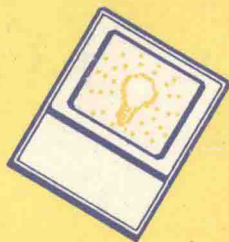
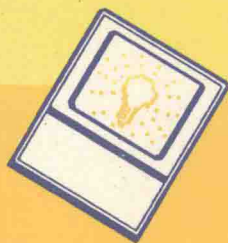


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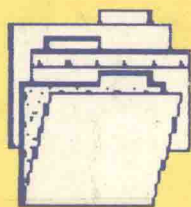
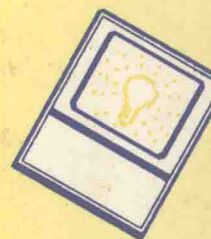
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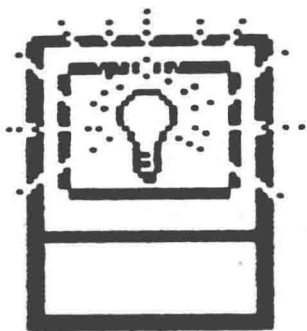


SANDRA TURNER

MICHAEL LAND




*Apple Works
Activities Disk
included —
for use with
Apple IIc, IIe,
and II GS
computers*



TOOLS FOR SCHOOLS

APPLICATIONS SOFTWARE FOR THE CLASSROOM

Sandra Turner

Michael Land

National College of Education



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To
Mary
and
Jack





PREFACE

The goal of this book is to help educators use applications software to teach topics in the K–12 curriculum. In a growing number of elementary and secondary classrooms, students are writing with a word processor, using databases in social studies and science, publishing a student newspaper with desktop-publishing software, using telecommunications to find references for their research papers, using spreadsheets to analyze data in mathematics and social studies, and then displaying the results with graphics software. Since teachers who are confident personal users of the computer are more likely to use it with their own students, this book also shows teachers how they can use applications software to write reports to parents, store information about students, record and average grades, and manage budgets for school activities.

During the past two years the emphasis in computer education has shifted from programming to the use of applications software. Not all teachers and students have opportunities to apply their programming skills to solve their own real-world problems. Applications software, however, is easier to learn than programming, and almost everyone who learns to use it sees an immediate application in his or her own work. Thus, the computer becomes a practical tool that teachers and students can use in all areas of education.



About The Book

We wrote this book as a text for a one-semester course in computer applications for teachers and prospective teachers. The book provides specific ways to use word processors, databases, spreadsheets, graphics software, and telecommunications to teach subject area objectives in the K–12 curriculum. The book is also appropriate as a supplemental text for an introductory course in computer education for preservice and inservice teachers. Most colleges of education across the country are offering such a course now, and in many of these institutions the course is a required part of the undergraduate teacher education curriculum. The topics covered in introductory courses vary widely among institutions, but they usually include software evaluation, an introduction to programming in Logo or BASIC, and the use of applications software. *Tools for Schools* would be a relevant and useful supplemental text for the applications component of such a course.

This book is written at a beginning level for teachers who have had little or no prior experience with computers or with applications software. However, even those teachers who have had some experience with applications software will benefit from the sample activities and teaching ideas in each chapter. The approach is practical and applied rather than theoretical. Because we believe that people learn by doing, a hands-on approach is used to introduce each type of applications software. This gives the teachers using this book experience that they can use to prepare lessons and activities appropriate for the subject area and grade level that they teach.

Chapters 1 through 5 cover the five main application areas: word processing (including desktop publishing), databases, spreadsheets, graphics, and telecommunications. To provide hands-on experience with word processing, databases, and spreadsheets, we have chosen to use *AppleWorks*, a popular integrated software package widely used among both teachers and students.

AppleWorks is really three software programs in one package: a word processor, a database management program, and a spreadsheet program. These three programs are integrated, which means that they can access common files so that information can be transferred from one to another quickly and easily. In addition, the three programs use similar commands for similar functions, simplifying the task of learning all three. Although *AppleWorks* is relatively easy to learn, it has a number of sophisticated features. It has been used successfully by people at all levels of competence, from students as young as third grade to the authors who used it to write this book!

Although the hands-on experience in the first three chapters uses *AppleWorks*, we also discuss and compare the features of other word-processing, database, and spreadsheet software popular in schools. The teaching ideas that are the core of each chapter can be implemented in the K–12 classroom with almost any applications software.

Chapter 4 covers the use of graphics software in the classroom. For hands-on experience in this chapter, you should have available at least one graphics program for drawing (*Paintworks Plus*, *Dazzle Draw*, *Animation Station*, and *Koala Painter* are recommended), one for plotting data (*Visualizer* and *TimeOut Graph*, which are compatible with *AppleWorks*, and *MECC Graph* are recommended), plus a printing utility such as *Print Shop*.

Using telecommunications in the classroom is the focus of Chapter 5. You will need a modem connected to a phone line, communications software, and access to a commercial information service such as CompuServe, a bibliographic database service such as Einstein, or a local bulletin board service.

The final chapter focuses on curriculum issues and teaching strategies related to integrating the computer into the school curriculum. We have included examples of lesson plans in which applications software is used to teach different subject area objectives at a variety of grade levels.

The Activities Disk



Tools for Schools includes an Activities Disk with forty-five sample *AppleWorks* files and templates. As you sit at the computer reading the book and trying the activities, you will often need to load files from the Activities Disk. A special disk icon will appear in the margin to indicate that you need to load a file from the Activities Disk. Word-processing files are on side 1, and database and spreadsheet files are on side 2. Refer to Appendix A to see the names of all the files on the Activities Disk. The files on the Activities Disk are locked, so you need not be concerned about erasing them or saving something else over them. Since the Activities Disk is nearly full, you will need your own disk for saving files that you create. (In Chapter 1, you will learn how to format a blank disk for saving your own data files.)

Special Features Of The Book

In addition to the Activities Disk, several other special features have been incorporated into the book:

- ✓ numerous examples and teaching ideas that are appropriate for teachers at both the elementary and the secondary levels
- ✓ question-and-answer sections about *AppleWorks* and graphics software
- ✓ screen displays to help you verify that you are proceeding as expected
- ✓ important terms highlighted in boldface in the text and defined in the glossary in nontechnical terminology
- ✓ an up-to-date bibliography at the end of each chapter listing articles and books for further reading
- ✓ end-of-chapter exercises that give you an opportunity to check and extend your understanding
- ✓ a reference card at the back of the book summarizing *AppleWorks* commands
- ✓ a separate *Instructor's Guide*

Using *AppleWorks* With The Book

You will definitely need to have *AppleWorks* and a 128K Apple IIGS, IIe, or IIc computer to use this book successfully. The *AppleWorks* software package is published by Claris and may be purchased from any Apple computer dealer. There are several versions of *AppleWorks*. We have used *AppleWorks* 2.0 on an Apple IIe with two disk drives to prepare the screen displays (although we used an Apple IIGS to prepare the manuscript). If you have a different version of *AppleWorks* or a different computer configuration, your screen may vary slightly from the screen displays in the book. Specifically, the disk-drive number, the printer menu, and the amount of memory available may be different, but these differences are minor, and you will quickly adapt. (For information about using *AppleWorks* with one disk drive or with the Apple IIGS, see Appendix B.)

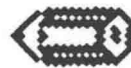
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We appreciate permission from District 34 in Glenview, Illinois, and from Solomon Schechter Day Schools of Chicago to use portions of their computer curriculum guides.

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CONTENTS

PREFACE xv

INTRODUCTION

THE COMPUTER AS A TOOL

PAGE 1

The Tutor-Tutee-Tool Framework 2

What Is Applications Software? 3

**Integrating The Computer
Into The Curriculum 4**

**Why Teach With Applications
Software? 5**

Bibliography 6



WORD PROCESSING AND WRITING

PAGE 7

Getting Started With AppleWorks 8

Loading A File From The Disk 9

Inserting And Deleting Text 13

Writing Your Own Letter 13

Underlining And Boldface 15

Centering 17

Saving A File To A Disk 20**Printing A Word-Processing File 22**

Printing Options 22

Listing All The Files On A Disk 23**Formatting A Blank Disk 28****Other Word-Processing Features 29****Questions And Answers 33****Word Processing And The
Writing Process 34**

Computer Activities For Prewriting 35

Composing Activities For The Computer 40

Computer Tools For Revising 41

Publishing Students' Writing 47

What Is Desktop Publishing? 47

Using Desktop Publishing In The Classroom 48

Desktop Publishing As An Administrative Tool 50

**Word-Processing Activities
In The Curriculum 51****Selecting A Word Processor
For The Classroom 51**

Hardware Compatibility 53

Instructional Design And Technical Features 53

Affordability 57

Support Materials 57

Summary 59**Important Terms 59****Selected Writing Software 60****Exercises 60****Bibliography 62**

DEVELOPING INQUIRY SKILLS WITH DATABASES

PAGE 65

What Is A Database? 67**Searching And Sorting
With AppleWorks 68**

Sorting Records 70

Searching On The Basis Of One Criterion 72

Searching On The Basis Of Multiple Criteria 75

Printing Out A Report 79**Starting A Database From Scratch 87****Questions And Answers 93****Planning A New Database 94****Searching And Sorting To Draw
Conclusions 98****Selecting A Database Program For The
Classroom 100**

Ease Of Use 101

Design Flexibility 101

Manipulation Of Data 104

Displaying And Printing Data 105

Support Materials 105

Affordability 107

Where Can I Get Databases? 107

You And Your Students As A Source 109

Commercially Available Databases 109

In The Classroom 110

Teaching With Databases 110

Using Databases In The Content Areas 111

**Databases As A Tool
For The Teacher 113**

Student Records 113

Inventories 113

Form Letters 114

Lesson Plans 117

Summary 117**Important Terms 117****Database Software 118****Exercises 118****Bibliography 119**

PROBLEM SOLVING WITH SPREADSHEETS

PAGE 121

Getting Started 122

- Finding Your Way Around 124
- Recalculating 125
- Types Of Spreadsheet Data 125
- Formatting Cell Contents 129
- Saving And Printing A Spreadsheet 134
- Entering Data Into A Template 134
- Sorting 136

**Starting A Spreadsheet
From Scratch 137**

- Copying 140
- Editing 143

Questions And Answers 144**Selecting Student
Spreadsheet Software 145**

- Ease Of Use 146
- Screen Layout 146
- Functions 147
- Other Factors 149

**Spreadsheet Activities
In The Content Areas 149**

- Science 149
- Mathematics 152
- Social Studies 157
- Other Applications 159

**Using Spreadsheets
In The Classroom 159****Data Sources 160****Spreadsheets As A Tool
For The Teacher 161****Summary 161****Important Terms 161****Spreadsheet Software 162****Exercises 162****Bibliography 163**

COMPUTER-GENERATED GRAPHICS IN THE CLASSROOM

PAGE 165

Why Use Graphics? 166**Types Of Graphics Software 168****Sources Of Pictures And Shapes 169****Selecting Graphics Software 170**

Hardware Compatibility 170

Input Devices 171

Saving Pictures 173

Printing Graphics 174

Writing Text On The Screen 174

Ease Of Learning And Use 174

Special Features 176

Plotting Data Graphically 178**Questions And Answers 180****Teaching And Learning Activities 181****Summary 187****Important Terms 187****Graphics Software 187****Exercises 188****Bibliography 188**

TELECOMMUNICATIONS

PAGE 191

**What Is Needed
For Telecommunications? 192****Where Can You Call? 194****Bulletin Board Systems:
The School Board 195**

The Message Board 196

Electronic Mail 197

General Files Or The Data Library 197

**Commercial Information Services:
CompuServe 198**

Subscribing 198

Logging On 199

Finding Your Way Around CompuServe 199

Educational Forums 200

Other Educational Services 201

Taking A Guided Tour Of CompuServe 202

Using Information Services In The Classroom 203

Electronic Research 204

Advantages 204

Disadvantages 205

Electronic Gateways 205

Planning Your Search Strategy 206

Conducting An Online Search 207

A Sample Search On IQuest 207

Online Searching In The School Curriculum 213

Preparing Students To Go Online 214

Monitor Switching 214

Database Message Board 215

Taking An Online Tour 216

Simulation Software 216

**What To Consider When
Buying A Modem 219**

Direct-Connect Or Acoustic Coupler? 219

Internal Or External Modem? 219

Baud Rate 219

Full- Or Half-Duplex Modem? 221

Compatibility 222

Features Of Communications Software 222

Summary 224**Important Terms 224****Communications Software And
Simulations 224****Information Services 225****Exercises 225****Bibliography 227**

INTEGRATING THE COMPUTER INTO THE CURRICULUM

PAGE 229

Curriculum Planning 230

Teaching About Computers 230

Teaching With Computers 231

Which Goal? 232

Establishing A Computer-Integrated Curriculum 232

A Look At Two Schools' Plans 233

Issues In Using Computers 241

Do Students Need Keyboarding Skills? 241

Where Should The Computers Be Located? 243

How Can One Software Program
Be Used On Several Computers? 247**Classroom Teaching Strategies 247****Computer-Integrated Lessons 250****Sample Lessons 250****Evaluating Lessons
That Use Computers 255****Summary 256****Important Terms 256****Exercises 256****Bibliography 257**

APPENDIXES

PAGE 259

A: Files On The Activities Disk 261**B: Using *AppleWorks* With
One Disk Drive 263****C: Printing Page Numbers
In *AppleWorks* 266****D: Using The *AppleWorks*
Clipboard 269****E: Freezing Titles In The
AppleWorks Spreadsheet 274****F: Setting Windows In
AppleWorks Spreadsheets 276****G: Converting Files
Within *AppleWorks* 278****H: Getting Started With
Paintworks Plus 282****I: Getting Started With
Dazzle Draw 288****J: Getting Started With
Koala Painter 293****K: Information Services 297****L: Software, Publishers,
And Addresses 299****GLOSSARY 305****INDEX 311**