Chapter 7
Text-Based Resources for Teaching

Learning Objectives. In 2001, Christopher-Gordon Publishers printed the book entitled, *Teaching Digitally: a Guide for Integrating Technology into the Classroom Curriculum*. This highly successful publication has already been incorporated into many undergraduate and graduate teacher-preparation courses in instructional technology. While the original Christopher-Gordon text is now out of print, the publisher agreed to restore all copyrights to the author allowing this book to incorporate an modernized version of this valuable hands-on guide to preparing technology-based materials. The features, commands, menu items, and screen shots have been updated to reflect the latest Microsoft Office 2007 package and included as three separate Primers for Text, Visual, and Web-based Materials at the end of this book.

In this chapter, the reader will demonstrate a mastery of:

- Word processing fundamentals, including opening documents, editing, saving, inserting clip art, images, and hyperlinks, spell checking, and printing.
- Text-based design as well as resources harvested from the Internet to produce text-based materials for teaching.
- Advanced word processing features, such as word art, text colors, tables and columns, and hyper text.

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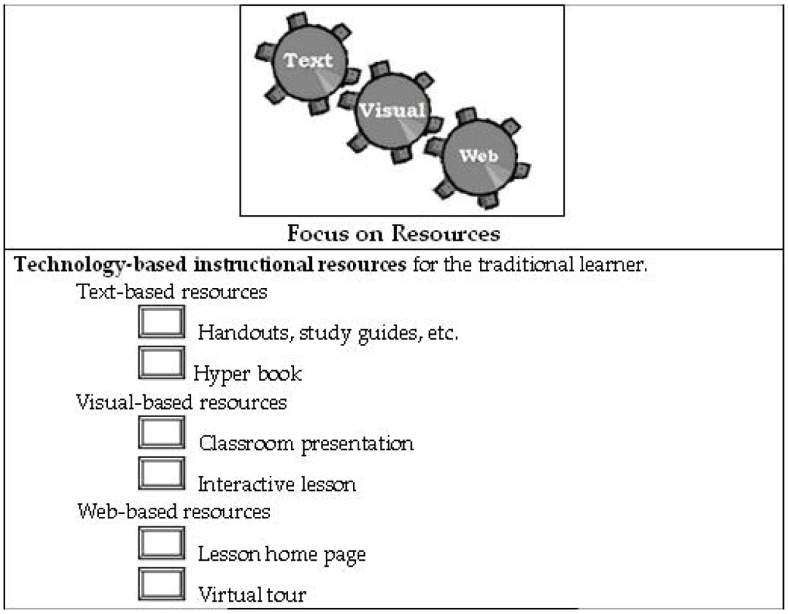
Figure 1. Traditional Lesson Plan Template (Focus on Resources)



- Text-based design as well as resources harvested from the Internet to produce a hyper book lesson.

Lesson Plan Template. Refer to **Appendix A, Traditional Learner Lesson Plan Template** as this chapter discusses **Focus on Resources** as depicted in Figure 1.

INTRODUCTION

With the advent of so much high-tech gadgetry, teachers often overlook the value that concrete, hard copy resources make to effective learning tools. Student handouts serve as inexpensive assessment instruments. They offer highly flexible remedial content for classroom or take-home material. They provide immediate access to enrichment activities for students who complete assignments ahead of schedule.

The hyper book offers targeted instruction in the form of guiding questions, hyperlinks, and visual images for discovery learning, additional readings, and assessment preparation. No matter how many high technology resources are available to the instructor, sometimes text-based materials are still the best way to teach a lesson objective.

Readers will find themselves returning to this part of the text often. It is important to note that the methodologies for developing technology-based instructional materials presented in this (as well as the subsequent two chapters) are the culmination of, and revisions to, previously successful efforts. Microsoft Office includes a robust suite of office productivity tools including the word processing package Word; the graphics presentation system Power Point; spreadsheet application Excel; database application Access; and, desktop publishing capability Publisher. Microsoft Office runs equally as well on both the Macintosh and Windows platforms with minimal differences.