

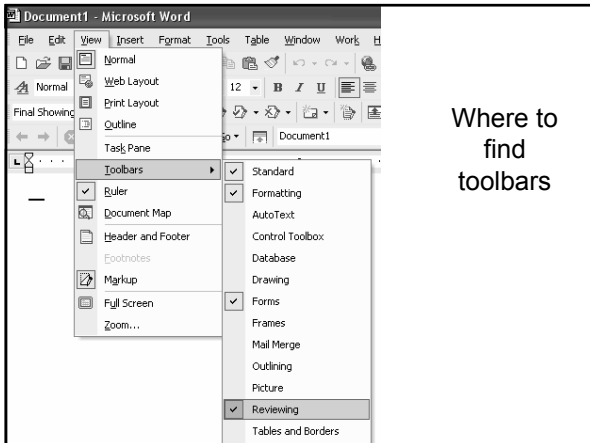


<h2>Topic Index</h2>
<ul style="list-style-type: none">• <u>The Wonders of Word</u>• <u>Email Writing Groups</u>• <u>The Written Web: Blogs, Discussion Boards, & Online Publishing Options</u> • <u>A Digital Reggae Story</u> – if time permits<ul style="list-style-type: none">– http://www.mybta.org/sq/reggae.html
<p>A Classroom Connect Presentation Seattle WA October 2003</p>

 <h2>The Wonders of... Microsoft Word</h2>
<p>Microsoft Office XP </p>
<p>A look at a few advanced features</p> <p>This product is licensed to:</p> <p>Steve Gibbs soho 54185-640-0000025-17740</p>
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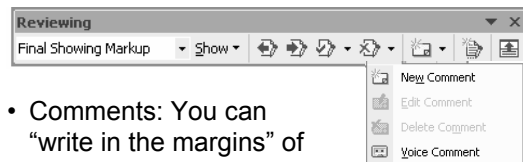
Word Features that Jazz up the Writing Experience

- Comments & Tracked Changes
- Forms
- Colorizing Sensory Writing
- Saving in Versions
- Text Effects oooooo! ahhhhh!
- Formatting Paint Brush oooooo! ahhhhh!
- Outlines and bookmarks
- Outlines for PowerPoint



Where to find toolbars

Comments and Track Changes



- **Comments:** You can “write in the margins” of student essays
- **Track Changes:** You can make tentative corrections in their words

example

Word Forms

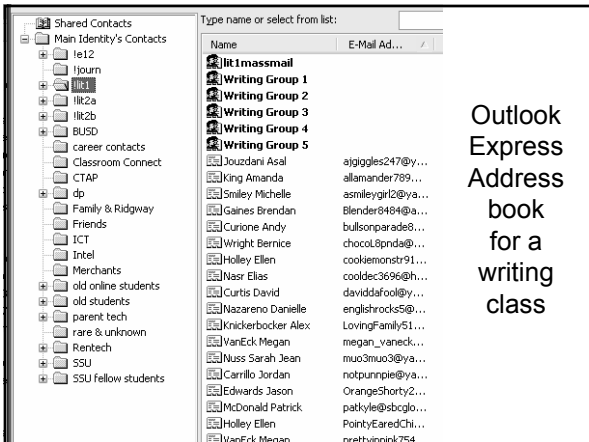


- Word forms allow you to create editable fields in a locked document.
- Longhand
- Checkbox
- Multiple choice

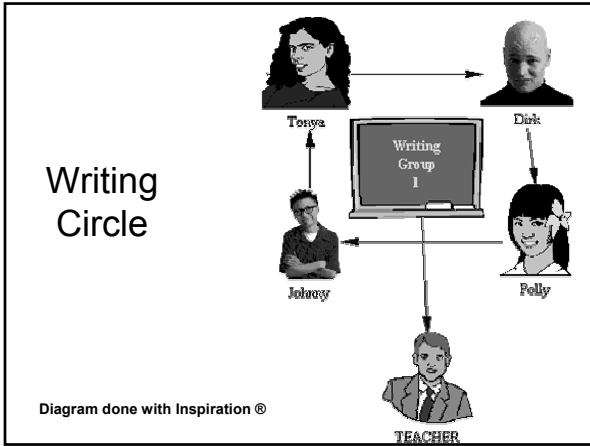
example

Setting up email groups

- **Get every student an email address they can share with the class**
- **Have them all email you**
- **Organize writing groups of 3 to 5**
- **Require them to attach documents and email them around for review**
- **Send them back to the author**
- **Author saves the reviews as a version, makes revisions, and submits to the teacher**



Outlook Express Address book for a writing class



- ## Hot Sites for budding writers
- Publish fiction and get world-wide reviews
 - www.fictionpress.com
 - www.fanfiction.com
 - Discussion boards
 - www.proboards.com
 - <http://mrgibbs.proboards7.com>
 - Blogs
 - www.blogger.com (start page)
 - <http://gibb0.blogspot.com/> (my blog)
 - <http://blog.tripod.lycos.com/> (start page)
 - <http://gibb00.tripod.com/drummer/> (my blog)
 - Choose Your Own Adventure Engine
 - <http://chooseyourownadventure.shapebyforce.com>

- ## Other Online Resources
- Strunk's Elements of Style
 - <http://www.bartleby.com/141/index.html>
 - Webster College Rules of Grammar
 - <http://webster.commnet.edu/grammar/index.htm>
 - Rutgers's Jack Lynch Grammer Guide
 - <http://andromeda.rutgers.edu/~jlynch/Writing/contents.html>
 - KidPub for \$6.95 a year
 - <http://www.kidpub.com/kidpub/>
 - Utah State Online Writing Lab
 - <http://www.uvsc.edu/owl/writing.html>
 - BigDog Grammar
 - <http://aliscot.com/bigdog/>
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