Recipes & Snacks

Spotlight on Software

Recipes4Success*

Your best tool for learning, training, and supporting technology!

Recipes4Success is a comprehensive set of online resources designed to help infuse technology into the curriculum. *Recipes4Success* supports technology integration, providing tutorials and just-in-time references for common classroom software titles, as well as a wealth of handouts and online tools that support effective technology work. Trainers and teachers will find *Recipes4Success* to be an invaluable time-saving tool for their classrooms.

Recipes and Snacks

Software tutorials for common classroom tools help you learn, integrate, and support technology.

Online Tools

Create rubrics, graphic organizer worksheets, and citation lists to support classroom activities.

Lesson Library

Exciting, standards-based lesson plans for integrating creative technology tools into the curriculum..

Project Learn

Step-by-step instructions for designing, implementing, and assessing classroom projects.

Recipes teach software in a classroom context!

Designed specifically for education, Recipes provide technology skills in the context of a classroom project, providing the "why" for every skill learned.

Try the Recipes ▶

(hold ctrl down & click on "try the Recipes")

Snacks are a just-in-time classroom resource!

Supporting classroom project work, the Snacks provide a resource students and educators can use to be answer questions that arise during curriculum work.

Try the Snacks ▶

(hold ctrl down & click on "try the Snacks")

I personally use "Recipes" & "Snacks" all the time.
Example, I needed to know how to use MediaBlender, , so I went to "Recipes" and found MediaBlender and it gave me an excellent overview and examples of how to use the program.

"Snacks" tutorials are listed in ABC order and very user-friendly!

Recipes and Snacks cover many different software programs with easy to follow directions that you can print out! There are three different levels for your choices.

There is a username & password—see Sue Ann (it's free!—Thank you, DoDEA!!)
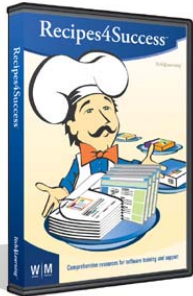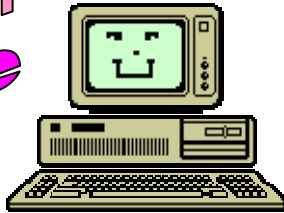
Volume 6
Sept. 2008

Tech-Talk
Dixon-Style

Stowers' Technology Newsletter

Created by
Sue Ann Dixon, ET

Computer Care

Computers, like

any other piece of electronic equipment, need special care and attention in order to perform properly and safely. There are several specialized tasks such as defragmenting, scanning and reformatting that computer experts can do to keep the internal system of a computer working well. However, we'll leave these tasks to the experts for now and concentrate on some daily do's and don'ts that any computer user should know.

A Clean Machine

This may seem like a simple topic, but computers require special cleaning even on the outside. Keeping your system free of dust, dirt and liquids is the first step to computer care. Your system's user guide is the best place to find information on how to clean your outer components; but here are some general tips that you should always remember:
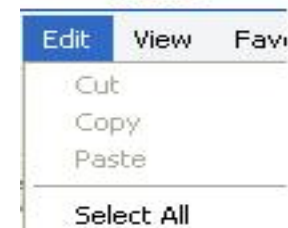
- **Never** spray your monitor screen (or any other computer component) with glass cleaner. Instead, spray a lint-free cloth *lightly* with glass cleaner, then clean the screen. Be sure to hold the cloth away from the computer when spraying.
- Computer components should be kept as dust-free as possible.
- Canned air or small computer-specific vacuum cleaners are an excellent way to clean keyboards, computer case vents, or around disk drive openings.
- The rubber ball inside the bottom of a mouse may need occasional cleaning. If the mouse does not perform correctly, check your user guide for cleaning directions.
- **Never** try to remove the cover on your computer to clean inside. Instead, take it to an authorized service technician for cleaning.
- Keep all liquids and food items away from your computer. Liquids and food crumbs can damage delicate electronic circuits. Also, mixing liquids and electronic components can cause serious electrical shock!
- Wash your hands before using the computer to avoid "sticky keys."
- When in doubt about how to clean your computer system, consult your user manual or technical support.

Do you know the Vocabulary?

There is a whole vocabulary that goes with using a computer.

Minimize
Maximize Close

start

The Start Menu

Title Bar — 180 Technology Tips -
Menu Bar — File Edit View Favorites
Tool Bar — Back ▾
Address Bar — Address http://www.180tec

Drop Down Menu

Edit View Fav
Cut
Copy
Paste

Select All

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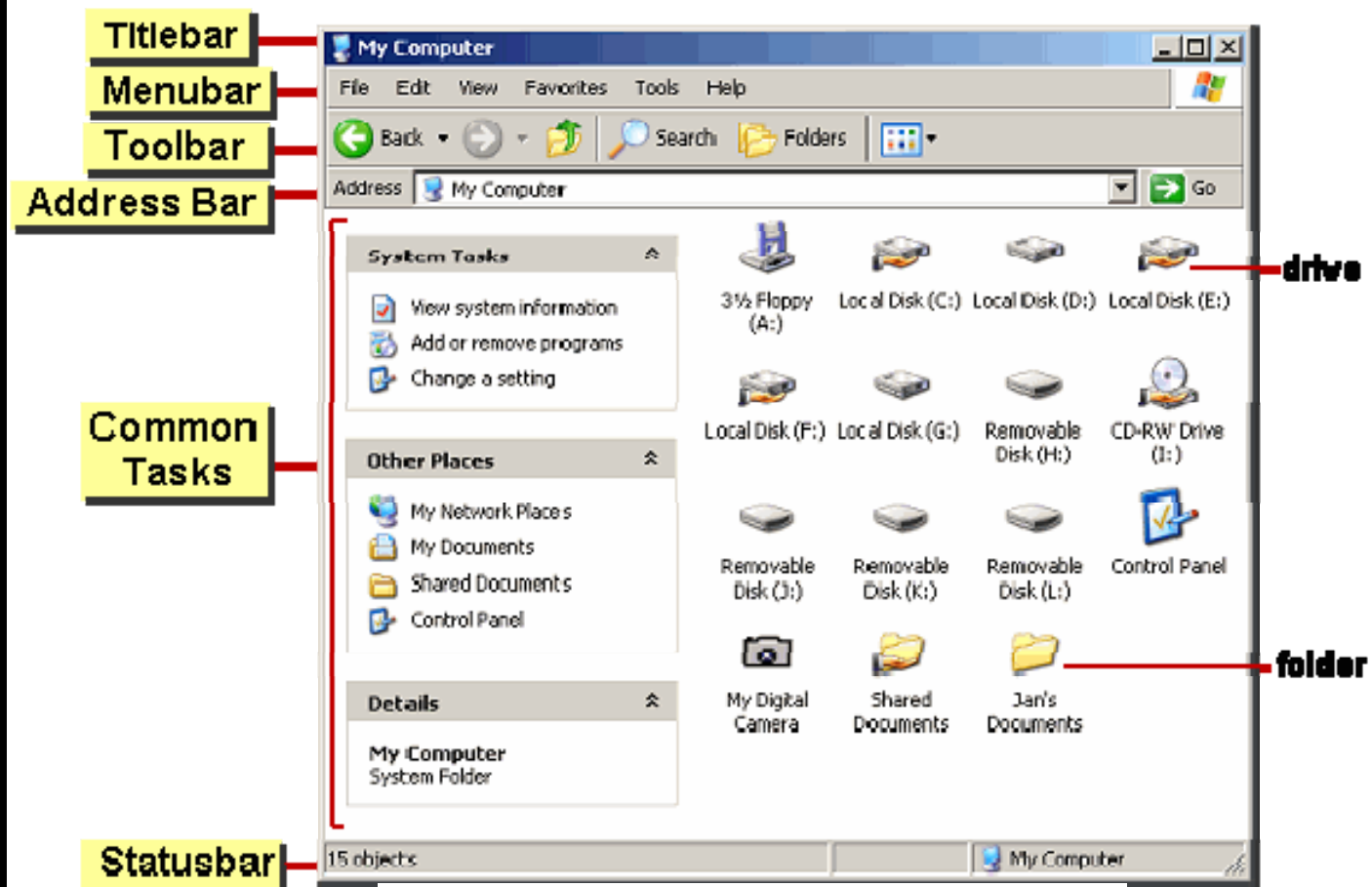Created by
Sue Ann Dixon, ET

View: My Computer

The My Computer icon on the Desktop opens a window that shows all your drives. Just double-click the icon on your desktop.

The default My Computer view has two panes. The selected area of your computer shows in the Address bar.

On the left is a set of Common Tasks that are often used on whatever kind of objects that are in the right pane. The list of tasks changes to fit the kind of objects shown in the right pane.

The right pane shows your drives, folders, and files. The default view uses **Icons** arranged by name, in alphabetical order going *across* the pane.

Each type of drive, folder, and file has its own icon image. Special areas like the Control Panel and the Recycle Bin have their own icons. Smaller versions of these icons appear in other views.

Titlebar
Menubar
Toolbar
Address Bar
Common Tasks
Statusbar
drive
folder

Default My Computer window in Windows XP

Tips for Home

When installing Software

If you have a virus protector (ex. Norton), <u>turn it off</u> before you install any software programs. Just right-click on the Norton icon and close.

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Cite the Site

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more than 1,000 new videos in subject areas including math, science, social studies and language arts.
See me for Stowers' Pass Code—it's free!
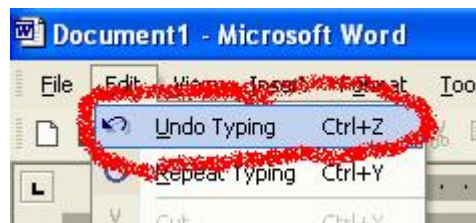*************************************

Please!

LOG-OFF the computer when you leave it!

Edit undo, Undo, UNDOOO!

Have you ever made a mistake? I mean a mistake on the computer. You know, pasted the wrong picture into a Word document or messed up a table or a text box. The programmers of the Microsoft software (Word, Outlook, Excel, Publisher, etc.) knew we would make mistakes so they programmed in a couple of ways to "undo" them. Here are a few ways to undo your next mistake:

OPTION #1: On the menu bar select "Edit" and then "Undo." This will eliminate the last action you took in the program. For example, if you just typed the wrong word "Edit" & "Undo" will make the word go away.

OPTION #2: On the tool bar you can use this button to undo something you just did:

If you decide that you want the mistake back you can use this button to bring it back:

OPTION #3: There's also a keyboard shortcut to undo something you just did. Try using CTRL + Z to undo and CTRL + Y to bring something back that you undid.

If you just made lots of mistakes and want to go back and eliminate a lot of them try clicking the triangle next to the undo button to see a list of the most recent actions you have taken.

. . .until next week