



**Microsoft Office Online:
Templates, Clip Art, Tutorials & More**

Free. . . free. . . free. . . free. . . free. . . free. . . free. . . free

To access the free *Microsoft Office* resources available on the company's Web site, go to: <http://office.microsoft.com/>

A menu of links will appear on the page. In the graphic object below, the link to **Templates** has been highlighted.



Templates

When you click on the Templates link, you will have several choices, one of which is **Education**. Click on this link to find resources created for use by educators.



Click through the menus, and open files that interest you. File formats include *PowerPoint*, *Word*, and *Excel*. Stars are used to rate the resources. The more stars, the better the rating.



To save a template file to your computer, **CLICK** on the **DOWNLOAD NOW** button. The file will open in the appropriate *Microsoft Office* application.



Template files initially are stored on your computer as temporary files. You can use the **FILE > SAVE** or **FILE > SAVE AS** options to save a downloaded file to your local hard drive, or you can save the file to removable media such as a CD. As you save a file, you can rename it if you choose to do so.



Template Handout Examples

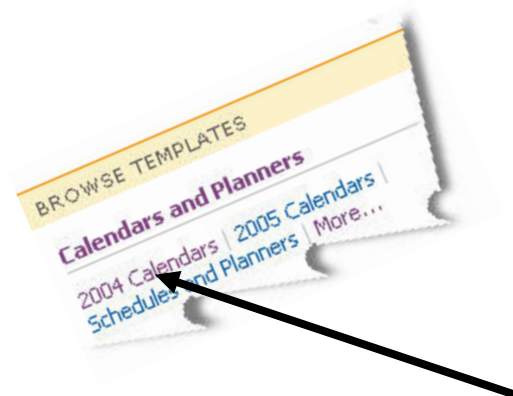
The examples included in your handouts are found by following these links:

A. TEMPLATES > EDUCATION > FOR TEACHERS > CLASSROOM MANAGEMENT

- Back to School Presentation
File Name: Ms.ppt
- List of Class Period Lengths (Bell Schedule)
File Name: List of class period lengths.xlt
- Seating Chart
File Name: How to Create a Chart.ppt

B. TEMPLATES > EDUCATION > FOR STUDENTS > STUDY AIDS

- Bookmark
File Name: (No name given)
- Multiplication Table
File name: Multiplication Table.ppt



You can also find resources for use in the classroom under other headings. For example, the calendar included in your handouts was located by browsing the **Calendars and Planners** section. The calendar template was then modified to adapt this calendar for classroom use.

C. TEMPLATES > CALENDARS AND PLANNERS > 2004 CALENDARS

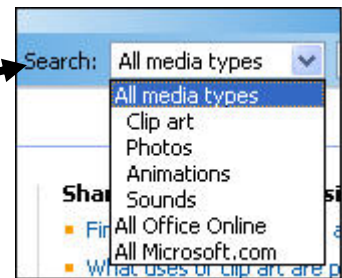
- 2004 Birthday Calendar (1-pg.)
File Name: January 2004.doc

Clip Art and Media

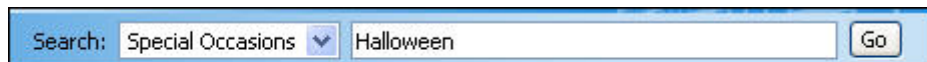


Download Clip Art from Microsoft to Your Computer
 Microsoft provides access to a large number of clip art objects online. The link to **Clip Art and Media** files is just below the Templates link on the *Office Online* opening page.

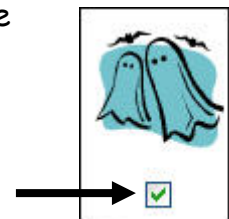
At the top of the clip art opening page you can select the types of media for which you want to search.



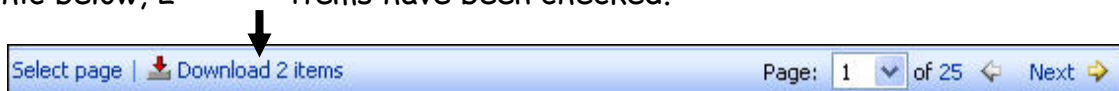
At the bottom of Microsoft's clip art opening page there is a list of topics from which to narrow your search. Below **Special Occasions** was selected. When the Special Occasion thumbnail images were loaded, the search was made more specific by entering the search term **Halloween** in the dialogue box.



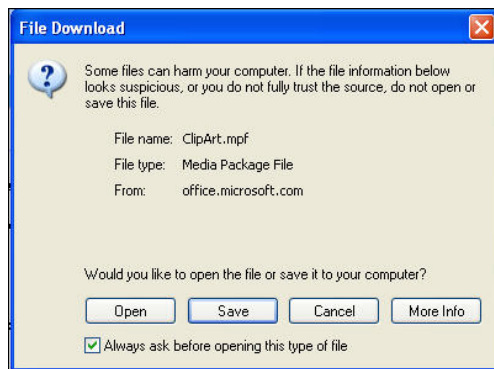
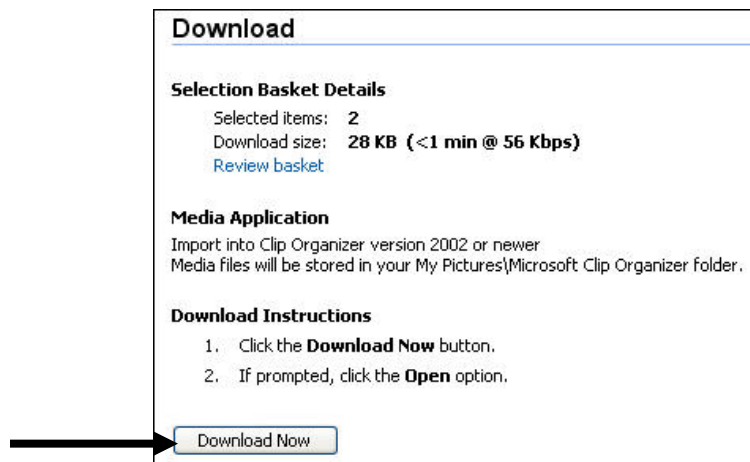
CLICK on **GO**, and a list thumbnail images of appropriate clips will be created. Place a check mark below each item you want to download.



When you have all the items you want to download checked, **CLICK** on **DOWNLOAD (#) ITEMS** (where # stands for the number of items you have checked). In the graphic below, 2 items have been checked.

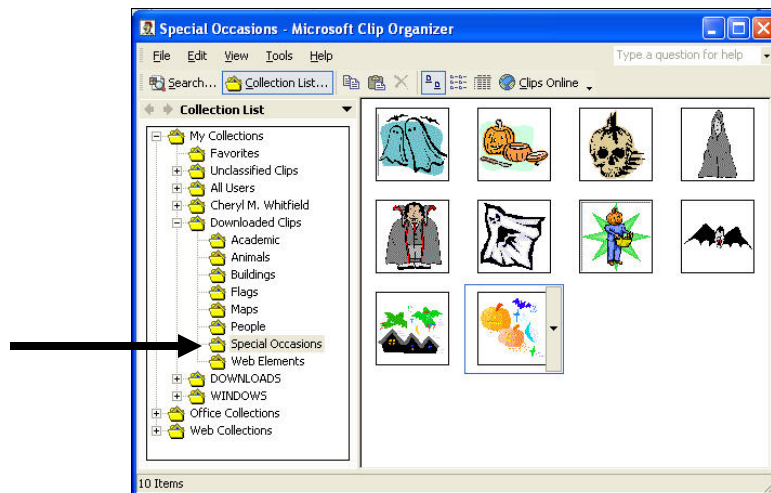


Once you click on the download button, a dialogue box will appear. **CLICK** on the **DOWNLOAD NOW** button to download the selected clip art files to your computer.



After clicking the **Download Now** button, the **File Download** dialogue box will appear.

If you **CLICK** on **OPEN**, the **Microsoft Clipart Organizer** will open and indicate where the files will be saved. In the graphic below, the 10 clips are being placed in the **Special Occasions** folder.



If you select the **SAVE** option in the **File Download** dialogue box, you will be able to save the clip(s) anywhere you select, renaming files if you choose. Clips that are saved in this manner, however, are not going to be loaded automatically into the Clip Art Organizer.

Copy and Paste Clip Art Files

You can copy and paste clips directly from the Microsoft *Office Online* Web site into open documents. To do this:

- **RIGHT-CLICK** on the clip you want to copy. **CLICK** on **COPY**.
- Place your cursor in an open document at the point where you want to insert the clip.
- **RIGHT-CLICK** and select **PASTE**, or go to **EDIT > PASTE**.



Clips that are copied and pasted will not be automatically placed in the Clip Art Organizer.

Assistance from Microsoft



Microsoft has many available tips and hints for using *Office* tools. **CLICK** on the **ASSISTANCE** link to access these.

Topics are too numerous to list here. They relate to all the Microsoft products shown below:



Examples of topics covered under *Word 2003*

- Creating Documents > Using Wizards (11 articles)
- Mass Mailings > Mail Merge (19 articles)
- Working with Graphics and Charts > Shapes and Drawing Objects > (20 articles)

Training from Microsoft



Microsoft offers self-paced training modules for *Office 2003* programs for users with the software loaded on their computers. **CLICK** on the **TRAINING** link for information. If you do not have *Office 2003* software, you will be taken to the *How-to-Buy* page.

Microsoft also has a special section of tutorials just for teachers that can be found at <http://www.microsoft.com/education/Tutorials.aspx>.

Education-related tutorials can be searched by (a) *Grade/Age Level*, (b) *Learning Area* (subject), and (c) *Microsoft Product*.