/tools\\_templates/index.shtml](http://www.educationworld.com/tools_templates/index.shtml)

## **PowerPoint Tips and Tricks**

**Quick Tips:** During a slide show, type "B" to have a black, blank screen appear or "W" for a white blank screen. Touching any key will return the display to the PowerPoint slide. In order to select items on a PowerPoint slide while creating or editing the slides, make sure nothing is selected on the slide and then use the "tab" key to scroll through each item on the screen until hidden items or difficult to select items are selected.

## **Finding PowerPoints you can use:**

- **Finished Products**

- [http://www.nebo.edu/misc/learning\\_resources/ppt/](http://www.nebo.edu/misc/learning_resources/ppt/)
- <http://edweb.tusd.k12.az.us/ekowalczyk/libraries/activities.htm>
- <http://its.leesummit.k12.mo.us/powerpoint.htm>

- **Design Templates**

- <http://www.brainybetty.com/sitemap.htm>
- <http://www.soniacoleman.com/templates.htm>
- <http://www.template-ready.com/Powerpoint/Free/Templates.html>

- **Searching**

- Use Advanced Google to search for PowerPoint files – [http://www.google.com/advanced\\_search](http://www.google.com/advanced_search)
  - in the file format selection – choose ppt
  - search for online ppt files.

**Examples from this session will be online at [www.GailLovely.com](http://www.GailLovely.com) in the “Tutorials for Teacher Tools” section of the Resources page.**