

## TECHNOLOGY INTEGRATION IN OUR SCHOOLS

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### Using Microsoft in the Classroom

- 1.0 Most schools use the Microsoft suite
- Publisher
  - Access
  - Power Point
  - Excel
  - Word
- 2.0 Many Microsoft applications can be used in classrooms:
- Word:**
- a. Welcome cards
  - b. Letters – templates
  - c. Graphic organizers
  - d. Report templates
  - e. Lesson plan templates
  - f. Homework assignments
  - g. Dolce sight words i.e. vocabulary flash cards
- Excel:**
- a. Grade books
  - b. Reading log samples
  - c. Weather data
  - d. Calculators
  - e. Charts
  - f. Graph paper
- Power Point**
- a. Certificates – arrange of
  - b. Photo albums
  - c. Jeopardy
  - d. Book reports
  - e. Seating charts
  - f. Back to school nights
  - g. Timers – templates
  - h. Country reports
  - i. Sample presentations
  - j. How to develop slides – i.e. creating special effects

**Access**

- a. Class databases
- b. Templates for a whole range of data that can be put into it

**Publisher**

- a. Business cards/holy cards/saints cards
- b. Brochures
- c. Newsletters – classroom and school wide – to focus on some religious festival or field trip
- d. Year book – a sample template
- e. Graduation photo album

All of these software programmes enable students to be engaged in their learning.