

CLASSROOM TECHNOLOGY FOR EDUCATORS – AUGUST 12TH 8AM - 12PM LENGTH 4 HOURS

COMPUTER BASICS

- Signing In/Out
 - Switching User Accounts
- Mouse Use
 - Shortcut commands
 - When to double-click versus single clicking an item
- Navigating your computer
 - Working with local drives versus shared/network drives
 - Using Windows Explorer to move or copy content between the local computer and shared locations
- Shortcut keys
 - How to perform functions without using a mouse
 - Ctrl+C and Ctrl+V are just the beginning.....
- Office Basics - What is each program good for?
 - Quick intro to Word
 - Quick intro to Excel
 - Quick intro to Outlook
 - Quick intro to PowerPoint

PROJECTORS

- Tips and Tricks on how to get the most from your projector
 - Screen blanking
 - Image freezing

DOCUMENT CAMERAS

- Learn the basics of what a document camera does
 - Snapshot feature
 - Image freezing
 - Auto-focus or manual focus features (depending on model)

BASIC TROUBLESHOOTING

- Identifying your device
- Learn how everything ties together or better known as “What does this cord go to?”
 - Computer/Monitor/Projector/Document camera
- How to get help when things do not go as planned