



Office 2007 Get Started Tab Getting Started with Office 2007

BY COLLEEN KRAMM, Coordinator of Educational Technology

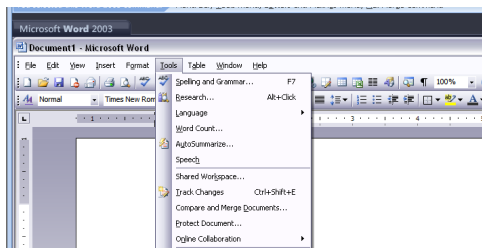
One of the main issues encountered by Microsoft Office users is that the commands that they had gotten so used to in versions 2003 and earlier are not easily found in the 2007 version. The main reason for missing commands? The toolbar has been replaced by the ribbon. The standard toolbar that used to include menus such as File, Edit, View, Tools, has been replaced by a ribbon that include sets of commands organized by function. Also new to Office 2007 is the Office button; which includes many of the commands the file menu used to include.

While many have been discouraged to upgrade and others have spent a lot of time, effort and money on training purposes, there is an alternative to getting through the learning curve of the latest MS Office upgrade... jumping right in and using the Get Started tab when you can't find your way to an old, familiar command. So where is the Get Started tab? By default, it isn't part of the ribbon. Users have to install the plug-in for each of the most popular Office applications... Word, Excel and PowerPoint. A Get Started tab does not exist for Access.

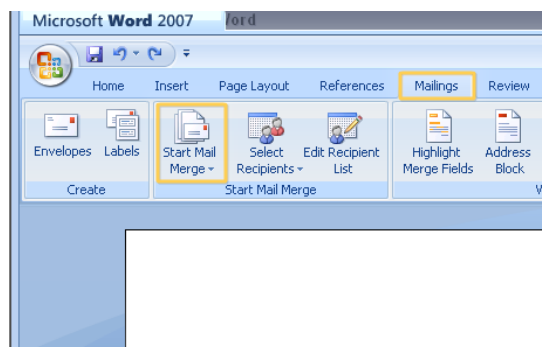


So, how does it work? The user installs the Get Started tab by visiting <http://office.microsoft.com/en-us/help/ha102146851033.aspx>. Here you will find a great video tutorial to the ribbon and Office 2007. By scrolling down the page, you will also find links to download the Get Started plug-in for Word, Excel and PowerPoint. Each program requires its own download. The benefit of having the Get Started tab is the training videos and support but also the interactive version of 2003 as shown below. For example, if you are familiar with starting a mail merge in Office 2003, but can not seem to find it in the 2007 version, simply select the Get Started Tab, perform the steps to start the process in the interactive guide. The guide will then display how the same command is found in the 2007 version.

OFFICE 2003



OFFICE 2007



INSIDE	Page
Office 2007 Get Started Tab Getting Started with Office 2007	Cover
New Educational Technology Webinars Sign up for events via CPETracker. Search for events by date.	2
We Want the World to Know	3
2010 Computer Fairs	4

New Educational Technology Webinars

Sign up for events via CPETracker. Search for events by date.

BY COLLEEN KRAMM, Coordinator of Educational Technology

21 Century Project Showcase

Date: Monday, January 11, 2010

Time: 12:00-1:00 PM

Place: Online - Registrants participate virtually via computer and Internet connection in real-time. Connection/Technical information will be sent to participants after registration is complete.

Max. Attendees: 30

Audience: All grade K-12 Educators, Educational Technology Specialists, Curriculum and Teaching Consultants, and CFF Coaches are welcome.

Description: This workshop showcases projects that have been implemented in classrooms in our region with successful integration of technology and 21 Century teaching and learning skills. In this webinar, you can gain some ideas about adapting these projects to your own class or copy the projects completely.

Act 48 hours: 1

Requirements: Computer with web browser and internet connection and computer headset with microphone.

Fee: \$0

Cancellation Policy/Fee: Must cancel 2 weeks prior or a \$30 cancellation fee will be charged to the district.

Registration: Sign up via CPE Tracker.

Other: Instructions will be sent to registrants prior to the start date.

Emerging Technologies (Web 2.0 Tools) for Easy Classroom Integration

Dates:

Monday, January 18, 2010

Tuesday, January 26, 2010

Monday, February 8, 2010

Monday, March 1, 2010

Monday, March 29, 2010

Monday, April 26, 2010

Time: 12:00-1:00 PM

Place: Online - Registrants participate virtually via computer and Internet connection in real-time. Connection/Technical information will be sent to participants after registration is complete.

Max. Attendees: 30

Audience: All grade K-12 Educators, Educational Technology Specialists, Curriculum and Teaching Consultants, and CFF Coaches are welcome.

Description: This series of webinars explores various emerging technologies available for use in the classroom. Examining tools such as Google Earth, Ning, Jing and Twitter (We can't Twit or Tweet in class), participants get a first-hand look at what and how they can integrate into their own classrooms. Each session is different, so come back as often as you like!

Act 48 hours: 1

Requirements: Computer with web browser and internet connection and computer headset with microphone.

Fee: \$0

Cancellation Policy/Fee: Must cancel 2 weeks prior or a \$30 cancellation fee will be charged to the district.

Registration: Sign up via CPE Tracker.

Other: Instructions will be sent to registrants prior to the start date.

Each session explores different tools. Attend any or all sessions.

For a complete list of Educational Technology events, visit www.ciu20.org and select Technology.

We Want the World to Know

BY COLLEEN KRAMM, Coordinator of Educational Technology



Colleen Kramm, Coordinator of Educational Technology at Colonial IU 20, co-designed and developed a collaborative videoconference with teachers and technology specialists from Bucks County IU, Bucks County Community College, Wissahickon Middle School and Perkiomen Valley School District. The videoconference, appropriately titled "We Want the World to Know," gave secondary students from various schools the opportunity to address stereotypes or misperceptions about their cultures in relation to religion, ethnicity, race, and/or traditions. The students who participated were able to share their views by creating a short video to promote cultural understanding and global perspective of their experience or reality. After viewing the productions made by all participants, the students took part in cross-cultural discussion via a multi-site, live videoconference. Schools that participated were from Taiwan, Portugal, and various U.S. Schools along the east coast from New York City to Miami.

Teachers that are interested in participating in similar events should contact Colleen Kramm at ckramm@ciu20.org or 610-515-6537.

2010 COMPUTER FAIRS

It is that time of year again when we start planning and preparing for the Regional and State Computer fairs. For more information about the fairs, visit:

High School: www.ciu20.org/hs

Middle School: www.ciu20.org/ms

IMPORTANT FAIR DATES:

Regional High School Fair: Friday, March 5, 2010 at East Stroudsburg University

Regional Middle School Fair: Friday, March 19, 2010 at CIU 20 central Office

State High School Fair: Tuesday, May 18, 2010 at Dickinson College

State Middle School Fair: Wednesday, May 19, 2010 at Dickinson College

edTech20

Published by the Technology Department
of Colonial Intermediate Unit 20

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