

Technology Moments Session #2

Session #2: MS Word Inserting Comments, AutoSummarize, and Other Tools

During this Technology Moment, participants will learn...

- *How to Insert a Comment
- *How to use the WordCount Tool
- *How to set various options for the Spelling and Grammar Tool
- *Show readability statistics
- *Set writing style
- *Other options for this tool
- *How to use the AutoSummarize Tool with student writing projects
- *What the Status Bar is and how to use the information displayed
- *About other Tools such as the Hyphenation, Dictionary, Reference Tools, Scrapbook and AutoCorrect

Reminder: Participants may attend this session this session either at ESU 9 or through their school's distance learning room.

Upcoming Technology Moments

October 27

November 17

December 8

Date: 10/13/2008

Time: 3:45 p.m. - 5:00 p.m.

Site: ESU #9 DL

Presenter/Facilitator(s):

Lois Hafer

Registration Deadline: 9/29/2008

Questions: Lois Hafer - lhafer@esu9.org

No Cost



Register Online at <http://esu9.org>
On-Line Registration