

# Turn Your Technology Woes into Technology “Whoa’s!”

by The K-Crew

## Word- Weary? No Longer!

Did you know that you can use Microsoft® Word to:

- **Create picture labels of your students for the word wall?**
  1. Open a new Word document.
  2. Go to Tools (*or Mailings*), then Envelopes and Labels.
  3. Go to Options and choose your label from the drop down menu. We recommend Avery Name Badge size labels (5390, 5392, 5395).
  4. Go to New Document.
  5. Go to Insert, Picture, From File (*or Picture Icon*). Choose the location where your photos are saved.
  6. Click on the chosen photo, click Insert. Resize, if necessary.
  7. Print on labels and apply to their name cards.
  
- **Create your own classroom resources (flash cards, letter arcs, pattern block patterns, etc.)?**
  1. Open a new Word document.
  2. Go to File, then Page Setup (*or go to Page Layout*).
  3. Click on the Paper Size tab (*or Paper Size Icon*). Choose your paper size from the drop down menu. You can choose any size from legal to index card without much difficulty. Obviously, you would want to print flash cards on index card-sized paper and letter arcs on legal-sized paper.
  
  4. For **Shapes Flashcards**: Go to Insert, Picture, Autoshapes. The Autoshapes toolbar appears... you may dock it or leave it floating (*or go to Insert, then click on the Shapes Icon*). Choose a shape. Place it on your document using the cross-shaped cursor to “drag” it to the desired size. You may add color and text to the shapes, as well.
  
  5. For **Numerical, Letter, or Word Flashcards**: Type the letter. Be creative with fonts! There are many different ( free and downloadable) fonts that resemble block print, D’Nealian, book print, etc. Students should learn flexibility and fluency in letter recognition. You may also resize and justify the letter on the page.
  
  6. For **Letter Arcs**: Go to Insert, Picture, WordArt. Or go to View, Toolbars, then check WordArt. A new WordArt toolbar will appear...

you may dock it or let it float. Click on the big, blue A. *(Go to Insert and click the WordArt Icon.)* Choose the first option (it's the easiest to work with). Type in your text- the alphabet. Choose AvantGarde Md BT as the font; it matches the plastic letters best. Click Okay. To change the shape of the alphabet into an arc, click on the WordArt Shape button on the WordArt toolbar (it looks like a jumbled ABC). Choose the desired shape. Stretch it to the desired curve by clicking on one of the "stretch points" (the little squares outlining the WordArt when you click on it).

- **Teach flexibility/fluency in letter recognition by using several different fonts?**

Check out these websites to download free fonts: [fontgarden.com](http://fontgarden.com) or [my.execpc.com/~lindgren/fontindex.html](http://my.execpc.com/~lindgren/fontindex.html)

- **Produce mini-booklets with only one sheet of paper?**

1. Open a new Word document.
2. Go to Page Setup. Click on the Paper Size tab. Choose landscape orientation. *(Go to Page Layout, then click on the Orientation Icon.)*
3. Go to Format, Columns. *(Go to Page Layout, then click on the Columns Icon.)* Click on two columns. Begin typing (page 1, column 1 = last page of the booklet; page 1, column 2= front cover of the booklet; page 2, column 1 = page 1 of the booklet; page 2, column 2= page 2 of the booklet).
4. SAVE! Remember to save often.
5. Go to File, Print. Choose Properties. Choose the Two-Sided Option.
6. Follow your onscreen directions to complete the printing on both sides of the page. Fold in half for a mini-booklet.

- **Create magnetized signs?**

1. Open a new Word document.
2. Format margins, font, shapes, clipart, etc. as desired.
3. Print on magnetic paper. (Avery makes magnet paper, easily found at discount stores.)

- **Make your flannel board words and characters?**

1. Open a new Word document.
2. Type the words/phrases you would like to use.
3. Insert a picture by using clipart from an online source\* or a picture scanned directly from a book.
4. Print on Pellon, cut, and use with a flannel board.

\*Some good online sources for flannel board pictures are:

[www.dltk-kids.com/rhymes/gingerbread/felt.htm](http://www.dltk-kids.com/rhymes/gingerbread/felt.htm)

[www.preschoolprintables.com/felt.shtml](http://www.preschoolprintables.com/felt.shtml)

[www.preschooleducation.com/felt.shtml](http://www.preschooleducation.com/felt.shtml)

[www.daycareresource.com/flannelstories5frogs.html](http://www.daycareresource.com/flannelstories5frogs.html)

# Think a “Power Point” is something you do at the gym? No Longer!

Did you know that you can use Microsoft® PowerPoint to:

- **Create engaging slideshows for fun reading/thinking practice?**  
**\*\*name the name\*\***
  1. Open a new PowerPoint presentation.
  2. Type each child's name on a new slide.
  3. Go to Slideshow, Custom Animation. *(Go to Animations Tab, then click on Custom Animations.)*
  4. Check Text 1. Choose Start Animation, Automatically. Insert number of seconds before animation begins.
  5. Go to the Effects tab. Choose By Letter from the drop down menu on the right side (Introduce Text). Click Preview to view the animation.
  6. Crawl, Spiral, and Swivel are perfect entry animations to build suspense and aid in reading prediction skills.
  7. Go to Slideshow, Slide Transition. Choose a transition and click Apply to All.
  8. Go to Slideshow, View Show (or F5). Your class will LOVE this!
  
- \*\*the name of the letter is..., the sound of the letter is...\*\***
  1. Follow the instructions above, modifying them to create slides in this pattern: slide with a letter, slide with an icon depicting that letter's sound.
  2. For letter slides: type the letter, modifying the font, size, and transition.
  3. For the icon slides: go to Insert, Picture, Clipart or From File. Position the icon as desired.
  4. Go to Slideshow, Slide Transition. Choose a transition and click Apply to All.
  5. Go to Slideshow, View Show (or F5). Start chanting... “The name of the letter is A, A, A. The sound of the letter is /a/, /a/, /a/ like apple.”
  
- \*\*flashy” flash cards (numerals, words, letters, counting sets, addition, etc.**
  1. Follow the instructions above.
  
- **Create animated class books?**
  1. Follow the instructions above. Each slide will be a page in the book.
  2. Animate the text and/or pictures by following steps 3, 4, and 5 from the section on “Name the Name” PowerPoint Slideshows. (above)

## Do Digital Cameras Make You Say “Duh”? No Longer!

Did you know that you can use any digital camera to enhance students' learning by:

- Sending students to scavenge for specific items:
  - \*letter safari
  - \*color hunt
  - \*shape, line, and form search
  - \*texture tour
- Capturing real-life photos for class books (a la Tana Hoban)