

# Essential Microsoft Office Skills for Teachers & Students

Use  
Microsoft Office  
to its fullest  
potential!

by Patsy Lanclos

## Teachers and students learn how to use Office...correctly!

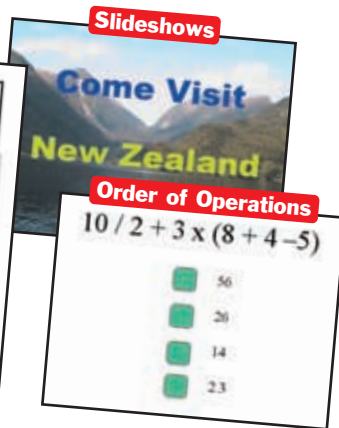
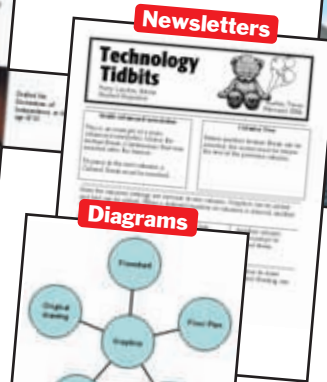
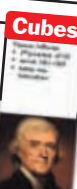
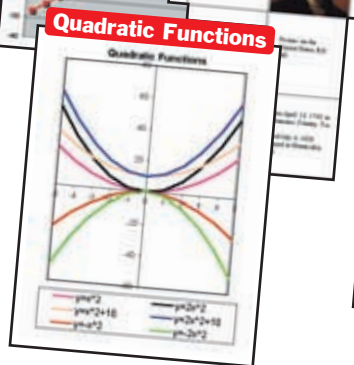
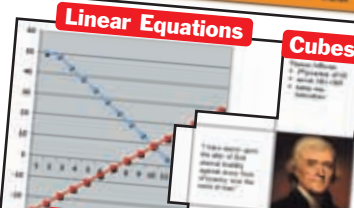
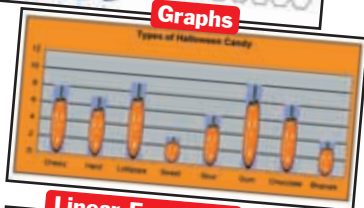
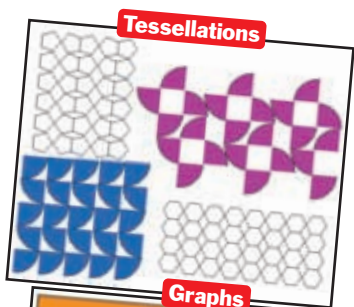
Do you become frustrated with Microsoft Office and find that there are some things that you want to do, but just can't figure out? This book has the answers for you!

### Learn skills that allow you to:

- 1) Use the **draw tools** effectively
- 2) Prepare documents properly for **publication**
- 3) Use **spreadsheets** for predicting and problem solving
- 4) Create **presentations** with quality content as the goal

The "tips and tricks" sections of each project will teach you more about using the program and help you integrate the projects into your curriculum. Projects are designed to use over a wide range of grade levels and curricular areas.

Become a leader in your building for the use of Office! **Grades K-Adult**



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## Topics include:

### Graphics:

- Draw Toolbar
- Greeting Cards
- Notepaper
- Holiday Decorations
- Fraction Cube

### Publishing for Print:

- Word Processing
- Tabs
- Working with Text Boxes
- Formatting Pages
- Tri-fold Brochure
- Formatting Palette
- Format Painter
- Text Effects
- Spelling and Grammar
- Shortcut Keystrokes

### Spreadsheets:

- Solving Linear Equations
- Calculating Can Be Fun
- Relationship between Radius, Diameter, and Circumference
- Predict Values with Quadratic Functions
- Grid Sheets
- Writing Paper
- Geometric Templates
- Graphing: Pictographs
- Fraction Representations
- Spinners
- Statistics: Weather

### Presentations:

- Hyperlinks, Hide Slides, and Automatic Timing
- Slide Show with Music
- Break Timer
- Digital Portfolio

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