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Tech Talk

A Book & Software Review

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Whether you are a novice when it comes to Microsoft Word or you are considered the “computer expert” in your office, *Word Workshop for Teachers* is a superb resource for any teacher, student, technology coordinator, administrator or volunteer. This tool can support anyone with constructing concrete, innovative ideas that pertain to today’s high tech environment plus assist with becoming proficient in Microsoft Word. In addition to demonstrating how to get the most for your money, Janet Caughlin, author and experienced educator, also provides some practical examples that will assist any program whose objective is to integrate technology into their curriculum.

In order to utilize this resource Microsoft Word is required. This book provides easy-to-follow, step-by-step instructions for Macintosh and PC users, as well as a CD-ROM that contains lesson ideas, templates, clipart and examples of files created by teachers and students from around the world. In addition to being an instructional tool, this resource can also be used as a reference book.

This resource is divided into different sections: the Introduction, Learning Word, and How Teachers and Students use Word. The Introduction contains information that deals with the basics of Windows 95/98 and Macintosh. General information about the toolbar, how to get help in the program or on-line at www.microsoft.com, and how to get started is provided. Some of the activities that can be accomplished with this easy-to-use guide include: creating professional-looking letters, letterhead, web pages, newsletters, brochures, resumes and worksheets. Instructions are also provided on inserting a table, picture, movie or file, drawing various objects and creating envelopes and labels.

Valuable skills

One of the most valuable skills is being able to customize the toolbar to fit your learners’ levels. For example, if you have three students who are all using the same computer but who are at different levels, you can customize the toolbar to fit each student’s level. Another handy feature is the show/hide option located on the toolbar. This feature allows the user to see whether or not the space bar, tab or enter

button was selected while they were typing. This kind of information is extremely helpful when formatting is pertinent. Another convenient item is the “comment” feature. To illustrate, let’s say a student created a Word document that required some feedback and the instructor didn’t want to hand-write his/her comments. A teacher can use the comment feature located on the menu bar under Insert → Comment to create type-written comments to assist the learner with the document.

Getting this resource

Word Workshop for Teachers can be purchased for \$29.95 from Tom Snyder Productions located at www.tomsnyder.com. You can also buy the Office Workshop Book Bundle for teachers. This package consists of Word, PowerPoint and Excel for \$74.95, also available at www.tomsnyder.com. All three books can also be borrowed from the Ohio Literacy Resource Center by completing the request form located in this newsletter.



Basic Internet Terms

Have you been trying to locate information or clarification on basic Internet terms? Look no further! Below is a brief glossary of Internet-related terms, as well as additional resources where you and your students will find useful information for the 2001-2002 school year:

Internet: A connection of two or more networks, a collection of many computer networks public, private, and worldwide

Downloading: A method used to transfer information from the Internet on to your computer, including files, videos, graphics, software, and text.

Hyperlink: Graphics, pictures, and/or buttons that are highlighted and allow the user to navigate throughout the web page and/or web site. **Hypertexts and Hyperlinks** change colors after the user has pressed them.

Home page: The first page in the web site that contains links, topics, pictures, etc. The home page is similar to the index of a book. It outlines the information in the web site.

Netiquette: Internet etiquette

Uniform Resource Locator (URL): The address of a web page. Every web page has to have an URL in order to be located. The **domain** in the URL usually indicates what type of organization hosts the system. Some common domain names include

- edu: Educational institutions
- gov: Government agencies
- com: Commercial enterprise or business
- org: Non-profit organizations
- mil: Military organizations/site
- cc: Community college

Web Browser: Software that allows viewing of information that is located on the Web. Netscape Navigator and Microsoft Internet Explorer are the two most commonly used Web browsers today.

World Wide Web (WWW): A means of delivering information through the Internet such as animation, sounds, graphics, pictures, and text: characteristics of a web page/site. (Many people mistakenly assume the WWW and the Internet are the same.)

Web site: A collection of web pages from a particular organization, educational institution, or business.

Plug-ins/Helper applications: Software program/applications one uses to expand the Web browser capabilities, such as sound, video, and/or audio.

If additional information is needed on basic Internet terms and concepts, please visit the following sites...

- **Internet Basics**
www.learnthenet.com/english/section/intbas.html

- **Using and Understanding the Internet**
www.pbs.org/uti/
- **Welcome to Internet 101**
www2.famvid.com/i101/internet101.html
- **Internet Background and Basics**
www.refstar.com/internet/
- **Life on the Internet: Beginner's guide**
www.cochran.com/start/guide/
- **A Basic Guide to the Internet**
library.albany.edu/internet/internet.html
- **Internet-HomeworkSpot.com**
www.homeworkspot.com/high/technology/internet.htm

LINCS Updates

LINCS Special Collections

Looking for a collection of quality, topic-specific web sites to use as resources? Then take a look at the *LINCS* Special Collections. From the OLRC website, <http://literacy.kent.edu>, click on the button toward the top of the screen that says "Collections" and you will be taken to a list of the Special Collections on the NIFL's *LINCS* site. Click on the title of the collection you would like to explore. The collections are always being updated, so check them periodically for new information.

LINCS Special Collections are topic-specific collections of high quality resources that have been submitted for review and approved for inclusion in their respective area. These resources are reviewed by a group of experts in the related field and held to both content and web publishing standards. The Collections are then organized by type of resource and audience. Categories include Grants and Funding, Directories, Teacher/Tutor, Student/Learner, Manager/Administrator and many more.

Currently there are 11 special collections: Assessment, Correctional Education, English as a Second Language, Equipped for the Future, Family Literacy, Health and Literacy, Literacy and Learning Disabilities, Policy and Legislation, Science and Numeracy, Technology Training, and Workforce Education.

LINCS Hot Sites

The Hot Sites area of *LINCS* highlights outstanding adult education and literacy-related sites on the web. An updated list is posted three times a year. Users are asked to leave comments about a particular resource. A new list of Hot Sites was posted in September and past lists can be accessed through the Archive link. To navigate to the Hot Site section, go to <http://literacy.kent.edu>, click on the Hot Sites.