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TWENTY MINUTE TRAINING

Beginning in January you will be able to schedule times for short training sessions as grade level or planning teams, whichever applies to your particular school. You will receive a preliminary list of the subjects just before we leave for break. These particular help sessions will only take between 10-20 minutes and can be conducted at a time of your choosing. If your team or grade decides to utilize a portion of planning or prep time to do the training, great. If not I will also make myself available after school for short sessions if you so desire. Please understand these sessions will not be mandatory, they are just designed to give you a little extra info on things you may already want to do, but just haven't had time to figure out. I will leave it up to your team/grade level to contact me and set up a time, which again is at your discretion; I know you are busy. Individuals can also schedule a one-on-one session if groups are not interested.

GET SITES

“Great Educational Technology” Sites
<http://nces.ed.gov/nceskids/createagraph/>
<http://convert.neevia.com/>
<http://www.easybib.com/>

ED SOFT

ABIWORD



AbiWord is a small, fast word processing program. While this software is stand alone (not part of a suite) it is still very versatile. You can perform many of the same functions that you would in any other word processing program. AbiWord can also be used to collaborate on documents across the internet. Individuals can share their work with others by signing up for a free abicollab.net account. This allows colleagues separated by great distances to work with each other on documents. What is changed by one individual is reflected on the overall document in a color that is specific to that individual's edits. With new added support for commenting and other rich features this fast word processor might become your only word processor. www.abisource.com

UPCOMING EVENTS AND TRAINING

- *Acuity Test Design Session Upcoming
- *Moodle Planning Underway
- *Website Training Planning in Process
- *20 minute training sessions available in January

PRODUCTIVITY TIP #16

Last week I wrote about setting up the AutoText feature in Word. Well there is another feature called AutoCorrect, located under the tools/autocorrect options menu. You can customize how a word or phrase is typed by typing it once, formatting it, selecting it, and then entering into this option from the tools menu. When you enter into the AutoCorrect menu the word you just selected should appear in the box in middle of the menu. If the text is plain make sure to select “formatted”. Fill in the replace box with the word or phrase to format (all lower case) and select add. Click “ok” and the window should close and allow you back into your document to work. Try typing the word or phrase you just defined into your text document and watch the magic. Instant formatting, done.