

Using Microsoft® Windows® Applications on a SMART Board™ Interactive Whiteboard

When you're working with information in a group setting, the SMART Board interactive whiteboard helps you save time, maintain focus and promote communication. With a SMART Board interactive whiteboard, your group can access any computer application, make notes to clarify a point and record ideas as they are generated. In this exercise, you'll use your finger as a mouse, input text and numbers with the On-Screen Keyboard, emphasize key points, and make and save notes in a Microsoft Windows Application.

Instructions

This module is divided into two columns. Read the left column to learn more about SMART Board interactive whiteboard features. Work through the exercise on the right to practice what you've learned. You can print this file and read it as you go through the exercise, or you can open it at the whiteboard and alternate between it and the application you're using.

Before You Start

This module assumes that your computer is running, that the SMART Board interactive whiteboard is connected and that you have oriented the interactive whiteboard. A Quick Reference Guide to help you orient the whiteboard is available at www.smarttech.com/trainingcenter/windows/quickreferences.asp.

This module assumes that you have a basic understanding of the Microsoft Windows operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your desktop, you use left-, right- or double-clicks, depending on the function you want to perform. You use the SMART Board interactive whiteboard in the same way – if you get stuck, simply think about what you would do at your desktop and see if you can replicate those actions on the interactive whiteboard.

Learning Topics

Working with Applications

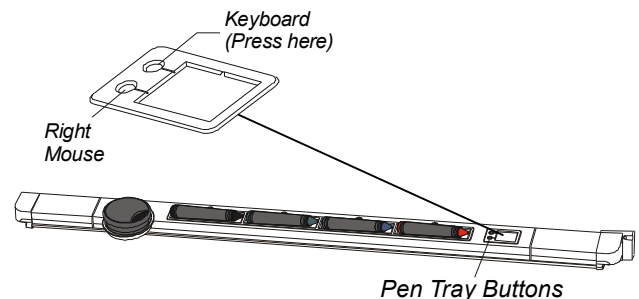
You can use any computer application on a SMART Board interactive whiteboard, such as a Web browser, word processor or spreadsheet application. Use your finger to perform a left-click or double-click.

Using the On-Screen Keyboard to Edit Text

One of the SMART Board Tools is the On-Screen Keyboard. With this virtual keyboard, you can type text and numbers directly on the interactive whiteboard.

Hands-on Practice

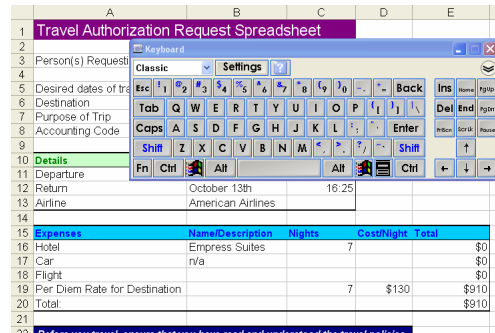
- 1 Open the sample travel request.
DOWNLOAD THE SAMPLE TRAVEL REQUEST FROM:
<http://www.smarttech.com/trainingcenter/windows/handson.asp>
- 2 Let's assume that you will be attending a conference with a group of colleagues. As a group, you've prepared a travel request and are getting ready to present it to the person who can authorize the expense.
- 3 During the discussion, you learn that your organization has a lower hotel rate than you thought, so you need to revise the spreadsheet. Press the **Keyboard** button on the SMART Pen Tray. The On-Screen Keyboard will appear.



Learning Topics

Hands-on Practice

- If necessary, drag the keyboard to a more convenient location on the interactive whiteboard.



- Press the cell you want to edit, in this case, *Cost/Night* – cell D17.
- Enter the new hotel rate of \$135 per night in the cell by pressing the keys on the On-Screen Keyboard.
- Close the On-Screen Keyboard.
- Pick up a pen from the SMART Pen Tray and circle the hotel rate.

Name/Description	Nights	Cost/Night	Total
Empress Suites	7	\$135	\$945
n/a			\$0
			\$0
	7	\$130	\$910

- Return the pen to the pen tray.
- Press once on the interactive whiteboard to clear your notes.

Drawing Attention to Key Points

You can emphasize key points by circling or underlining ideas with a pen. Notes written over an application are temporary unless you save them – which will be discussed on page 3.

Using the Pens and Eraser

The SMART Pen Tray holds pens and an eraser. These tools can be used to write or erase digital ink on the interactive whiteboard. The whiteboard recognizes the last tool removed from the pen tray as the tool you want to use. For example, if you already have a pen in your hand when you pick up the eraser, the interactive whiteboard will assume you want to erase.

Capturing Notes in Microsoft Word and Excel Software

When you are using Microsoft Excel or Word files on the interactive whiteboard, the SMART Aware Tools are available.



Aware Tools Toolbar

If it is not currently visible in your Word or Excel toolbars, select **View > Toolbars > SMART Aware Toolbar**. The SMART Aware Tools allow you to insert your notes, as a graphic or text, directly into the Word or Excel file. It also allows you to capture a graphic of the screen you are working on into Notebook software.

- Before your travel request can be approved, the cost of the flights must be added. Select a cell, then pick up a pen from the pen tray and use it to write the estimated cost of your flight.

Total	
	\$0
	\$0
	\$0
	\$910

Handwritten red "500" is written in the cell next to the second \$0.

Press on the Aware Tools toolbar – as seen on the left of this page. This will convert your handwriting to text and insert it into the cell you selected.

- A request to get a better quote on the flight cost is made. Pick up a pen and write *Get Quote*.

Time			
	8:45		
	16:25		
Nights	Cost/Night	Total	
	7		\$0
			\$0
			\$500
	7	\$130	\$910

Handwritten red "Get Quote" is written above the table with a red arrow pointing to the \$500 cell.

- Press on the Aware Tools to insert your note as an image directly into the Excel spreadsheet.
- Save your Excel spreadsheet to your desktop. The next time you open this spreadsheet your note will be there to remind you to get a new quote on the airfare.
- Delete the image of the “Get Quote” note by touching a line of ink and pressing the **Delete** key on your keyboard.

NOTE: You can delete images inserted into an Excel spreadsheet from your desktop or on a SMART Board interactive whiteboard.

Congratulations!

You've finished the *Using Microsoft Windows Applications on a SMART Board Interactive Whiteboard Hands-on Practice*.