Contents

Components of Word Processing 104
Standard Word Processing Features 105
  Cursor Control 105
  Word Wrap 105
  Page Breaks 105
Basic Word Processing Editing Features 105
  Insert 105
  Delete 105
  Find and Replace 105
  Cut and Paste 105
  Copy 106
  Drag and Drop 106
  Spelling Checkers 107
  Grammar Checkers 107
  Thesaurus 107
Standard Formatting Functions 108
  Font 108
  Justification 108
Advanced Word Processing Features 108
  Saving and Printing 110
Evaluation of Word Processing Programs 112
  Hardware Compatibility 112
  Instructional Design and Features 112
  Ease of Use 113
  Safety Features 114
  Consumer Value 115
  Support 115
Word Processing Program Checklist 116
Integrating a Word Processor into the Classroom 116
Sample Classroom Lesson Plans 118
  I. Traveling Abroad 118
  II. Newsletter 119
  III. Writing a Wacky Story 120
  IV. Unscramble the Story 121
  V. Web Page 122
Summary 123
Chapter 6 Online Resources 123
Chapter Mastery Test 123
Key Terms 123
Computer Lab: Activities for Mastery and Your Portfolio 124
Suggested Readings and References 124

7 Desktop Publishing 125
Word Processing versus Desktop Publishing 125
Historical Background 125
What is Desktop Publishing? 126
Basic Desktop Publishing Features 127
  Page Layout 128
  Word Processing 129
  Editing 129
Formatting 129
Style Sheets and Templates 129
Graphics 130
Tools 131
Page View 132
Web Page Creation 132
Learning to Use a Desktop Publishing Program 132
How to Choose a Good Desktop Publishing Program 135
  Hardware Compatibility 135
  General Features 135
  Instructional Design 136
  Ease of Use 136
  Consumer Value 136
  Support 136
Desktop Publishing Program Checklist 137
Integrating Desktop Publishing into the Classroom 137
Desktop Publishing Programs for the Classroom 137
  Design and Layout Tips 137
Sample Classroom Lesson Plans 140
  I. Newsletter Design 140
  II. Student Stories 140
  III. Math Stories 141
  IV. Science Experiments 141
  V. Historical Figures 142
  VI. Newsletter Production 143
  Additional Activities 144
Summary 145
Chapter 7 Online Resources 145
Chapter Mastery Test 145
Key Terms 146
Computer Lab: Activities for Mastery and Your Portfolio 146
Suggested Readings and References 146

8 Databases 147
What is a Database? 147
Advantages of an Electronic Database 148
How a Database Works 149
  Retrieving Information 150
  Sorting Information 152
Types of Databases 152
  Hierarchical Databases 152
  Network Databases 152
  Free-Form Databases 153
  HyperCard Databases 153
  Relational Databases 154
  Flat-File Databases 154
How to Choose a Database for the Classroom 155
Hardware Compatibility 155
General Features 156
Sorting 156
Changing and Updating 156
Searching or Retrieving 156
Deleting and Adding 156
Printing 156
Advanced Features 156
Flexibility 157
Ease of Use 157
Consumer Value 157
Support 158
Integrating the Database into the Classroom 159
Teacher Practice Activities 159
Database Checklist 160
Database 1 161
Database 2 162
Sample Classroom Lesson Plans 163
I. Planets 163
II. Doing a Book Report 164
III. Finding Out about Dinosaurs 165
IV. State Sheet 166
V. States 167
VI. Music 168
Summary 169
Chapter 8 Online Resources 170
Chapter Mastery Test 170
Key Terms 170
Computer Lab: Activities for Mastery and Your Portfolio 170
Suggested Readings and References 171

9 Spreadsheets and Integrated Programs 172
What is a Spreadsheet? 172
Historical Overview 172
Components of a Spreadsheet 173
How a Spreadsheet Operates 174
Why Use an Electronic Spreadsheet? 177
Basic Features of a Spreadsheet 178
Advanced Features of a Spreadsheet 178
Logical Functions 178
Database Capabilities 179
Windows 179
Desktop Publishing Tools 179
Internet Capabilities 179
Macros 179
How to Select a Good Spreadsheet for the Classroom 179
Hardware Compatibility 180
General Features 180
Ease of Use 180
Consumer Value 181
Support 182
Integrating a Spreadsheet into the Classroom 182
Spreadsheet Checklist 183
Teacher Practice Activity 185
Sample Classroom Lesson Plans 186
I. Speed and Distance 186
II. Expense Tracking 187
III. Family and Consumer Education 188
IV. The Pendulum 188
V. The Election 189
VI. Acid Rain 190
Integrated Programs 191
Alternatives to Integrated Programs 191
Summary 192
Chapter 9: Online Resources 193
Chapter Mastery Test 193
Key Terms 193
Computer Lab: Activities for Mastery and Your Portfolio 193
Suggested Readings and References 194

10 Digital Photography and Newer Technologies 195
Introduction 195
What is a Digital Camera? 195
Advantages and Disadvantages of Digital Photography 196
How to Choose a Digital Camera 197
Types of Digital Cameras 197
Megapixels 197
Lens Quality 198
Liquid Crystal Displays and Viewfinders 198
Memory Cards 198
Optical versus Digital Zoom 199
Power Supply 199
Formats 199
Cost, Weight, Price, and Feel 200
Photography Software 200
Digital Cameras in the Classroom 201
Digital Camera Checklist 202
Emerging Web Technologies 204
Blog (Weblog) 204
Podcast 205
Sound Editing 206
Wikis 207
Collaborative Editing 208
Social Networking 208
Social Bookmarking 209
Sample Classroom Lesson Plans 209
I. Recording Your Travels 209
11 Multimedia and Video Technology 216
What is Multimedia? 216
Historical Perspective 216
Hypertext and Hypermedia 217
Hypermedia Authoring Tools 218
HyperCard and HyperStudio 218
PowerPoint 218
Keynote 220
Classroom Suggestions for Using
Hypermedia 220
Guidelines for Creating a Multimedia
Presentation 221
Computer Multimedia Project Checklist 223
Multimedia Software 224
Inspiration 224
Squibs 225
Video Camera in the Classroom 225
What is a Video Camera? 225
Digital Video Camera Technology 226
How to Choose a Video Camera 227
Digital Video Camera Checklist 228
Video Editing Technology 229
Movies in the Classroom 229
YouTube 230
Video Blog 230
Digital Storytelling 231
Video and Sound Players 231
Morphing and Warping Technology 232
Virtual Reality 233
Second Life 234
Sample Classroom Lesson Plans 235
I. Organizing Your Thoughts 235
II. Animal Research 236
III. Traveling to Another Country 237
IV. Math Concepts 237
V. Famous Generals 238
Summary 239
Chapter 11 Online Resources 239
Chapter Mastery Test 239
Key Terms 239
Computer Lab: Activities for Mastery and Your Portfolio 240
Suggested Readings and References 240

12 Selecting Software and Integrating It into the Classroom 242
Computer-Assisted Instruction 242
Historical Background 242
Types of CAI 243
Tutorial Programs 243
Simulation Programs 245
Drill-and-Practice Programs 245
Problem-Solving Programs 246
Game Programs 247
Subject-Area Software 249
Mathematics Programs 249
Science Programs 250
Social Studies Programs 251
Language Arts and Reading Programs 251
Computer-Managed Instruction 252
Integrated Learning Systems 253
Public Domain Software, Freeware, Shareware, and Open Source 255
Software Selection: A General Guide 255
Identify the Software Needs of Your Population 255
Locating Software 256
Hardware Compatibility 257
Program Content 257
Instructional Design 257
Ease of Use 258
Consumer Value 258
Support 258
Software Program Checklist 259
Guidelines for Setting up a Software Library 260
Sample Classroom Lesson Plans 260
I. Math for the Real World 260
II. Animal Book 261
III. Writing an Article 261
IV. My Story 262
Summary 262
Chapter 12 Online Resources 263
Chapter Mastery Test 263
Key Terms 263
Computer Lab: Activities for Mastery and Your Portfolio 264
Suggested Readings and References 264

13 Technology in Special Education: Assistive Technology 265
Students with Disabilities 265
Learning Disabilities 265
Students with Vision Impairments or Blindness 267
Students with Hearing and Speech Impairments 268
Students with Health Problems 269
Adaptive Technology 269
  Keyboard Modifications 270
  Discover Switch 270
  IntelliKeys Keyboard 270
  Touch Screen 271
  Personal Scanning Pens 271
  Portable Keyboards 272
Universal Design for Learning 272
Software for the Special Education Classroom 273
  Reading 273
  Word Processing Applications 275
  Math 276
  Science, Social Studies, and Miscellaneous Programs 276
  Multimedia 277
Assistive/Adaptive Technology Checklist 279
Laws Affecting Special Education 280
Mainstreaming 280
Inclusion 281
Adapting Classroom Lesson Plans for Students with Disabilities 281
Sample Classroom Lesson Plans 281
  I. Using Face Puppets 281
  II. Using the Web to Do Historical Research 282
  III. Writing Stories 283
  IV. Traveling to Different Countries 283
  V. The Alphabet 284
  VI. Comparison Shopping 285
  VII. Brushing Your Teeth 286
Summary 287
Chapter 13 Online Resources 287
Chapter Mastery Test 287
Key Terms 288
Computer Lab: Activities for Mastery and Your Portfolio 288
Suggested Readings and References 288

14 Teacher Support Tools and Music, Art, and Graphic Software 290
What Are Teacher Support Tools? 290
Teacher Support Tools 291
  Grade Books 291
  Test Generators 293
  Rubric Builders 293
  Puzzle Makers 294
  Worksheet Generators, Time Liners, Organizers, and Other Support Tools 295
  Statistical Programs 298
Teacher Support Tools on the Internet 299
Electronic Portfolios 300
Clip Art Collections 302
Teacher Support Tools Checklist 303
Individualized Education Plan Generators 304
What is Graphics Software? 304
Graphics Software 304
  Graphing and Charting Software 304
Presentation Graphics Programs 306
Print Graphics Programs 307
  Art Software 307
  Draw versus Painting Tools 307
Computer-Aided Design Applications 309
Music Technology 310
Sample Classroom Lesson Plans 311
  I. Presidential Election Survey 311
  II. State Data Sheet 312
  III. Educational Sign About Drugs 312
  IV. Math Riddle Card 313
  V. Geometric Patterns 314
  VI. Cells 314
  VII. Making Music 315
Summary 315
Chapter 14 Online Resources 316
Chapter Mastery Test 316
Key Terms 316
Computer Lab: Activities for Mastery and Your Portfolio 316
Suggested Readings and References 317

PART 4 What Teachers Should Know about Educational Technology 319
15 One Computer in the Classroom 321
One Computer in the Classroom 321
  Selection of Software 321
  Collection of Equipment 324
  Classroom Organization 324
  Team Approach 325
  Software Time Factor 325
  Group Involvement 325
  Integrating the Computer into the Classroom 326
  The Potential of a One-Computer Classroom 329
Computer Labs 330
The Wireless Mobile Lab 331
Summary 332
Chapter 15 Online Resources 332
Chapter Mastery Test 332
Key Terms 332
Computer Lab: Activities for Mastery and Your Portfolio 332
Suggested Readings and References 333

16 Learning Theorists and Research 334
Learning Theorists and Technology Integration 334
  The Teacher-Directed Approach 334