**Software set-up needs for: *Effective Communication Tools for Teachers***

**Hardware and Peripherals:**

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

**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.
* Microsoft Windows Media Player (the latest version can be [downloaded for free](http://www.microsoft.com/windows/windowsmedia/download/AllDownloads.aspx?displang=en&qstechnology=))

**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 set-up of Live Mesh](https://www.mesh.com/Welcome/Default.aspx)
* Installation of [Zune software](http://www.zune.net/en-US/)

**Files**

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

History of Flight Timeline

Interview with Former Astronaut

Diameter of the Moon

Full Moon

What is Thrust?

Goddard’s First Rocket

The Moon Adding Video

Robert Goddard Bio Sounds

The Moon Audio and Video

Moon Newsletter Article

Moon Walk Video

Goddard Newsletter Article

Boomy Blast

Brown Bear

Facts about the Moon

History of Flight Timeline Spreadsheet

Robert Goddard bio

The Moon Adding Sounds

Whistling Wind

Despertar

Integration Unit Plan