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**Did you know that**  
**YOU can help your**  
**media specialists**  
**by...**

**looking over the**  
**library's print**  
**collection in your**  
**content area to be**  
**sure it is adequate**  
**to meet your**  
**curricular needs.**

# LMC News

Vol. XI No. 3

November 2009

## Pulling Out the Weeds: Print Collection Needs You!

The original collection in the Fairfield High School Library was created when Roger Ludlowe and Andrew Warde High Schools were merged in 1988. The combination yielded one (or more!) of almost every book on every curricular topic – most of which had been published in the '70s.

Today, the curriculum, the students, and the nature of information and its use have altered drastically from those days. To keep our print collection in shape, the media specialists are continually 'weeding' out volumes that contain inaccurate or out-dated information, as well as those in poor physical condition. A third consideration is actual circulation (i.e., frequency of use) versus historical value.

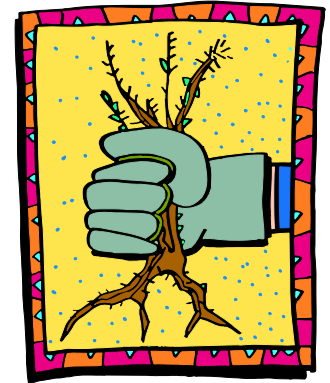


Image from: Microsoft Clip Art

One of the benefits of this weeding process is that it enables us to evaluate our holdings in terms of coverage. Some topics, especially in the sciences, can change rapidly over time. New courses are added to the Program of Studies, as others are dropped. Resources at various reading levels need to be available in all content areas.

To help with this process, all teachers are invited to periodically look over the books that support the curricula they cover. Suggestions for purchase, whether as a broad area of need or as specific titles, are always welcome. Suggestions for withdrawal based on subject expertise is invaluable.

And, since we weed sporadically all year long, there are often books sitting on a cart near the Library door. You might want to stop by and look them over. There might be a few that would be perfect for your classroom or home collection.

# Word 2007 Tips: Synonyms

To find the **Thesaurus** in **Word 2007**:

Right-click on a word and select **Synonym** from the pop-up menu.

Or,

Click on the **Review** tab and then click on the **Thesaurus** button in the **Proofing** group of tools. The **Research** task pane will open on the right of the screen. Press ALT and click on a word in your text. A list of synonyms will appear in the task pane to the right. To select a replacement word for your document, click on the little downward arrow to the right of the desired word, and click **Insert**.

If you want to find synonyms in documents written in **other languages**:

Click on the **Review** tab and then click on the **Thesaurus** button in the **Proofing** group of tools. The **Research** task pane will open on the right of the screen. At the bottom of the task pane, click on **Research Options**. Then, under **Reference Books**, select the option you want.

If you figure out how to do something unusual in Word 2007, please send it to Judy Savage for inclusion in a future newsletter. If we all work together, we'll figure this thing out!

## Trivial Information Contest

Congratulations to **Jaclyn Otterspoor**, who was the first to answer the October question, which was: What do the letters 'SOS' really stand for?

It was a trick question! The correct answer was that it didn't actually stand for anything. It was "simply an easy Morse code message to remember and recognize, even if badly distorted by adverse radio conditions" (*Did You Know?* p. 280).

**This month's question** from *Did You Know? New Insights into a World that is Full of Astonishing Stories and Astounding Facts* (Reader's Digest, 1990. ISBN: 0276420144) is:

What life form is able to survive in jet fuel tanks?

Send your answers to [jsavage@fairfield.k12.ct.us](mailto:jsavage@fairfield.k12.ct.us). Look for the correct answer and the winner's name in the December issue of the *LMC News*.

## A Picture is Worth....

If your students are struggling with difficult concepts in math and science, consider the new series of technical guides from No Starch Press, which are written as 'manga', the print form of Japanese animation, or 'anime' (pronounced an-i-may).

While manga is extremely popular among teens as a fiction medium, its application to the presentation of curriculum can be very powerful – especially for your visual learners.

For example, *The Manga Guide to Electricity* (ISBN: 978-1-59327-197-8. 224 p. \$19.95), includes everything from circuit breakers and turbines to Ohm's Law and capacitance. Additional volumes deal with physics, calculus, statistics, databases, and molecular biology.

For more information, check out the website at <http://nostarch.com/manga>.

## Word-of-the-Month

### wallet neuropathy *n.*

Lower back pain caused by sitting on an overstuffed wallet kept in a back pants pocket.

"Physiotherapists have coined the term '**wallet-neuropathy**' for the lower back pain caused by men sitting down (such as when driving or in the office) on wallets always carried in their back trouser pocket. The condition is triggered by the wallet pressing on sciatic nerves in the back and can lead to pain or numbness in the lower leg, ankle or foot."

[Lambert, Victoria. "Why Marrying a Younger Woman Can Save Your Life (Even If It Sends HER to an Early Grave)." *Daily Mail*. 30 June 2009.]

To read more about this word, go to <<http://www.wordspy.com/words/walletneuropathy.asp>>.

This and lots of other new words may be found at **Word Spy** (<http://www.wordspy.com/>), an interesting website that will help you stay on top of the rapid evolution of our language.

# Using Microsoft PowerPoint 2007

**PowerPoint** 2007 is organized in the same way as Word 2007, with the **Office Button** in the upper left-hand corner replacing the File menu in the older version. Clicking on the Office button will bring up a menu that includes all the basic functions, such as Open, Save, Print, etc. To the right of these options, you will also see a listing of recently open slideshows (under **Recent Documents**), making their access fairly simple.



On the left side of the screen, there is a column with two tabs: Slides and Outline. The **Slides** tab shows you thumbnails of your slides. Clicking on a thumbnail will let you navigate right to it for editing. You can also rearrange the order of your slides by dragging the thumbnail into a different position. If you right-click on a thumbnail, a pop-up menu allows you to delete the slide, add another, or use a number of common features.

The **Outline** tab helps you to focus on the content of the slideshow, as opposed to its appearance. This can be especially useful when you need to add a large amount of text. Students should be encouraged to utilize the Outline feature to set up the structure of their presentations without the distraction of colors, images, and animation – all great fun to play with, but often secondary to the purpose of the slideshow.

As with Word 2007, there are various tabs across the **Ribbon** at the top of the screen. When you click on a tab, you see groupings of tools appropriate for that tab. When you point to a tool, a pop-up will explain its purpose. Clicking on the little downward diagonal arrow in the lower right-hand corner of a group of tools will bring up a dialog box with additional options.

Here are some things to look for:

When you click on the **Design** tab, various **document themes** appear. Pointing to a theme will temporarily apply it to the slide you have open, so you can see how it will look. You can find additional themes by clicking on the **More** button at the bottom of the little scroll bar to the right of the theme thumbnails.

The same principle applies to the use of **animations**. When you click on the **Animations** tab, a few fades and dissolves appear. For many more options, click on the **More** button for that group.

Another cool feature is the ease with which you can **insert tables, pictures, video, etc.**, into a slide. After the title slide, when you add a new slide, a small group of tools will appear in the middle of the blank slide. Clicking on any of these brings up the appropriate screens for finding or creating these objects. Of course, you can also click on the **Insert** tab to see buttons for all your options.

One last thing to note (although there are many others!): Just to the right of the Office button, you will see the usual Save icon, which looks like a little floppy disk. To the right of that icon, you will see a curved arrow. This allows you to **undo** whatever you do as you go along. So if you end up lost somewhere, just keep clicking the **Undo Button** until you get back to familiar territory!

As with all of the Office 2007 programs, if you figure out how to do something cool in PowerPoint 2007, please email it to Judy Savage so we can share our expertise.

The *LMC News* is edited by Judy Savage.

Please address all comments to <[jsavage@fairfield.k12.ct.us](mailto:jsavage@fairfield.k12.ct.us)> .