

## Using Practical Office 2007 and 2010 CDs

1. There is one CD for each book. The book is used for open book tests. Even though the material in the book and on the CD are the same, students should read the material off of the CD to get them accustomed to sitting at the console for extended periods of time.
2. Insert the CD.
3. Click on “My Computer” and then on the CD or DVD icon.
4. Double Click the BookOnCD Icon.
5. In the “Tracking Options” screen put a check (Click on) “Save Tracking Data”.
6. For first time students, click on “Create”. Enter First Name, Last Name, firstlastname, and 1 (number) and click ok. Save the data in “My Documents/ Students/ Student Name. If there is no folder for the student inside of the Students folder, create one.
7. For repeating student click on “Open” and navigate to “My Documents > Students > their First name Last name > Tracking file.
8. When the program opens, using the buttons at the top, have the student go to page 3, or click the next page button.
9. Tell the student to read the top, scroll to the bottom, then read the bulleted lists, then scroll to the middle, read the picture and click “Do It”.
10. “Do it” is a simulation. You can use headphones, but there is nothing lost without them.
11. Some pages have “Do It” and some don’t.
12. Show the student the test page for chapter one on page 13 or 15. Each chapter has Quick Check A and B, then there are four tests at the bottom, A, B, C, and D.
13. Quick Check will show Green if correct and Red if wrong. Red will also show the correct answer. Quick Checks are A and B. The student needs 80% and above to go on.
14. There are FOUR tests for each chapter. These are located at the bottom of the page. The student clicks on A, does the test, returns to the test page, scrolls to the bottom and does the next test B, then C and then D.
15. Students can take the tests as many times as they want.
16. Students must have 80% and above on all tests to go on.
17. To view the students tracking data, when the program is open click on “File, View Tracking Report” to see the test results.
18. Projects are at the end of the book. The projects can be started when all of the tests are done at 80%. The print out helps, with a yellow highlighter, if necessary.
19. On completion of the book up to the Projects, students get a certificate for “Office Computing Basics”.
20. In Office 2010 there are capstone projects at the end of the book. The student can do them as part of the discipline they are working on: If they are working on the Word projects, after WD9 they can do the Word Capstone Projects, and then on to Excel projects, Excel Capstone etc.
21. On completion of the projects, students get certificates for “Word Processing Basics”, “Spreadsheet Basics”, “Presentation Basics” and “Database Basics”.
22. Each student gets a total of 5 certificates.

When the Practical Office Book or Practical PC is finished, the Shelley Cashman series or other supplemental books can be used to reinforce any skills they feel they would like to brush up on.

## ESL

1. For low level ESL and Pre- Lit we use the EASY ESL program:  
Start >> All Programs >> Easy ESL
2. For intermediate ESL we use the web. There are several instructors that have instructor pages with material that they use for their class. They are located at: <http://www.iel.spokane.edu> . Hold the mouse over Classes / Schedules at the top and select Web lessons. On the right select either “ESL Activities” or “Instructor Pages”.
3. For upper level and high mid ESL students (level 4 and up) we use English For All. Students place the CD in the drive and follow the instructions on their printed sheets.
4. English For All students need to use their tracking sheet to keep track of where they are, which CD they need to have and their test scores.

## Typing

1. The labs are probably set up with Mavis Beacon. Use the manuals and instruction sheets as needed for class set up and student maintenance.
2. For home typing there are several internet download sites for Typing Tutors. There is link on our home page: Go To:
3. <http://www.iel.spokane.edu> and hold the mouse over “Classes / Schedules and select Web lessons. Typing is on the Weblessons Page.