



THIS MONTH: 'ICT TIPS'

Hi and welcome to our Training School Newsletter. In this term's newsletter you will find time saving tools using ICT.

UPDATE: The main purpose of our Training School continues to be supporting local schools and staff. Our partner schools are:

- JAMES HORNSBY
- DE LA SALLE
- MAYFLOWER
- BROMFORDS
- CASTLEDON
- ESSEX LA (ARRA)

We also support schools through our outreach programme:-

- ST PETERS CHELMSFORD
- ALEC HUNTER COLLEGE BRAINTREE
- URSULINE BRENTWOOD
- HOLLOWAY SCHOOL LONDON

We share our skills, knowledge and understanding of effective teaching and learning strategies with GTPs, ITT's and NQTs. If any members of staff from our local school would like to attend any of our GTP/ITT/NQT programmes, please don't hesitate to email or phone us. Our focus this year is 'effective learning' so we will be sharing resources/ideas in our newsletter and CPD workshops. Details will be sent to partner schools and shared at our local area ITT/GTP/NQT meetings on the 15/10/09.

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"Would you like to share successful strategies?
If so contact us on the emails below"

The Prt Scr button on your keyboard enables you to take a photo of whatever is on the screen. Simply press Prt Scr (Near F12) and then paste into an application to edit.

ICT HELP YOU CAN'T IGNORE!

Training
School

TIME SAVING TIPS

- At any time during your Powerpoint presentation, press the **B KEY** on your keyboard to have Powerpoint display nothing but an empty blackscreen. Press **B** again to bring your slide back into view.
- By pressing the **F11 KEY** when viewing a webpage on the interactive whiteboard, you can hide all the navigation buttons and the address bar so that you maximise the view of the webpage.
- To change the selected text in a Word or Powerpoint document to all caps, lowercase, sentence case or initial caps select **FORMAT > CHANGE CASE**
- You can quickly check the spelling of a selected word in PowerPoint or Word documents by pressing **F7**.

INTERACTIVE WHITEBOARD WIZARDRY

- If you press the **freeze button** on your projector remote it takes a snapshot of the screen. The projector screen will freeze on this image and your computer screen will be free to enable you to access something different. **Click freeze again** to unlock the image.
- You can have 2 pages on display at the same time when using a **SMART** board - **VIEW, ZOOM, DUAL**. You can navigate around the pages as before using the page sorter tab or the green forward arrow.
- Using the interactive mode on the whiteboards, try using the spotlight function to encourage pupils to guess the picture or diagram, or to reveal a word and they create the rest of the sentence.
- The **stamper tool** can also be used to hide key information to encourage pupils to guess and use logic to discover the hidden word or phrase. The eraser tool can then delete the stamp to reveal the answer.

WEBTASTIC!

- Clicking on an image in your web browser, and then dragging it to an open program on your task bar, copies the image into the document.
- **Goanimate.com** is a brilliant way for pupils to show creativity by producing a short cartoon animation. Characters, places, speech bubbles and recorded text and music can all be included to make a simple but high quality piece of work.
- **What2learn.com** - Alien abduction and Zombie Wrestling are just two of the fun revision games on this free website. Upload your multiple choice questions and it will generate a cool game with its own web address.
- **Teach-ict.com/videohome.htm** - This free and comprehensive set of quick and simple "How To..." videos explains the most useful tools in Word, Powerpoint, Publisher, Access, Frontpage, Photoshop, Flash & Dreamweaver.

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