

Ink Aware and Microsoft® Word in the Classroom

Before You Start

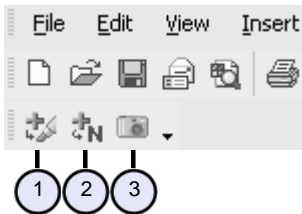
This module assumes that your computer is running, that the SMART Board interactive whiteboard is connected and that you have already oriented the whiteboard. A Quick Reference Guide to help you orient the whiteboard is available at www.smarttech.com/trainingcenter/windows/quickreferences.asp.

This module also assumes that you have a basic understanding of the Microsoft Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your desktop, you use left-, right- or double-clicks, depending on the function you want to perform. You use the SMART Board interactive whiteboard in the same way. If you get stuck, simply think about what you would do at your desktop and see if you can replicate those actions on the interactive whiteboard.

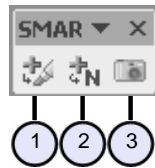
Microsoft Word

When using Microsoft Word with your interactive whiteboard you will notice three new buttons; they will usually be integrated with the current Word toolbar, or may be a separate floating toolbar.

Integrated with Word toolbars



Separate floating toolbar



- 1** Press this button to insert your notes as an image directly into your Microsoft Word document.
- 2** Press this button to convert your handwriting or printing to typed text directly into your Microsoft Word document. Your words will appear at the cursor point in the color the words were written in.
- 3** Press this button to capture an image of the screen into Notebook software.

If you do not see either of these toolbars, select **View > Toolbars > SMART Aware Toolbar** in Microsoft Word.

Preparation

In this Hands-on Practice activity you are going to create a short, two-question quiz. In a real-world example you would open a quiz you had prepared in advance.


- 1 Open Microsoft Word.
- 2 Using your computer's keyboard, type "13 x 7=" and press the **Enter** key 12 times to give your student space to show their work.
- 3 Using your computer's keyboard, type *Complete the following sentence with either "who" or "whom."* Press the **Enter** key twice and type *Now is the time for all good men to come to the aid of ...*

Using Ink Aware in the Classroom

Your class has just completed the quiz you created in Microsoft Word and you would like to go over the answers as a group. Using the two-question quiz you just created, you are now ready to complete the tutorial.


- 1 You want to show your class how to best display their work when answering a multiplication question. In the space provided, use a pen from the pen tray to show how to best arrive at the correct answer.

$$13 \times 7 = \begin{array}{r} 2 \\ 13 \\ \times 7 \\ \hline 91 \end{array}$$

- 2 Put the pen back in the pen tray and press the **Insert as Image** button  to add your answer to the Word file.
- 3 Move to the second question and explain when you should use the word *who* and when you should use the word *whom* to your class, then touch the board to place the cursor at the end of the sentence.
- 4 Using a pen from the pen tray, write the correct answer on the board.

Now is the time for all good men to come to the aid of

Whom?

- 5 Press the **Insert as Text** button  to convert the correct answer as text to the end of the sentence. The text will appear in the same color as the electronic ink it was written in.

Now is the time for all good men to come to the aid of **whom?**

- 6 Save your Word document with a new name so you can e-mail or print and distribute copies of the answer key to your students.

Congratulations! You have completed the *Ink Aware and Microsoft Word in the Classroom* Hands-on Practice.