



Scholastic Keys™

2007

Using Scholastic Keys in the Classroom

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Introduction

What is Scholastic Keys 2007?

Scholastic Keys 2007 is an early childhood interface to Microsoft® Office suitable for children in grades K through 5. The flexibility of the programs makes them suitable for teaching children of all capabilities.

The suite of three products—**MaxWrite** for Microsoft® Word, **MaxShow** for PowerPoint®, and **MaxCount** for Excel—gives teachers a platform for incorporating technology across a wide range of subjects and lesson plans.

Scholastic Keys 2007 sits within the Microsoft® Office environment and uses child-friendly lessons and features to give young students productive and creative ways to learn skills they will use throughout their school years and beyond. Since all the documents created with Scholastic Keys 2007 are actually Microsoft® Office documents, they can be shared with anyone who has Microsoft® Office.

MaxWrite has easy-to-use icons and special tools that make it fun and easy for students to express themselves on the printed page. MaxWrite also includes easy-to-use templates for invitations, cards, and letters.

MaxShow encourages children to create fun, powerful presentations with their own sounds and pictures.

MaxCount gives young students an easy, attractive way to learn about numbers, charts, and graphs.

Scholastic Keys 2007 contains creativity and management tools not available in Microsoft® Office.

- **MaxPaint** is a fun and engaging drawing program that works easily with all three programs.
- **MaxRecorder** is a customized audio recording and creativity tool built into MaxShow.

In addition, Scholastic Keys 2007 includes a set of powerful Management Tools that allow teachers to customize features and content for the needs of each student.

System Requirements

The following system requirements are mandatory for Scholastic Keys 2007:

- Microsoft® Windows® XP SP 2 with 512Mb RAM or Microsoft® Windows® Vista with 1Gb RAM
- Microsoft® Office 2007

The following systems requirements are the recommended minimum for Scholastic Keys 2007:

- Intel Pentium III 500Mhz or higher for Windows XP SP 2
- Intel Pentium III 800Mhz or higher for Windows Vista
- Minimum 1024 x 768 and 24 bit color
- CD-Rom Drive
- Windows Media Player for Insert Movie feature
- Sound card and speakers for text to speech feature
- Microphone for recording feature
- 380Mb Available Hard Disk Space for Complete Installation.

Checking your version of Office

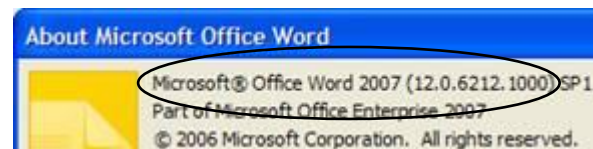
If you are not sure what version of Office you have, follow the steps below.

1. Launch Microsoft® Word.
2. From the Help menu, choose About Microsoft® Office Word.

Note: If you're using Office 2007, click the Office Button. Then, click the Word Options button. In the Resources section, click the About button.

3. Look for the version number at the top of the About Microsoft Office Word dialog box.

In the example below, the user has Office 2007 SP1.



Using Scholastic Keys 2007 in the Classroom

Name Art

Objectives

In this activity, students will learn how to:

- Type their first name
- Insert pictures
- Save their document
- Print their work




Description

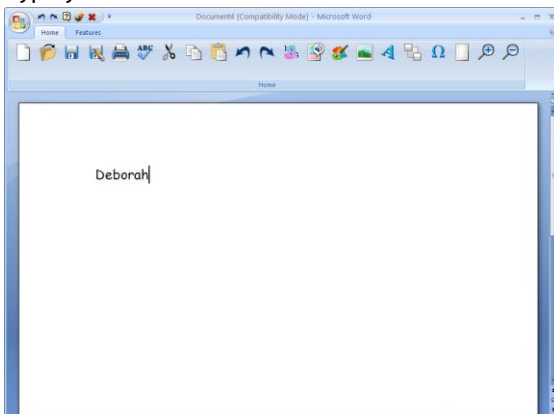
In this activity, students will use MaxWrite to type their names.


Once they have typed their names, get each student to insert three or more pictures that begin with the same letters that appear in their names.

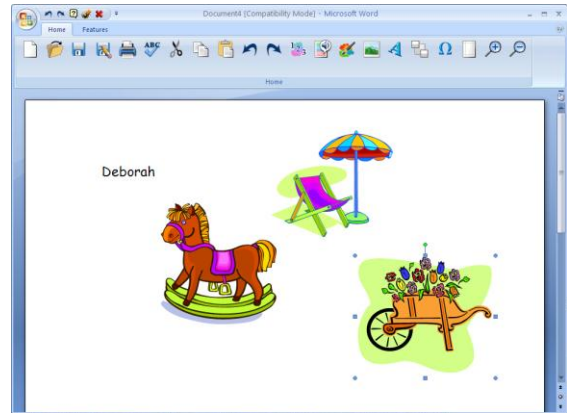
If a printer is available, demonstrate how each student can print their pictures.






Activity - Creating a document with name art

1. Double-click the **MaxWrite**  desktop icon.
2. Click the **New**  button.
3. Select a blank document with landscape orientation.
4. Click the **OK**  button.
5. Type your first name.



6. Insert a minimum of 3 pictures using the **Insert Picture**  button.



7. Save the document by clicking the **Save**  button. When saving a document, it is not necessary to give the document a name. If no document name is entered, the document will be given a sequential number. Decide whether you want students to enter a document name.
8. Click the **OK**  button to save the document.
9. Print the document by clicking the **Print**  button.
10. Click the **OK**  button to print the document.
11. Close **MaxWrite** by clicking the **Exit**  button on the Quick Access Toolbar.



Drawing a Picture

Objectives

In this activity, students will:

- Draw freehand
- Use stamps
- Edit their drawing
- Save their document
- Print their work

Description





In this activity, students will use **MaxPaint** to draw and use stamps.

Once they have inserted their drawing into the document, they will learn how to edit their drawing.








Have the students write a short sentence about their drawing.





If a printer is available, demonstrate how each student can print their pictures.

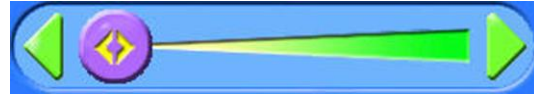
Activity - Drawing a picture




1. Double-click the **MaxWrite**  desktop icon.
2. Click the **New**  button.
3. Select a blank document with portrait orientation.
4. Click the **OK**  button.
5. Click the **MaxPaint**  button. The MaxPaint dialog box is displayed.

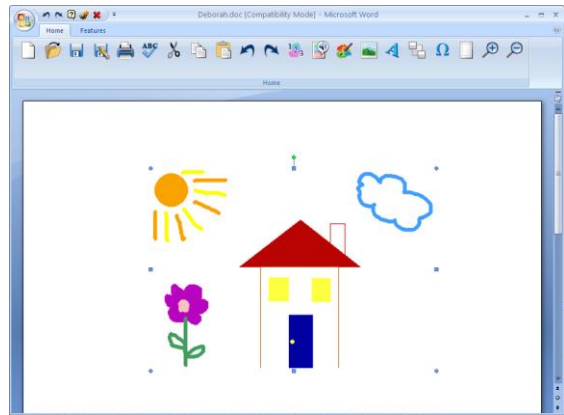
Demonstrate the MaxPaint tools.

1. Choose the **Drawing**  tool and a **Color**  and draw freehand.
2. Use the **Eraser**  and the **Undo**  features.
3. Click the **Clear**  button for a new screen.
4. Click the **Background**  button to choose a background. Select a background, then click on your screen to apply it.
5. Color the background. Click the **Drawing**  button and use these tools to fill in the background:


Fill , Pen , Crayon , Straight Line , and Line Thicknesses.

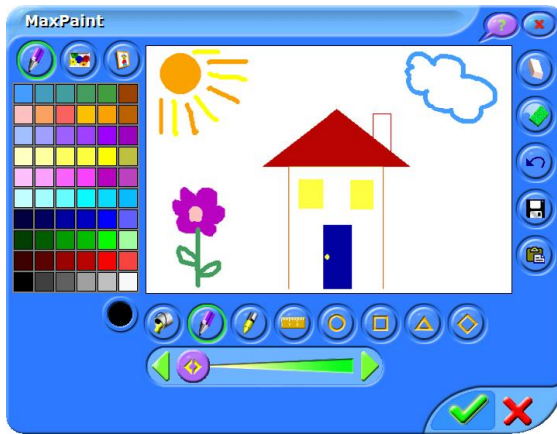



6. Click the **Stamps**  button to add stamps. Select a stamp, then click on your screen to place the stamp.
7. Click the **Flip**  button to change the direction of the stamp.
8. When you have finished the picture, click the **OK**  button and the picture will be inserted into the main document.



Activity - Editing a picture

1. To make changes to a drawing, click on the drawing and then click the **MaxPaint**  button. The MaxPaint dialog box is displayed with the drawing in it.



2. Make changes as required.
3. Click the **OK**  button to re-insert the picture into your document.
4. Have students write a sentence about their picture.
5. Save and print the document.

Basic Text Formatting

Objectives

In this activity, students will:

- Open a previously saved document
- Read the text in a document
- Format the text
- Close a document

Description

Have the students open the document created in the previous activity.




Use *Peedy* to read the text in the document.

Use the formatting features to change the look of the text.

Activity - Basic text formatting

1. Click the **Open**  button and find the document you saved in the previous activity.



2. Select the document.
3. Click the **OK**  button.
4. Click the **Read**  button to hear Peedy read the text.
5. Click the **Features** tab.
6. Click the **Formatting**  button. The Formatting features display.



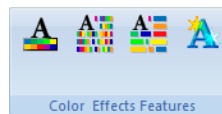
7. Highlight the text.


This is my house

8. Click the **Font Size**  button. Then drag the slider to the size you want the text.



9. Click the **Color Effects**  button. The Color Effects features display.



10. Click the **Random Color Letters**  button to randomly change the color of each letter.

This is my
house

11. Save and close the document.

Adding Text and Pictures to a Presentation

Objectives


In this activity, students will learn how to:

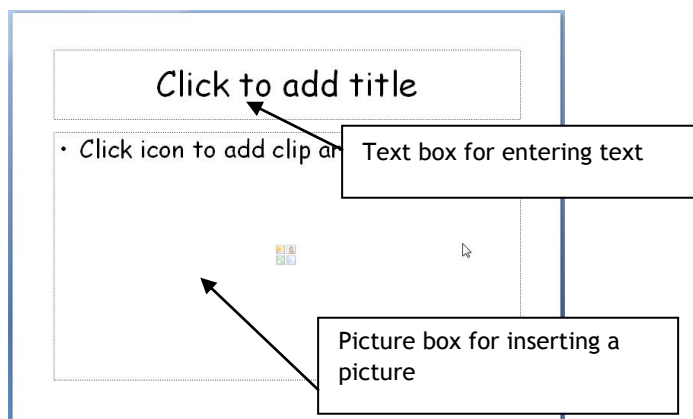
- Create a new presentation
- Type text into the presentation
- Insert a picture into the presentation
- Save their presentation


Description

Students will use MaxShow to create a new presentation. They will add text to a text box, add a picture to a picture box, and save and close the presentation.

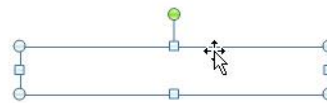
Activity - Create a presentation and add text and pictures


1. Double-click the **MaxShow**  desktop icon.
2. Talk about the toolbar buttons and their purpose. Note that tooltips will appear when the cursor is placed over each icon.
3. Click the **New Slide**  button. The New Slide dialog box offers 9 different slide styles to choose from.
4. Select the **Title Clip** slide style.
5. Click the **OK**  button.
6. Explain that a slide contains different objects. Explain the text boxes and picture boxes that appear on the screen.



7. Add text to the slide by clicking within the text box (which contains the text *Click to add title*) and typing a title for your slide.
8. Add a picture to the slide by clicking within the picture box (which contains the text *Click icon to add clip art*) and selecting a clip art picture.
9. Click the **Features** tab.
10. Add more text to the presentation by clicking the **Insert Text Box**  button.

A text box will appear in the center of the slide. You can move the text box by clicking and dragging it to a new location.



11. Click the **Home** tab.
12. Add another picture to the presentation by clicking the **Insert Picture**  button.

The Insert Picture dialog box is displayed. After selecting a picture and clicking OK, the picture will be inserted in the center of the slide. You can move the picture by clicking and dragging it to a new location.
13. Save and close the presentation.

Create a Presentation about Your Favorite Animal

Objectives

In this activity, students will learn how to:

- Create a new presentation based on a template
- Use MaxPaint to draw a favorite animal
- Run a slide show
- Save a presentation

Description




In this activity, students will use MaxShow to create a new presentation based on a Favorites template, draw their favorite animal using MaxPaint, or use the Insert Picture feature to insert a picture of their favorite animal.

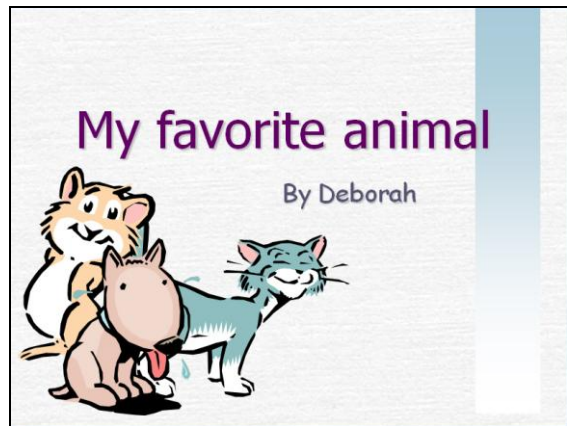
Students will run the slide show with and without sound.



Activity - Create a presentation based on the Favorites templates

1. Double-click the **MaxShow**  desktop icon.
2. Click the **New**  button.
3. Select the **Favorites** category.



4. Make sure the **Animal** template is selected, and then click the **OK**  button.
5. Demonstrate how to navigate between slides using the **Next Slide**  button and the **Previous Slide**  button.
6. Navigate to Slide 1. Have each student click to the right of "By" and type his or her name.



7. Navigate to slide number 2 and have students use MaxPaint to draw their favorite animal or use Insert Picture to insert a picture of their favorite animal.
8. Navigate to slide number 3 and have students enter text about why the animal is their favorite.
9. Demonstrate how to play the slide show by using the **Run Slide Show**  button.
10. Demonstrate how to play and read the slide show by using the **Run Slide Show with Sound**  button.
11. Save and close the presentation.

Attaching Sounds to Pictures in a Presentation

Objectives:

In this activity, students will learn how to:


- Open an existing presentation
- Record a sound
- Attach a sound to a picture

Description

In this activity, students will use MaxShow to open the "My Favorite Animal" presentation saved in the last activity. They will use MaxRecorder to record a sound and then attach that sound to their favorite animal picture.

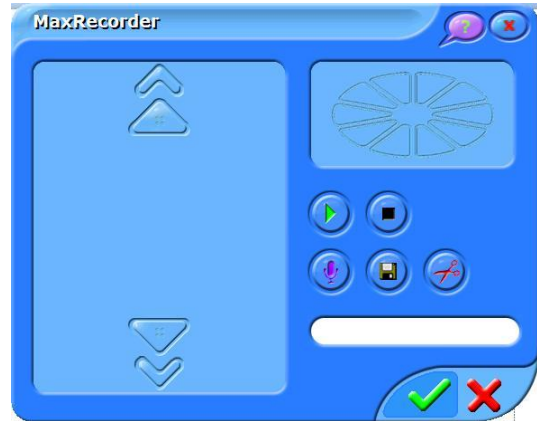
Students will run the slide show with sound and mouse over their animal picture to hear their recorded sound.









Activity - Recording a sound and attaching it to a picture

1. With MaxShow already open, click the **MaxRecorder**  button.
2. MaxRecorder allows students to create new sounds and delete existing sounds.





3. Click the **New**  button and type a name for the new sound.



4. Click the **Record**  button and start recording sound. MaxRecorder records up to 10 seconds of sound.
5. Click the **Save**  button to save the recording.
6. Click the **OK**  button to close the MaxRecorder dialog.
7. Click the **Open**  button to open the "My Favorite Animal" presentation saved in the last activity.
8. If the current presentation needs to be saved, click the **OK**  button.
If not, click the **Cancel**  button.
9. Scroll through the existing presentations and select the "My Favorite Animal" presentation created in the last activity.
10. Click the **OK**  button.
11. Navigate to slide number 2 and select the favorite animal picture.
12. Click the **Attach Sounds**  button. The **Attach Sound** dialog box is displayed.
13. Select the sound that was recorded earlier in this activity.



14. Click the **OK**  button to attach the sound to the picture.
15. Click the **Play**  button to run slide show.
16. On Slide 2, place your mouse cursor over the picture of your favorite animal to hear the attached sound.



17. Save and close the presentation.

Picture Alphabet

Objectives:



In this activity, students will learn how to:

- Create a new presentation
- Add text and pictures
- Change the size and color of text
- Change the color of the slide background
- Add a new slide
- Run a presentation


Description

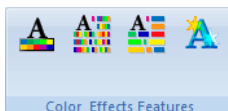
In this activity, students will use MaxShow to create a new presentation based on a blank template and will create a slide for each letter of the alphabet.




Activity - Create a presentation showing the Alphabet

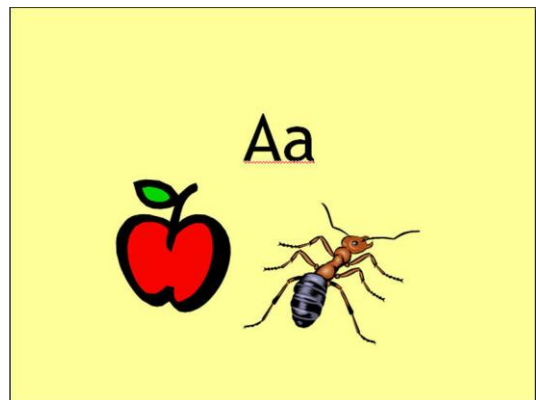
1. Click the **New**  button to create a new presentation.
2. Select the **Blank** slide style.
3. Click the **OK**  button.
4. Click the **Features** tab.
5. Add more text to the presentation by clicking the **Insert Text Box**  button.
6. Type **Aa**.
7. Highlight the text.
8. Make the text bigger by clicking the **Font Size**  button on the **Formatting** group. Then, drag the slider to the size you want.





9. Click the **Color Effects**  button. The Color Effects Features will be displayed.



10. Change the color of the text by clicking the **Font Color**  button. Click outside the text box to deselect the text.
11. Change the color of the background by clicking the **Background Color**  button.
12. Click the **Home** tab.
13. Use the **Insert Picture**  button to insert pictures that start with the letter A.



14. Add a new slide by clicking the **New Slide**  button.
15. Select the **Blank** slide style and click the **OK**  button.
16. Repeat the steps above to create a slide for each letter of the alphabet.
17. The presentation can be saved and opened at a later time to finish the alphabet.
18. Run the slide show by clicking the **Play**  button.

Extending the activity

Have students record sounds for each picture (such as “apple” and “ant”) and then attach the recorded words to each picture.

Counting Pets

Objectives




In this activity, students will learn how to:

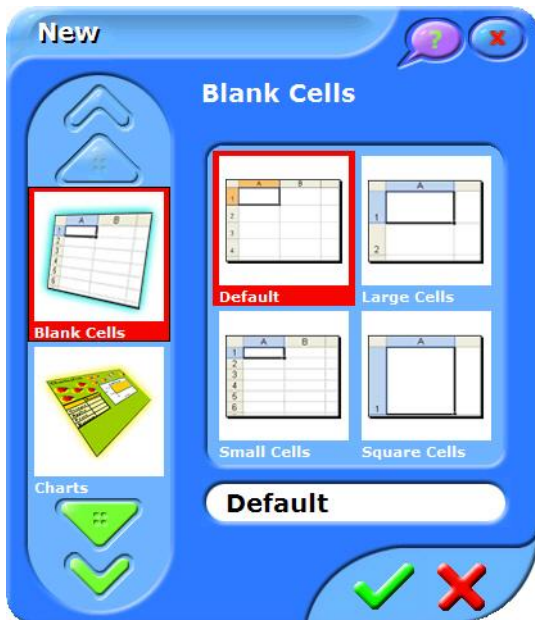
- Create a new spreadsheet
- Type numbers into a spreadsheet
- Identify numbers using pictures
- Save a spreadsheet

Description

In this activity, students will use MaxCount to create a new spreadsheet, type in the numbers 0 to 5, and insert pictures to correspond to the numerals entered.


Activity - Recognizing Numbers



1. Double-click the **MaxCount**  desktop icon.
2. Create a new spreadsheet by clicking the **New**  button. The **New** dialog box is displayed.
3. Select the spreadsheet you want to use and click the **OK**  button.

















4. Type numbers in the cells as shown below. Type the number and then press the **Right Arrow Key** on the keyboard twice to move to the correct cell for the next number.





	A	B	C	D	E	F	G	H	I	J	K
1	0		1		2		3		4		5

5. Use the **Insert Picture**  button to insert clipart of pets into the spreadsheet. When inserting a picture in MaxCount, the picture is centered on the spreadsheet and will need to be moved to the desired position.

	A	B	C	D	E	F	G	H	I	J	K
1	0		1		2		3		4		5
2											
3											
4											
5											

6. You can use the **Copy**  and **Paste**  buttons on the Quick Access toolbar to quickly duplicate the pictures.

	A	B	C	D	E	F	G	H	I	J	K	L
1	0		1		2		3		4		5	
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												

7. Save the spreadsheet by clicking the **Save**  button.
8. Type the name of the spreadsheet (this is optional) and click the **OK**  button.
9. Print the spreadsheet by clicking the **Print**  button, and then clicking the **OK**  button.

Shapes

Objectives


In this activity, students will learn how to:

- Insert, resize, and color shapes
- Type numbers into a spreadsheet
- Create a legend and label for the different shapes

Description



In this activity, students will use MaxCount to draw a house and garden using shapes. They will use the Shapes Toolbar to insert shapes and then create a legend and identify the shapes they have drawn.

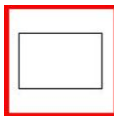
Activity - Drawing a house with Shapes

1. Create a new spreadsheet by clicking the **New**  button and selecting the default template in the Blank Cells category.

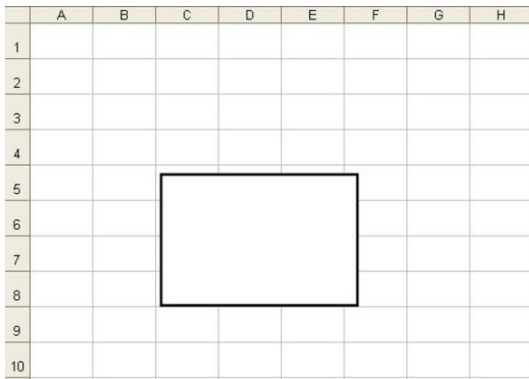
2. Click the **Features** tab.

3. Change the orientation to landscape by clicking the **Page Orientation** button on the **Formatting** group.

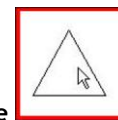
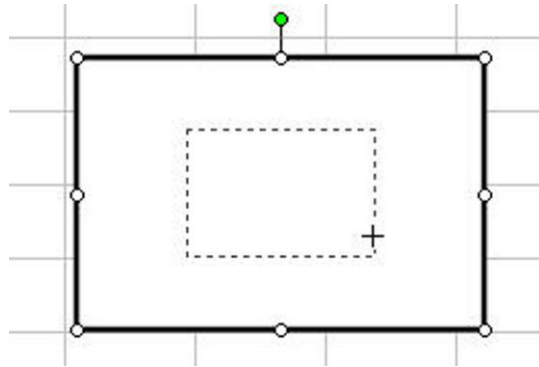
4. Click the **Shapes**  button, and then click the **Insert Shape**  button.



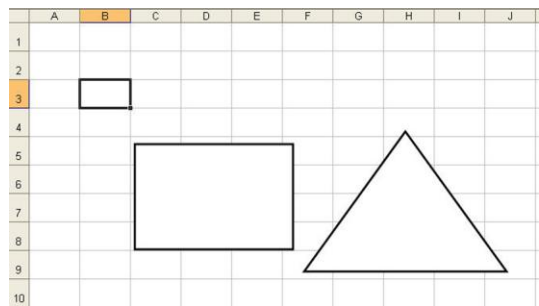
5. Use the **Rectangle** button to draw the body of the house. When inserting a shape into MaxCount, the shape is centered on the spreadsheet and will need to be moved to the desired position.



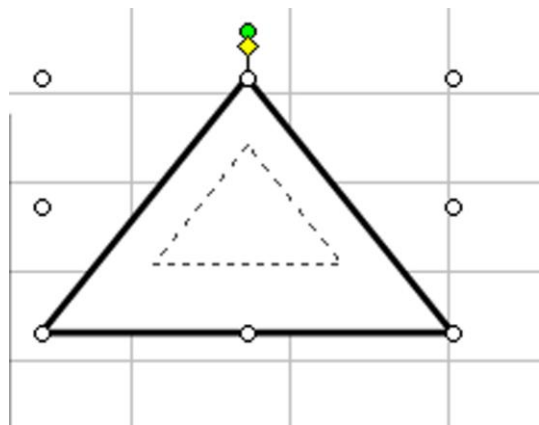
6. Resize the rectangle and keep all the sides in proportion by holding down the SHIFT key while clicking and dragging the handles.



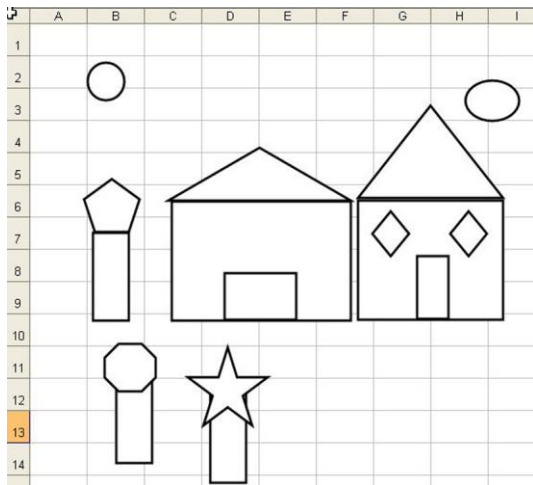
7. Use the **Triangle** button to draw the roof of the house.




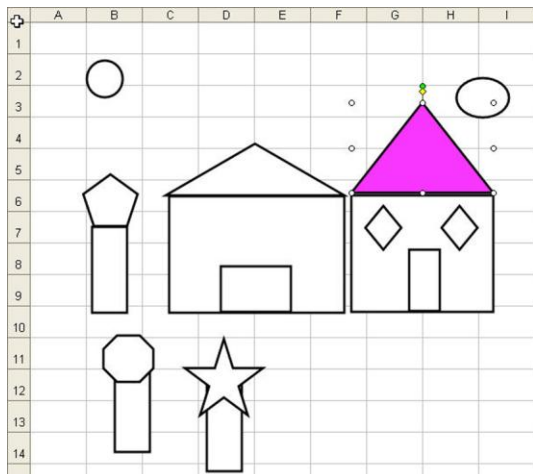
8. Resize the triangle and keep all the sides in proportion by holding down the SHIFT key while clicking and dragging the handles.



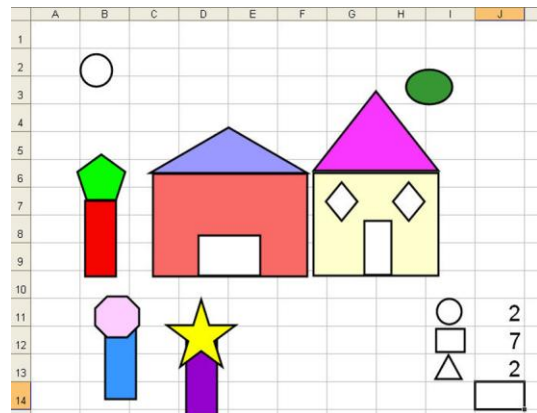
9. Continue using different shapes to create a picture of a house and trees.







- Color in the different shapes on your spreadsheet by selecting the shape and then selecting the **Shape Fill Color**  button.



- Create a legend for the number of squares, circles, and triangles used to create your house and garden picture. Draw a small square, a small circle, and a small triangle on the spreadsheet.
- Count the number of circles in your drawing, type this number next to the picture of the circle in the legend and press ENTER to move down to the next cell.



- Count the number of squares in your drawing, type this number next to the picture of the square in the legend and press ENTER to move down to the next cell.
- Count the number of triangles in your drawing, type this number next to the picture of the triangle in the legend, and press ENTER to move down to the next cell.
- Click the **Home** tab.
- Save the spreadsheet by clicking the **Save**  button.
- Type the name of the spreadsheet (this is optional) and click the **OK**  button.
- Print the spreadsheet by clicking the **Print**  button and then clicking the **OK**  button.

Weather Forecast Project

Objectives

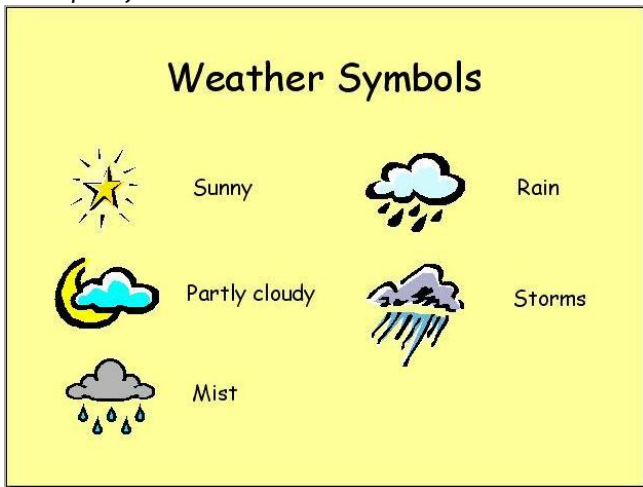
In this activity, students will learn how to:

- Create a presentation in MaxShow to display weather symbols and a weather map of their state
- Create a chart in MaxCount to present the 5-day forecast of their city
- Create a document in MaxWrite to write a report on their city's weather for today

Using MaxShow

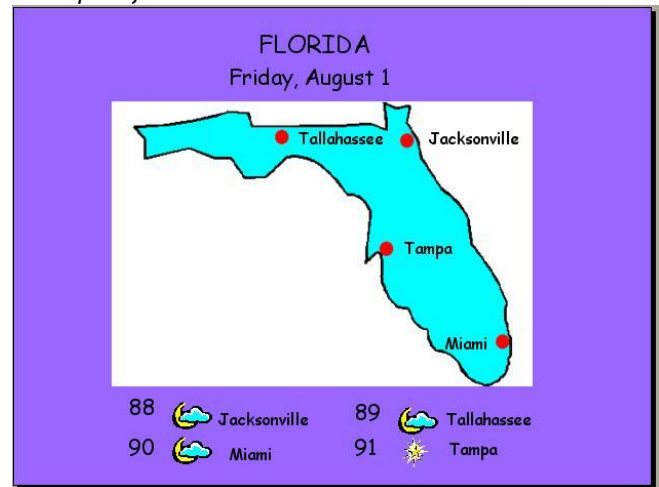
1. Create a new presentation with a blank slide.
2. The first slide will be a legend page.

Sample of Slide 1



- a. Click the Features tab.
 - b. Click the Insert Text Box button to add a text box. Type the following text: **Weather Symbols**
 - c. Using Insert Picture, add weather symbols (see above for examples).
 - d. Resize and move symbols as required.
 - e. Add text boxes next to each picture and type explanatory text.
3. The second slide will be a map of your state.

Sample of Slide 2



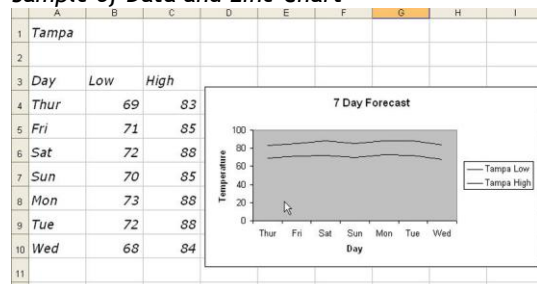
- a. Click the Home tab.
- b. Create a new blank slide by clicking the New Slide button.
- c. Use Insert Picture to insert a map of your state.
- d. Resize the image to fit the whole slide.
- e. Select the map and click the MaxPaint button.
- f. Add text boxes and type the names of several major cities in your state.
- g. Create a title at the top of the slide using a text box and type the state name and date.
- h. Create a legend at the bottom of the slide by adding text boxes.

4. Save the presentation.

Using MaxCount

1. Create a spreadsheet with Landscape orientation.

Sample of Data and Line Chart



2. Enter low and high temperature data for your city.

3. Create a Line Chart from the data you entered.
4. Save the spreadsheet.

Copying Chart to MaxShow

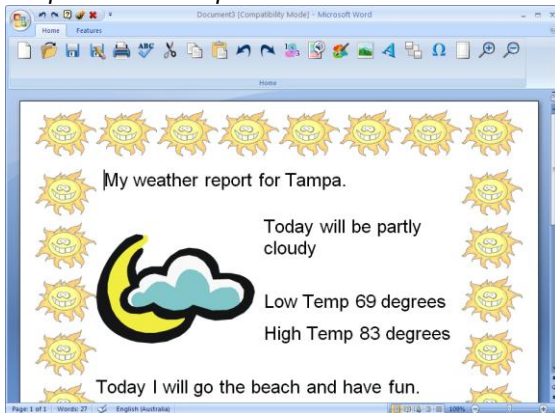
With MaxShow and MaxCount and the two previous documents open:

1. In MaxShow, create a new blank slide in your presentation.
2. Switch to MaxCount and select the chart. Click the **Copy** button.
3. Switch to MaxShow on the new blank slide and click the **Paste** button.
4. Save the presentation.

Using MaxWrite

1. Create a blank document or one with a border.

Sample Weather Report



2. Write a report based on today's weather and draw a picture that relates to today's weather.
3. Save the document.