

Teacher Tools Templates (located in your Teacher Tools folder)

Note: Click the "Customize" button to fill in the sections for school name, teacher name, class/project, year, and semester/quarter. If you want to delete out the description in one of the sections and not input any other information, use the Space Bar and then hit the Enter key.

3x5Notes: (Excel)

Use this template in Excel to create a bibliography, which includes the corresponding quote and then print out the information onto a 3X5 card.

Brochure: (Word)

Use this template in Word to create a school brochure as part of a class project, or to help publicize a class project.

Calendar: (Excel)

Use this template in Excel to create three different calendars with this spreadsheet template:

- 1.) Today's Events: Use this calendar to plan and keep track of your schedule one day at a time.
- 2.) This Week's Events: Use this calendar to list and view one week's events at a glance.
- 3.) This Month's Events: Use this calendar to see accurate dates for any month, present, past, or future.

To print your calendar, select "Print" from the "File" menu.

Calendar Wizard: (Word)

Use this template in Word to create monthly classroom calendars.

Certificate: (Word)

Use this template in Word to create a Student of the Month certificate, or a certificate of appreciation. Click on "Type School Name Here" and enter your school's name. Click on "Type Student's Name Here" and enter the student's name. Then print the form.

Change Game: (Excel)

Use this template in Excel to play a game that teaches about making change. The Change-Making Game can be played as a two-player game, or can be used by teachers to assign fun math problems to students learning to count money.

General Controls

The Clear Entries button will clear all of the currency boxes. See the description of the Two-Player Game below for the functions of the other two buttons. The spinner controls (the up/down buttons) on each currency box will increase/decrease the number of units of that currency by 1. The values will always be between 1 and 100.

The "Show Me the Total"/"Let Me Figure It Out Myself" radio buttons will determine whether the Total is displayed while the user manipulates the spinners or not.

Two-Player Game

Player One closes his/her eyes or stands behind the computer while Player Two secretly manipulates the amount of each currency with the spinner controls. Once Player Two is happy with the Total amount, Player Two presses the "Use Total as Goal" button. This will move the Total figure into the Goal, and will clear out the currency boxes.

Now Player One tries to make the Total equal to the Goal. Once they do, the two players switch roles.

If Player One has trouble getting to the Total, clicking the Help Me Get Goal button will fill in the currency slots with one possible answer to the problem.

For a more challenging two-player game, use the "Let Me Figure It Out Myself" radio button rather than the "Show Me the Total" radio button.

Teacher Assignment

Another way this can be used is as a printed class assignment. The teacher can fill in a Goal value, and can type questions about this goal into the bottom of the sheet, then print the sheet and distribute it to the students. Each student can then go to the computer and experiment with different answers to the problems.

For example, the teacher might enter a goal of \$0.26, and might ask questions like:

- 1.) How many different ways can you make change that will result in the Goal?
- 2.) If you started the day with \$1.00, and ended the day with the Goal amount (\$0.26), how much money did you spend during the day.

Code Cracker: (Excel)

Use this template in Excel to play a math game where the object is to crack your opponents mathematical code.

STEP 1 How to Play

SOFTWARE: Microsoft® Excel

WHAT TO DO: With your partner, go through the following steps and learn how to play.

1. Open the Excel file **Code Crackers Math Game**.
2. Save your own copy of the game. On the File menu, click Save As.
3. In the Save In box, choose a location to save your file.
4. In the **File Name** box, type **<Your Name>Code Cracker**.
5. In the **Save As Type** box, choose **Microsoft Excel Workbook**.
6. Click **Save**.
7. A rule (formula) has already been entered in cell **B12**. Look carefully at the numbers in columns A and B. What rule, using more than one math operation, could turn A into B?
8. Double-click on cell **C12** to view one of the possible formulas.
9. Click on cells **D12 - F12** to view the other possible rules for the "Out" cell.
10. A second "In" number has been entered in cell **A13**.
11. Now, only one Rule cell contains the same number as that displayed in cell B13. Can you find it?
12. Click the **Show Numbers in Cell** button to view the sample guesses. (Notice that the formula entered in **B12** is the same as that in cell **F13**, the correct rule.)
13. When you're ready to play the game, go to step 2 below.

STEP 2 Create the Code

SOFTWARE: Microsoft Excel

WHAT TO DO: With your partner, decide who should go first. Player 1 should then follow these steps while Player 2 is not looking.

Player 1

1. Click the **Start New Game** button.
2. Type a number in cell **A16**.
3. In cell **B16**, type **=IN** (**Tip: all rules (formulas) must begin with an equal sign (=)**).
4. Then type a rule that uses 2 or 3 math operations (+, -, /, *).
5. Type a different number in each of cells **A17** through **A20**.
6. Click the **Start Guessing** button. The rule you entered in **B16** will be copied down to cells **B17:B20**, and the cells will show values that represent your rule.
7. Start the 2 minute timer when you're partner is ready to guess.

STEP 3 Crack the Code!

SOFTWARE: Microsoft Excel

WHAT TO DO: Player 2 now has 2 minutes to crack the code!

Player 2

1. Look carefully at the numbers in columns A and B. What rule, using more than one math operation, could turn A into B?
2. In cell **C16**, type your first guess (remember to use 2-3 operations AND start your rule with an equal sign).
3. In cell **D16**, type your second guess.
4. In cell **E16**, type your third guess.
5. In cell **F16**, type your fourth guess.
6. Click on cell **A16**, and replace that number with any one you choose. What do you see in **B16**? Review and revise your guesses if necessary. Try out more numbers in column A until you feel absolutely sure of the rule, or until your time's up.

STEP 4 Tally and Switch

SOFTWARE: Microsoft Excel

WHAT TO DO: After the time limit is up, Player 1 can now reveal the rules.

1. Click the **Show Numbers in Cell** button to reveal the formula.
2. Did Partner 2 guess correctly? If so, she or he gets 5 points - plus 1 additional point for every other workable rule. Keep track of the total points for each partner in the Score box at the top of the worksheet.
3. Click the **Start New Game** button.
4. Switch places so Player 2 creates rules for Player 1 to guess.
5. Whoever reaches 50 points first, wins!

Conversion Tables: (Excel)

Use this template in Excel to practice one of six conversions: linear, area, liquid measure, dry measure, nautical, and temperature conversions. There are a number of different measurements in each of these fields and this template can help you convert measurements within each field.

Cryptogram: (Excel)

Use this template in Excel to create a cryptogram from any sentence. To begin, click on the "Start Encryption" button and type in your sentence when prompted (max 255 characters) and the sentence will then be encrypted for you. A key will be created and shown on a separate worksheet.

Experiment Design: (Word)

Use this template in Word to help design and record an experiment. The Enter key will add more lines to each section. To advance to the next section, use the mouse to click on the next section. You can add more lines to the Procedure Detail/Observations Chart by using the Tab key. The Enter key will expand the box you are typing in. Click outside of the chart or use the down arrow to advance to the next section.

Fraction Math: (Excel)

Use this template in Excel to create pie charts to express fractions in an interesting way.

Fundraising: (Excel)

Use this template in Excel to track fundraising information including donations, pledge information, volunteer lists, and a budget worksheet.

Graph Paper: (Excel)

Use this template in Excel to print one of several different graph paper variants.

Hangman: (Excel)

Use this template in Excel to play hangman. 1, 2 or more players can play this classic game. If you choose the one player version, you must first input words into the list in order for the game to work. If you choose the two or more player version, one player will be prompted to input the word to be guessed at. The rest of the players may take turns guessing. Just follow the prompts and enjoy the game. If you want the word list to remain, you should save a copy of Hangman.

1. On the **File** menu, click **Save As**.
2. In the **Save In** box, choose a location to save your file.
3. In the **File Name** box, type **<Your Name>Hangman**.
4. In the **Save As Type** box, choose **Microsoft Excel Workbook**.
5. Click **Save**.

Perfect for use with vocabulary words!

Info Form: (Excel)

Use this template in Excel to leave useful information for a substitute teacher.

Lab Report: (Word)

Use this template in Word to create one of the following types of lab reports:

- 1.) A Full Lab Report: Use this option to write a complete report on your findings.
- 2.) A Short (one page) Lab Report: The one page lab sheet gives a compact format to write your observations, results, and conclusions.
- 3.) A Short (two page) Lab Report: With the two page lab sheet, you have additional space for observations, results, and conclusions.

Note: To update the header information (Student, Date, Class, and Instructor), click on View, then click on Header and Footer and type in the necessary information. When you have finished, click Close on the Header and Footer toolbar.

Lesson Plan: (Word)

Use this template in Word to put together a custom lesson plan for your classes.

Lists and Charts: (Excel)

Use this template in Excel to create lists and charts.

- 1.) Vertical Chart: Pencil in your own headings after you print this chart.
- 2.) Plain Grid: Print this block grid and use it as a seating chart, or for recording performance or activities.
- 3.) One-Month Record: Print this horizontal grid and use it to chart student information one day at a time.

Music Paper: (Excel)

Use this template in Excel to print out music notation sheets. There are three different sizes of line spacing with each size including a wide format.

Newsletter Wizard: (Word)

Use this template in Word to create a custom newsletter. Step through the creation of an outline for your class or school newsletter.

Notes and Outline: (Word)

Use this template in Word to assist you in one of the following areas:

- 1.) Writing an Outline: Write an outline with this format, then use the checklist to review your work. Highlight each outline section and type in your own information following the outline's suggestions.
- 2.) Taking Notes: Organize the information you find in books, magazines, and newspapers in three easy steps.
- 3.) Developing a Paragraph: State an idea in a topic sentence and expand it into a paragraph.

Note: To update the header information (Student, and Date), click on *View*, then click on *Header and Footer* and type in the necessary information. When you have finished, click *Close* on the Header and Footer toolbar.

Pep Rally Poster: (Word)

Use this template in Word to create a poster. Click on each section of text on the left side of the form to get the WordArt pop-up menu to edit that section of text. Click on the Clip Art to change the Clip Art. Click on the right side of the form to change the text right on the form.

Periodic Table: (Excel)

Use this template in Excel to print out and display the periodic table.

Polls and Surveys: (Word)

Use this template in Excel to create three forms based on a basic "1-5" scale of importance. Add the necessary questions, items, or descriptions by clicking on the appropriate box and typing in what you want each item to represent, or hit delete to clear the field. You can also change the descriptions listed for each scale by clicking the appropriate box and typing in what you want the new scale description to be. The template includes:

- 1.) An Importance Scale Survey
- 2.) A Quality Comparison Survey
- 3.) A Quality Scale Survey

Professional Report: (Word)

Use this template in Word to generate a report that includes title page, table of contents, bibliography, and appendix.

****Schedule: (Excel)**

Use this template in Excel to schedule various activities:

- 1.) Period Schedule: Form to schedule weekly class periods.
- 2.) Time Schedule: Form for scheduling your weekly classroom activities.
- 3.) Classroom Schedule: Form to handle scheduling of classrooms.
- 4.) Bell Schedule: Use this template to create a daily schedule to document the bell schedule. Input the times in HH:MM AM/PM format. Tab between each time field to get to the next one. If you press "Enter", you will only add more information to that one field.
- 5.) Term Schedule: Form for scheduling the entire term in an overview.

School Certificate: (PowerPoint)

Use this template in PowerPoint to create a certificate for excellent performance.

School Reports: (Word)

Use this template in Word to create reports. Select which type of report you would like to create by choosing one of the following options from the drop-down list:

- 1.) Formal Report: A polished report format which includes a checklist to review your work and tips for writing your report.
- 2.) Simple Report: Format for a short report with a list of tips for planning and writing the report.
- 3.) Standard Report: A full report format with a title page, outline, and works cited, plus a checklist for the finished report.
- 4.) Book Report: Your teacher will appreciate the clean layout, and the TaskWizard's tips will help you write interesting book reports quickly and easily.
- 5.) Essay: Try this choice when you need to write a paper to explain, analyze, or argue a point.
- 6.) Term Paper: This option provides the organization and format so you can concentrate on the content of your term paper.

Scramble: (Excel)

Use this template in Excel to create a word scramble worksheet. Input up to 15 words and they will automatically be scrambled and placed on a sheet with the original words for a mix and match puzzle. Perfect for vocabulary words!

Seating Chart: (PowerPoint)

Use this template in PowerPoint to create a seating chart for a classroom. Use the Page Down and Page Up buttons to navigate between the different forms.

Student Info DB: (Excel)

Use this template with Excel to create a database of information on each student. Highlight the sample information and then click the delete button to clear the form. Now you can add information concerning your students. Note: to insert additional rows to the form, put the cursor before the last row and then click on Insert/Row.

Syllabus: (Word)

Use this template in Word to create a two-page syllabus for a course. Follow the prompts and the syllabus will be filled in appropriately.

After you have completed filling in the appropriate information, the syllabus will be created. If necessary, you can then change, update or delete any of the categories (or the information in the categories) that are not useful to you.

To complete the Course Schedule chart, use the Tab key to advance to the next cell and the Enter key to expand the box you are typing in. To move outside of the Course Schedule, click outside of the chart or use the down arrow.

Tests: (Word)

Use this template in Word to create tests. Highlight the blue text and type in the appropriate information. If you want to add more questions, highlight the page and do a Copy/Paste to a new page and renumber the questions. The test formats include:

- 1.) True or False: Choose this option to format a test composed of True/False questions.
- 2.) Multiple Choice: Choose this option to format a test composed of multiple choice questions.
- 3.) Essay: Choose this option to format a test composed of essay questions.

Thesis: (Word)

Use this template in Word to build a formal thesis. Click on bracketed sections and type in the necessary information. Template includes instructions for printing a sample thesis.

To Do Lists: (Excel)

Use this template in Excel to create various "To Do" lists such as:

- 1.) Personal Reminder: Creates a simple "Things To Do" checklist that you can print and carry with you to keep track of household, office, or school tasks.
- 2.) Action Items: Helps you track assignments and due dates for business and volunteer activities.
- 3.) Things To Do This Month: Helps you organize your household with a section for Work-related Tasks, Appointments & Meetings, Household Tasks, and Phone Calls.

Vector Calc: (Excel)

Use this template in Excel to learn how to calculate Vectors.

Click the "Customize" button to fill in the sections for school name, teacher name, class/project, year, and semester/quarter. If you want to delete out the description in one of the sections and not input any other information, use the Space Bar and then hit the Enter key.