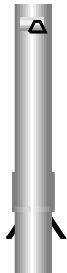
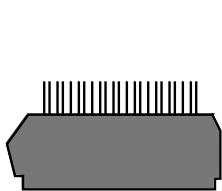
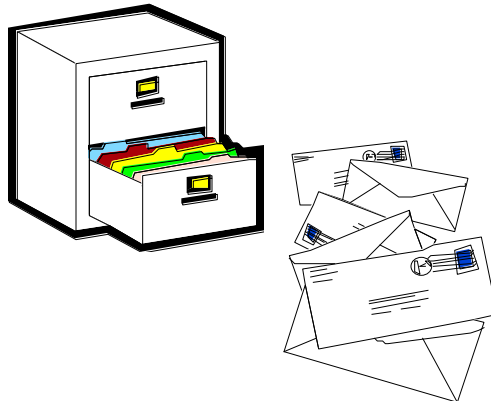
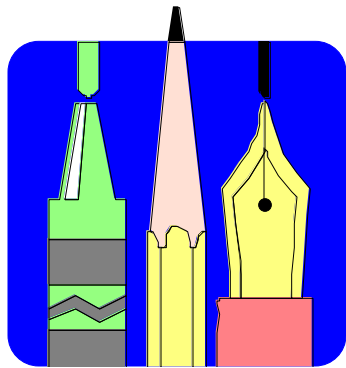


AppleWorks For Teachers

An Introduction to the Word Processing, Slide Show, Database, and Spreadsheet Components of AppleWorks 5 for Macintosh



by J. Kevin Maney, Ph.D.

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TABLE OF CONTENTS

Table of Contents.....	p. 1
Preface.....	p. 2
Formatting in the Word Processor.....	p. 3
Lesson Objective/Review of Key Concepts.....	p. 4
Paragraph Formatting.....	p. 4
Text Justification.....	p. 7
Tabs.....	p. 8
Text Style.....	p. 10
Working With Stylesheets.....	p. 11
Drawing Lines.....	p. 13
Drawing Shapes.....	p. 14
Text Wrap.....	p. 16
Spreadsheet Frames.....	p. 17
Text Frames.....	p. 19
Creating Columns.....	p. 20
Creating Sections.....	p. 20
Using the Slide Show.....	p. 23
Lesson Objective/Review of Key Concepts.....	p. 24
Configuring Slide Show.....	p. 24
Playing Slide Show.....	p. 26
Ending Your Presentation.....	p. 28
Database and Mail Merge Basics.....	p. 29
Lesson Objective/Review of Key Concepts.....	p. 30
About Databases.....	p. 31
Creating A New Database.....	p. 31
Entering Data in the Browse Environment.....	p. 32
Auto Data Entry.....	p. 32
Navigating Through Records.....	p. 35
Using the Layout Environment.....	p. 36
Creating New Layouts.....	p. 37
Creating Mailing Labels.....	p. 38
Editing Layouts.....	p. 39
List View.....	p. 40
Sorting Records.....	p. 42
Searching Records.....	p. 43
Mail Merge Basics.....	p. 45
Spreadsheet Basics.....	p. 47
Lesson Objective/Review of Key Concepts.....	p. 48
Spreadsheet Overview.....	p. 48
Calculations.....	p. 48
Configuring Numbers in Cells.....	p. 50
Filling Cells.....	p. 51
Sorting and Locking Cells.....	p. 52
Displaying Your Spreadsheet.....	p. 53
Displaying Charts.....	p. 53

Preface

These instructional materials were designed for preservice and inservice teachers, experienced and inexperienced, who want to begin learning how to use technology to make their lives a bit easier. In part, teachers can use integrated software packages (like AppleWorks) to help them better manage data about their students. In doing so, they will find that they are spending less time on paper work (everyone's favorite) and have more time to spend on instruction. Teachers can also use AppleWorks as an instructional tool to develop their students' writing skills, data management skills, critical thinking skills, and to a lesser extent, creativity. While these materials focus on learning how and why to use AppleWorks, in the final analysis, you need to think deeply about how AppleWorks and other technology can improve your pedagogy as well as your students' learning. That is the great (and as yet, unfulfilled) potential of technology.

The materials contained in this package should not be considered to be comprehensive by any means. Rather, you should consider them to be introductions to the Word Processing, Database, and Spreadsheet environments of AppleWorks 5, developed by a teacher for teachers. Each module can be used separately or together as an integrated instructional package. To help get your mind right, modules begin with an instructional objective and ask you to recall important information that will facilitate your learning about that particular environment. The modules were also written with the twin assumptions that you know how to use a Macintosh computer and that you have a **legitimate** copy of AppleWorks with accompanying documentation. If you need (or want) to know more about the different environments in AppleWorks, do not forget to use its excellent online help feature. There are also several excellent books available to help you master all the components of AppleWorks. That goal, however, is beyond the scope of these instructional materials. When you have completed the modules and accompanying exercises, at minimum, you should feel comfortable in using the three environments of AppleWorks 5. However, to become proficient, you need to practice, practice, practice!

Finally, you are to be commended for wanting to learn about an innovation (AppleWorks) that can possibly change your fundamental work and teaching habits. In doing so, research tells us that you will run up against significant barriers, most notably time to learn and implement all this wonderful stuff. When that happens, find a friend or colleague who will support you through the difficult times (or call me here at Miami; I'm good at that touchy-feely stuff). Good luck and **Good Teaching!**

JKM

J. Kevin Maney, Ph.D., earned his doctorate in educational technology from the University of Toledo in 1994 and taught social studies for eighteen years at Springfield High School, Holland, Ohio. Kevin also served as a technology consultant for Lucas County Educational Service Center and as the Director of its Center for the Adoption and Diffusion of Technology Innovations in Education (C.A.D.T.I.E.). He is presently an assistant professor of educational technology for the Department of Teacher Education at Miami University where he teaches an introductory educational technology course and is heavily involved in various educational technology initiatives. He is a real swell guy.