**Software set-up needs for: Classroom Organization Tools for Teachers**

**Hardware and Peripherals:**

* Laptop or desktop running Windows XP, Windows Vista, or Windows 7 operating system
* LCD projector and screen

**Software:**

Microsoft Office 2007 suite including:

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft One Note
* A free, 60-day trial of [Microsoft Office 2007 is available here](http://office.microsoft.com/en-us/downloads/FX101321101033.aspx?pid=CL100570421033). Individual Microsoft Office programs are also available for download, for example, Microsoft OneNote.

NOTE: Microsoft Semblio does not need to be installed, but knowledge of what it is and does is necessary. Also, if time permits, go to this link and show the demonstration of what it is to participants:

<http://www.microsoft.com/learningspace/semblio/Default.aspx>

The demos at this link will help to explain Semblio as well:

<http://www.microsoft.com/learningspace/semblio/HowItWorks.aspx>

**Other:**

* High-speed access to the Internet for all participants
* **IMPORTANT**: All participants will need a [free Windows Live ID](https://accountservices.passport.net/ppnetworkhome.srf?lc=1033) to use the below online services. \***This should be created *prior* to attending the workshop.**
	+ [Installation and set-up of Office Live Workspace](http://office.microsoft.com/en-us/office_live/FX101754491033.aspx?pid=CL101750181033)
	+ Installation and setup of [Learning Essentials](http://www.microsoft.com/learningessentials/default.mspx)

**Files:**

***The below files will be used by the workshop participants during the in class exercises and can be found in the MS Organization .zip file***

On Location.xlsx

On Location Directions.docx

Questions for the Location Expert.docx

On Location Team Roles.docx

On Location Sort.xlsx

On Location Filter.xlsx

On Location Research.xlsx

Mountains of the World.xlsx

On Location Formulas.xlsx

On Location Chart.xlsx

On Location PowerPoint.pptx

Famous Storms Practice.pptx

A Soldiers Life Summary.pptx