

## *Internet Search & Real World Math*

Fourth Grade

### Browser Toolbar, Search Engines, World Math

Toolbars can be found in several programs, including the browser, Internet Explorer. The IE (Internet Explorer) toolbar includes a Favorites button. Clicking it opens a frame, another section of the window, where you'll see the menu of favorites that have been added to that particular computer. Other buttons on the IE toolbar include the Back button, Home, and Refresh buttons.



### *Activity*

**Teacher**, prior to lab print the World Wide Math worksheet from Mrs. Cannon's Computer Lab, [www.computerlabkids.com](http://www.computerlabkids.com). Click the link to "Quizzes & Worksheets" found along the left side, and then click the link for the World Wide Math worksheet. Bring pencils and clipboards to lab to complete the worksheets.

#### **World Wide Math worksheet**

Get on the Internet by double-clicking the browser's icon on the desktop or using the Start Menu. Type the URL given on the worksheet in the browser's address bar to navigate to that site. Use that site to research the information asked by the worksheet. Use the computer's calculator to calculate as needed. The calculator can be found by in the start menu, click the Start button, move over programs, accessories, and finally onto calculator. Click.

#### **Searching the Net**

Click the Favorites button in the toolbar to open a frame showing the Favorites Menu. Use the search engines you previously added to the favorites menu. Search the web for at least three interesting facts about your state.

Early finishers can practice keyboarding using your school's keyboarding program or the sites listed on the Keyboarding page of Mrs. Cannon's Computer Lab, [www.computerlabkids.com](http://www.computerlabkids.com). Click Keyboarding found on the left side of the page. Click any of the links there for keyboarding practice.

## *Writing Processor & Thesaurus*

Fourth Grade

### Writing Processor

**Writing Processor Toolbars**  
**Title Bar and Task Bar**

After opening the writing processor, Word, notice the title bar, the colored bar along the top of the window. It shows what program and document you've opened. At the right end of the title bar you can find three small buttons. Rest your mouse over each without clicking to see a popup clue telling what they are. Click once on the Minimize button to see that it drops the window down to the task bar at the bottom of the screen. This allows you to see the desktop and icons without closing the program. Locate the button for the writing processor and document in the task bar at the bottom of the screen. Click it once to make the writing processor window reappear.

### Menu Bar

Locate the menu bar. It is called the menu bar because every item on it brings a menu. It begins with File, Edit, View... Click File on the menu bar to see the file menu. Read some of the items offered on the file menu. Move your mouse over the other items across the menu bar, Edit, View... to see their menus also. Notice the last item offered on the menu bar - Help. It can be used to look up helpful tips on using that particular program. It's basically a user's manual available on screen.

### Standard Toolbar

Locate the standard toolbar. It begins with a button that looks like a new, blank sheet of paper. Rest your mouse over it to see a popup showing that it is the New, Blank Document button. Use it when you need to start a new document. The next button on the standard toolbar looks like a yellow, open folder. Rest your mouse over it to see "Open" popup. Use it when you want to open a previously saved document. Continue moving your mouse over each of the buttons on the standard toolbar to see a popup clue showing what they are. Notice that some of the buttons are ghosted, they have a faded appearance. That indicates that tool isn't available at that time. Locate the Spell Check and Undo buttons.

### Formatting toolbar

Locate the formatting toolbar. It includes drop down menus for the font and font size. Following those are buttons with a capital B, slanted letter I, and an underlined letter U. Rest your mouse over each of them to see the popup clue showing what they are. Continue across the formatting toolbar to locate the alignment buttons, especially Center and Align Left. Do not use the spacebar to center. Instead use the Center button on the formatting toolbar to center correctly. You could end up with a big mess if you do not center correctly then make changes to the font or size later. Using the Center button ensures that everything will stay in place if you make changes. Continue across the formatting toolbar to locate the Numbering button, Bullets button, and Font Color button.

What do you do if you don't see one of these toolbars? Click View in the Menu Bar. Move your mouse over Toolbars in the view menu. You'll see a list of all the toolbars available. The ones checked are in view on your screen. Click to check the menu you're missing.



## Activity

**Teacher**, prior to lab create a document with this short paragraph saved for each student (or dictate or post in lab for them to type). Save to any location your students can use, such as My Documents, network shared folder, or a floppy disk per student. Give the document the filename, "Thesaurus Rex".\* To create the document, open Microsoft Word, and type:

Once upon a time there lived a big, old dinosaur named Thesaurus Rex. T-Rex was not only big; he was famous for being smart. He was really smart. Any time the people needed help T-Rex was ready to help with better



words. Anytime you read the same boring word over and over, think of Thesaurus Rex and pick a better one.

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Highlight the words underlined above in your document using the Highlighting tool in Word. It's found in the formatting toolbar near the Numbering and Bullets buttons. Drag over the word(s) you want to highlight first, and then click the Highlight tool and select a color. The highlighting will show your students which words they should replace.

Fun Tip: Using a drop cap as you begin a paragraph gives the document a fun, fairy tale look. To do that, drag over the first letter of your paragraph and click Format in the menu bar. Click Drop Cap in the format menu. I usually drop 2 lines.

Prior to lab print Writing Processor Toolbars & Buttons\*\* worksheets for your class. Bring pencils and clipboards to lab to complete the worksheets.

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\*Thesaurus Rex steps and worksheet available on Mrs. Cannon's Computer Lab, Oh My Word page,

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## Writing Processor Intro

Open the writing processor by double-clicking the icon on the desktop or using the Start Menu. Locate, and discuss each of the toolbars and the tools they offer. (Toolbars and information offered above.)

## Thesaurus Tool

Open the file named Thesaurus Rex created by your teacher. Do that by clicking the yellow Open folder button in the standard toolbar or File and Open. Browse to the location of the document and then click the filename, Thesaurus Rex. Click the Open button to open that saved document. Read the paragraph together. Discuss the need to replace overused words. The writing processor, Word, has a thesaurus tool that can be used to help choose other words. Begin replacing the words marked as overused. To use the thesaurus tool, first let the computer know which word you want to replace. Do that by dragging over the word from beginning to end (or end to beginning) to highlight that word. When you've highlighted the word or set of words you want to change, click Tools in the menu bar. On the tools menu move down to Language. Notice the arrow at the end of Language signaling us to keep moving, don't click yet, a sub-menu will appear. Move over it onto Thesaurus, and click. A thesaurus window will open. Look over the options offered. Choose a synonym and, click the Replace button to replace that word in the paragraph.

If you have the XP version of Office, you can right-click any of the words. Move over Synonyms on the menu that appears and choose one of the synonyms offered. Click away from the menu on any blank area if you do not want to select any of the choices. Use the method above (Tools, Language in the menu bar) for changing *groups* of words.

Continue until you have replaced each of the marked words. Read some or all of the revised paragraphs out loud to hear the improvement.

## Toolbars and Buttons Worksheet

Prior to lab print the Writing Processor Toolbars & Buttons worksheet. Students complete the worksheet matching numbers of tools to title below. Check your answers by resting your mouse over the tools on your screen to see the popup clue telling you what each tool is.

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