

Techie Times

Volume 1, Issue 2

Glenwood Community School District

January 2007

Check It Out!

All tech newsletters will be stored on the new tech webpage. Check it out at: <http://tech.glenwoodschoools.org>. The site is full of resources.

MS Word Tip:

To quickly change the formatting of a paragraph in Microsoft Word:

Select the text and:

Bold	Control + B
Italic	Control + I
Underline	Control + U
Undo	Control + Z
Repeat	Control + Y
Cut	Control + X
Copy	Control + C
Paste	Control + V
Print	Control + P
New Document	Control + N
Save	Control + S
Undo	Control + Z

Sites of the Month:

Need some inspiration for the mid-winter blues? Check out these sites:

- [Ed's Helper](#)
- [Discovery School](#)
- [Lesson Plans Page](#)
- [Education Planet](#)

PowerSchool Tip

Check out some tips for PowerGrade on the PowerSchool help page:

http://tech.glenwoodschoools.org/PowerSchool/powerschool_help.htm



New Technology Words

WebQuest:

"A WebQuest," according to Bernie Dodge, the originator of the WebQuest concept, "is an inquiry-oriented activity in which most or all of the information used by learners is drawn from the Web. WebQuests are designed to use learners' time well, to focus on *using* information rather than on looking for it, and to support learners' thinking at the levels of analysis, synthesis, and evaluation."

MySpace or Facebook:

A social networking website offering an interactive, user-submitted network of friends, personal profiles, blogs, groups, photos, music, and videos.

Three Steps to Meaningful Web Research

1. Narrow the topic

Help students choose several subtopics to refine their research.

2. Copy and paste text into Word

Have students highlight the text they wish to save and:

- Select *Edit* pull down menu
- *Copy*
- Open a new Word document
- Select *Edit* pull down menu
- *Paste*

3. Use font colors to emphasize points

Students can use font colors or the highlighter tool to mark points to outline.

4. Create a graphic organizer

Use Inspiration to create a graphic organizer which can easily be turned into an outline.

Did You Know?

The amount of new technical information is doubling every 2 years.

That means for a student starting a four-year technical or college degree...

Half of what they learn in their first year of study will be outdated by their third year of study.

It's predicted to double every 72 hours by 2010.