# Indispensable tools

for teachers

Microsoft® Office® gives teachers helpful ways to be more productive and collaborative using versatile programs from Microsoft® PowerPoint® to Microsoft® Word® to Microsoft® OneNote®. But with so many features to absorb, and little time for a teacher to learn them, we offer this quick, education-relevant primer to these indispensable tools for teachers.

Microsoft®
Office

Microsoft

Create. Organize. Share.

A teaching day is non-stop from the first bell to the last paper you grade at night. Microsoft® Office® can help you handle the writing, presenting, organizing and communicating it takes to keep moving at the speed of the school calendar.
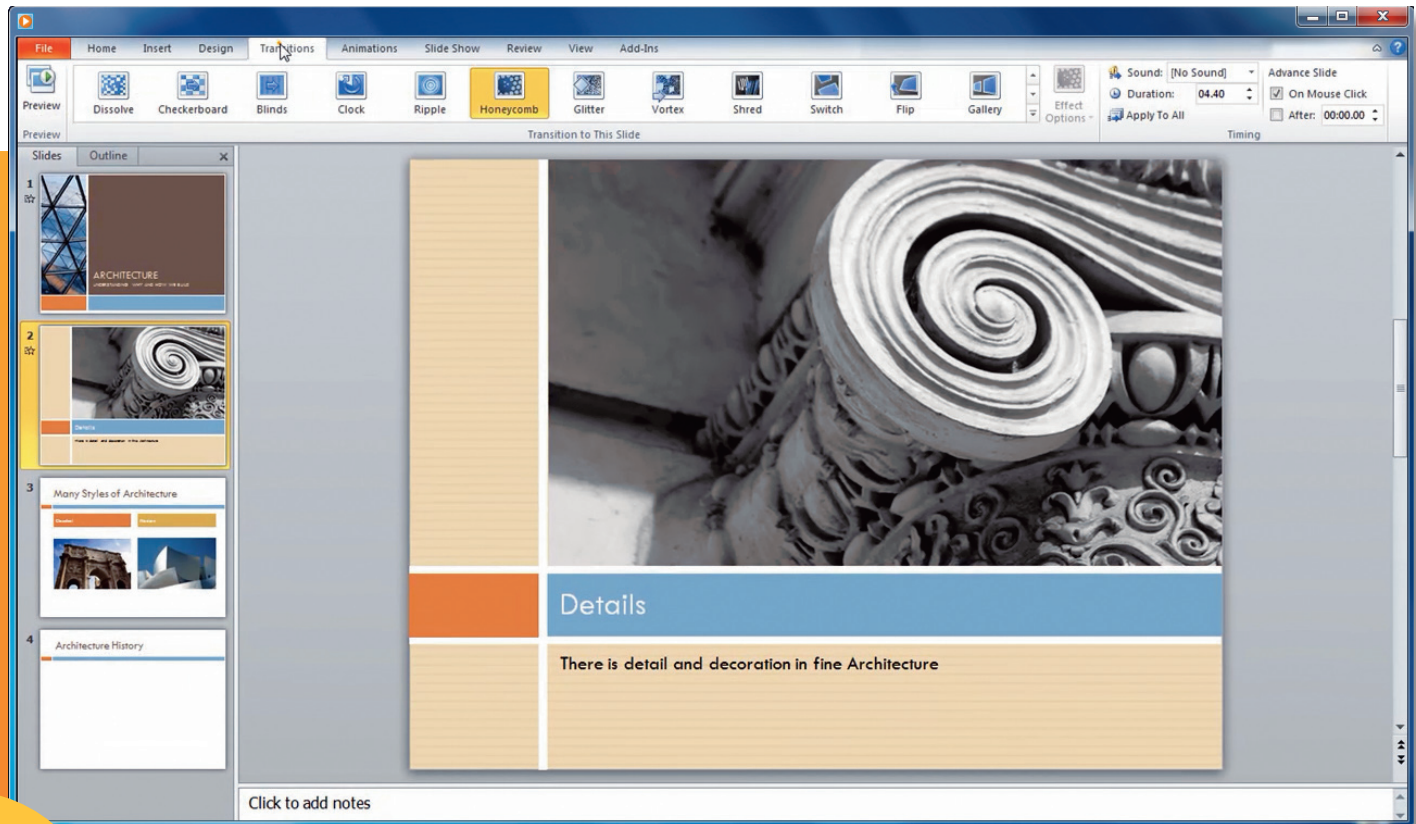
Top 3 reasons to use Office

1. Be more expressive
Engage your students with a punchier Microsoft® PowerPoint® presentation. Choose from slicker, more vivid templates. Add high-quality graphics, slide transitions and charts with a few clicks. Or surprise the class and place a video in your PowerPoint.

2. Extraordinary organization
Microsoft® OneNote® is the digital notebook that organizes all your materials, lessons, grades and rich multimedia content in one convenient PC program - however you see fit. Plus, OneNote can find anything stored away in your notebook quickly.

3. Collaborate freely
Office Web Apps* are online companions to Microsoft Office, giving you the freedom to access, edit, and share Office documents from virtually anywhere with an Internet connection. They are entirely Web-based so you can view Microsoft Office documents on PCs, mobile phones, and the Web.

A common thread connects it all

In Microsoft® Office® 2007 and 2010, the most noticeable change was the introduction of the Ribbon across Office applications. It runs along the top of the window and holds your tools and commands, making them faster to find and use.
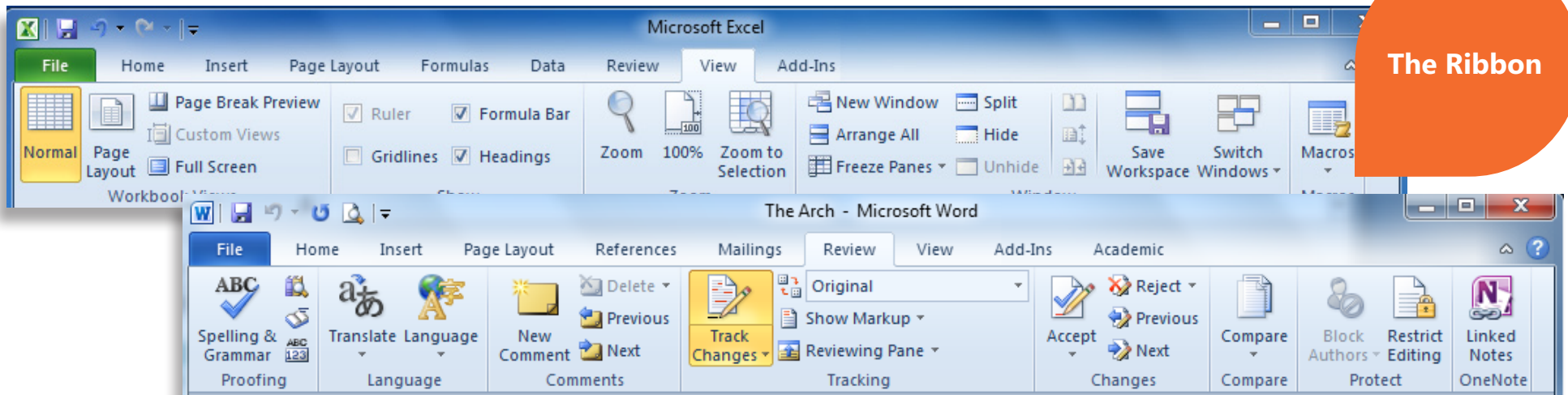
The Ribbon

1) Gallery of choices
The Ribbon gives you a simple way to expand your view of choices in a program. Click a Gallery or List to see a drop-down menu, such as Font styles or Cover Page designs.

2) Mini-tool bar
In Microsoft® Word®, a simple right click in a text area launches a mini-toolbar, putting the font tools close at hand.

3) Keep tabs on things
At the top of the Ribbon is the highest grouping of tools. Click one of these "tabs" to present a useful, ordered set of commands. For instance, get quick access to the proofing command in Word, or the workbook view in Microsoft® Excel®.

Teaching Tip

Students spend a lot of time composing their book reports and term papers. Then there are the many hours you spend reading and reacting to them.
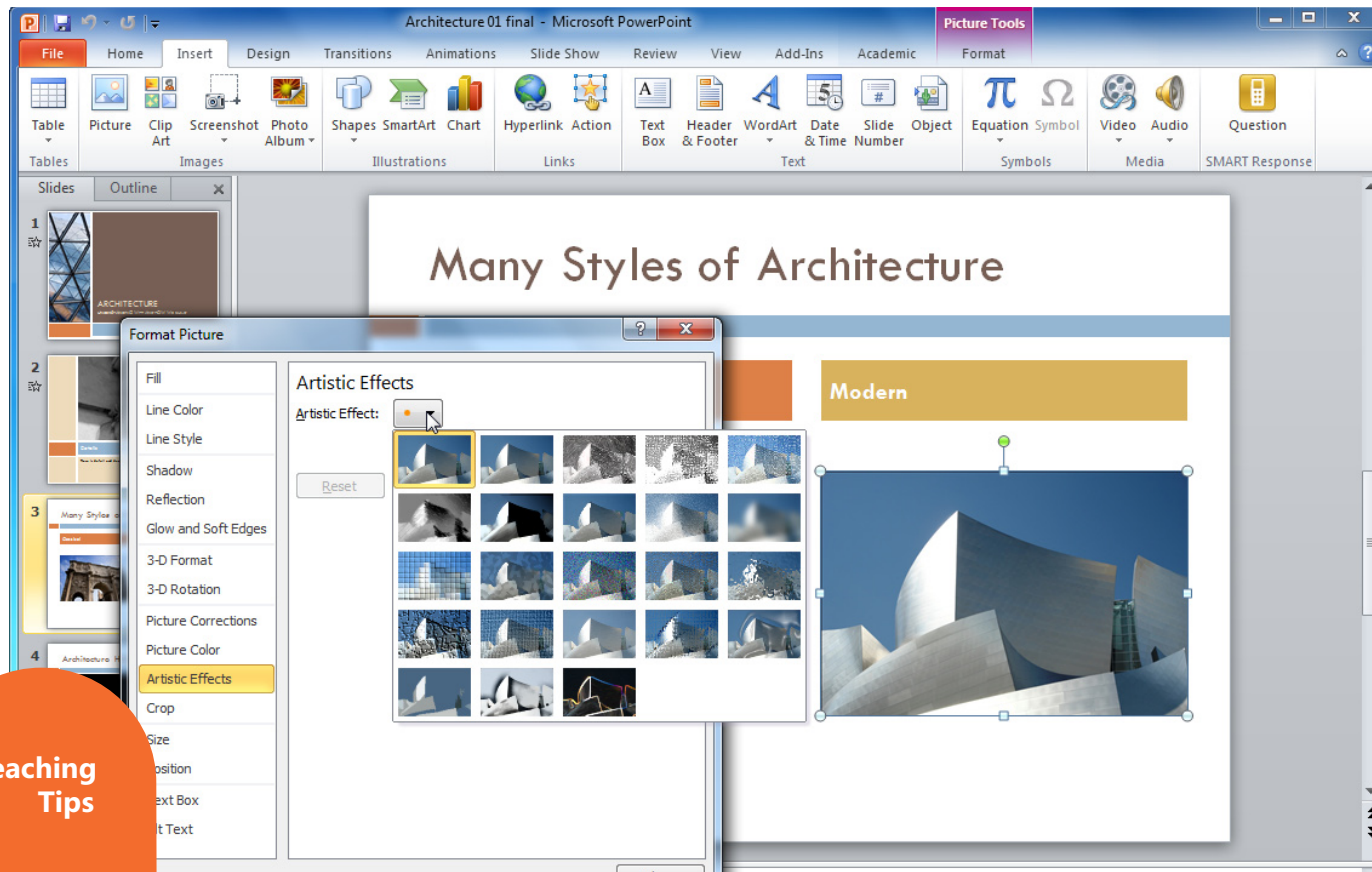
To save time reviewing students' papers, you can suggest they use "Track Changes"

in Word 2007 and Word 2010. This feature can clearly indicate in color where students have rewritten or made edits to their first draft. Imagine the time you save not having to re-read entire papers.

A more compelling point

Microsoft® PowerPoint® is a familiar, reliable way for teachers to present a lesson by projecting a slideshow.
Here are a few tips on how to lower the lights and raise the interest and participation by your students.

Teaching Tips

4) Demonstrate with videos
One sure way to engage students on a subject is with a captivating video. Placing a video into a PowerPoint slide is simple to do and control with PowerPoint 2010.

5) Recap and remind
There is so much material and content digested every school day that it helps to recap what's most important. At the end of your PowerPoint presentation, bring back the main points.
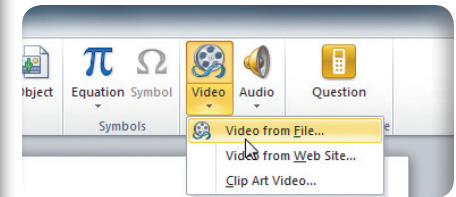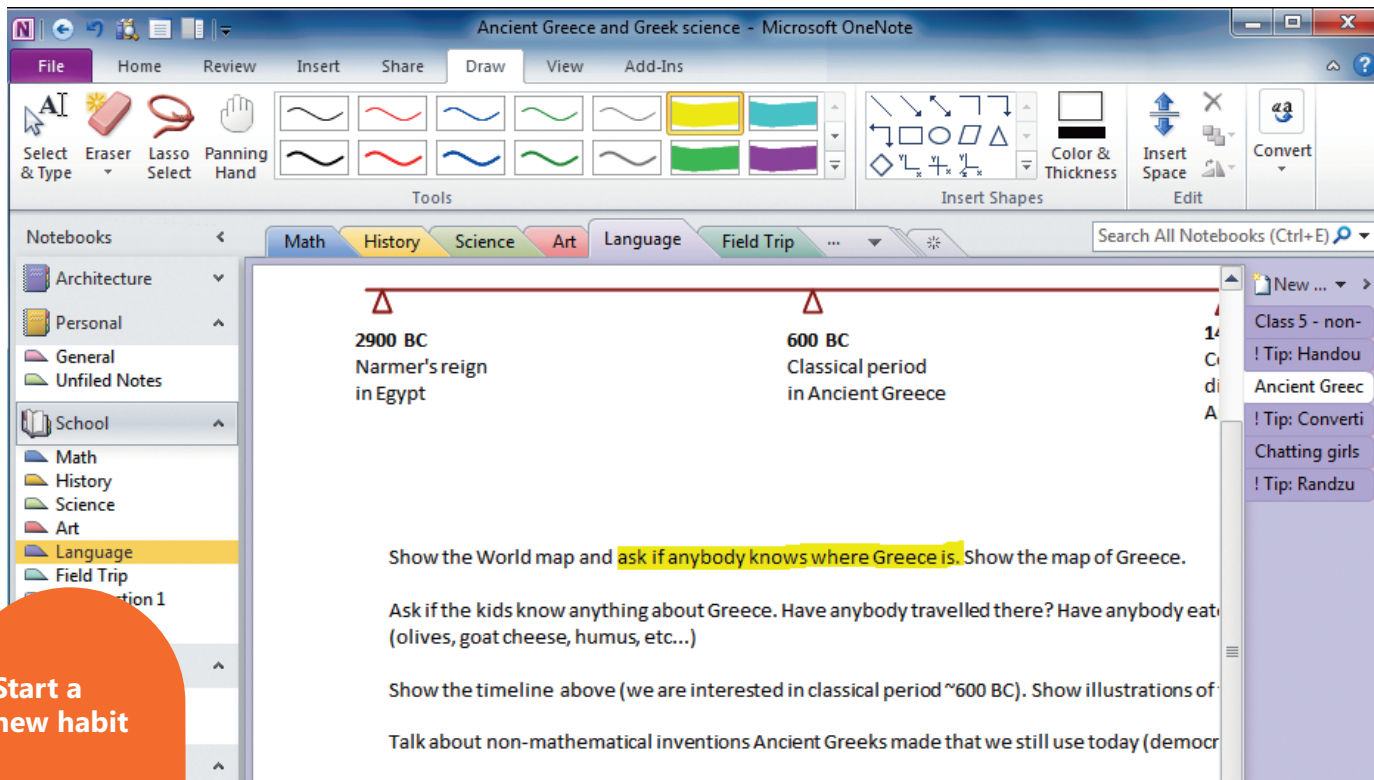
1) Punch up your presentation
PowerPoint 2007 and 2010 have many more vivid, graphic templates. Add high quality graphics, slide transitions and charts with a few clicks.

2) Get graphic
Remember, less is more, when creating slides for a lesson. Keep sentences concise. Use a dominant graphic to convey a point. Look for the SmartArt tool in the PowerPoint ribbon for instant graphic ideas, or search and grab free images from www.bing.com.

3) Encourage discussion
Having a class of good listeners is helpful. But when you get students to discuss a subject, there is a leap to what they learn. Remember to pose questions in some of your slides. Make the lesson a two-way communication.

For more information, including a step by step instruction guide and videos, go to:
www.microsoft.com/education/Office

To improve your teaching life, take note.

Microsoft® OneNote® is an indispensable teaching tool. Think of it as a digital notebook with unlimited potential to collect teaching content, thoughts and details throughout the day, and help you easily organize, store and find them.

Start a new habit

Time saving tricks

When you find an interesting photo, video, article or map on the Web, OneNote lets you easily clip it and place it in your selected notebook. The great thing is, you not only get the snippet of information, but the hyperlink.
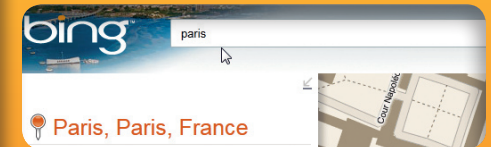
So with one click, OneNote launches Internet Explorer® 8 and takes you right back to the source of the Web content.

*An appropriate device, Internet connection, and supported Internet Explorer, Firefox, or Safari browser are required. Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Web Apps. There are some differences between the features of Office Web Apps, Office Mobile 2010, and the Office 2010 applications.

**For institutions, Office Web Apps require SharePoint Foundation 2010 This information is about pre-released software and therefore is subject to change. It is provided without warranty of any kind, express or implied.

Hunt and gather
Keep OneNote open on your PC desktop. Organize sections by class period, subjects, or however you like. Then clip, copy and collect all the material, articles, photos, videos and inspiration you come across. Now, it's all in one place.

Create and manage
With your digital content in reach and organized in OneNote, you can save time creating Microsoft® PowerPoint® presentations, sorting and grading tests, managing parent meetings, school activities and due dates.

Find notes fast
Simply enter a Search term, and OneNote will quickly group the results by category and highlight the term in yellow to make finding your work filed in OneNote, from photos to test papers, quicker.