**Software set-up needs for: *Using Collaborative Tools in the Classroom***

**Hardware and Peripherals for the presenter:**

* 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.

**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 is 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)

**Files:**

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

Africa Report Ideas

Africa Report Outline

Africa Outline Addition

Word Table Data

Word Table Format

Africa Geography Report Draft

Asia and Africa Data

Asia and Africa Data Search

Asia and Africa Data Sort

Africa Data Subtotals

African Highways Report

Africa Continent Format

Africa Continent Adding Slides

Africa Continent Animation

Africa Continent Hyperlink

Slide 4 Congo Picture

Slide 5 Congo Mask

Lulua Mask Hyperlink

Africa Continent Weblink

Map of Eastern Africa Link

Water Quality Indicators

Africa Continent One Note Edit

Tree

Central Africa Tam Tam

Drum

Africa Continent Final

Periodic Table

Collaborative Writing Unit Plan

Newsletter Styles Lesson Plan

Population Mathematics Lesson Plan

Climate and Weather Lesson Plan

Thinking as a Poet Lesson Pla