

Microsoft/Cobblestone Crate

Productivity Tools with Windows 11

About the Crate

Similar to the meal plans such as HelloFresh and Chef's Plate, Cobblestone Crate lessons are equally easy to prepare, where most of the 'ingredients' are included, yet will still allow you to 'spice it up' with ingredients from your own pedagogical pantry.

Has your school recently received new, Low Cost Windows Devices for Education? Congratulations! These accessible and high-performing devices are designed to save you time and foster engaging learning experiences. With built-in inclusive, accessible, student-first software and tools, there is so much potential at your fingertips, and this Crate will help to unleash that.

This Cobblestone Crate will allow you and your students to learn together, uncovering a new potential for learning and engagement in your classroom. Whether you've been using Windows devices for years, or are new to this platform, there's something new in this Crate for you and your class to explore.

The 4 Activities included are:

- Tips and Tricks in Microsoft Word
- PowerPoint for Presentations
- Creative Expression with Microsoft Sway
- Office Template Gallery

Refer to the following pages for a detailed description of each activity.

Activity 1: Planting the Seeds of MS Word for Science Projects

Subject: Science. Word formatting tips will also be useful for any class | **Grade Level Recommendation:** Grades 5-9

Length of video: 30 minutes | **Suggested additional time:** 30 minutes

Suggested tools: Windows 10 or 11 device with Microsoft Word installed

In this activity students will explore how they can use MS Word to write a science or other project. They will discover various tricks, such as formatting and adding a table. MS Word can help them create creative documents to demonstrate their learning while being organized. Skills students will develop include adding pages and headers, inserting numbered lists, bullet points, diagrams and pictures. We also offer different ways to edit and manipulate images. Take advantage of this crate for many more tips and tricks. Your projects will be easier to write!

Activity 2: PowerPoint for Presentations

Subject: Powerpoint tools for improving presentations | **Grade Level Recommendation:** Grades 5-9

Video length: 27 mins | **Suggested additional class time required:** 45 mins

Suggested Tools and Materials: Windows 10 or 11 device with Microsoft PowerPoint installed

In this activity students will be learning how to add the “wow” factor to their presentations using tools built into PowerPoint. The lesson will cover how to add stunning subject related templates to their slides using the designer tool with just a few simple clicks. Students will also learn how to add animations to their text and pictures as well as how to harness the rehearsal tool to polish their presentation skills.

Activity 3: Creative Expression with Microsoft Sway

Subject: Any Subject | **Grade Level Recommendation:** appropriate for any grade level 4-9

Video length: 23 mins | **Suggested additional class time required:** 30 mins

Suggested Tools and Materials: Windows 10 or 11 device with access to the internet and Microsoft Sway

In this activity students will be creating a presentation about a topic that they love or are passionate about. They will be researching facts and using the built in Creative Commons Image search to add photographs and videos to make their passions come to life. SWAY is an amazing Microsoft product that allows students to focus on enhancing their presentation skills, portfolio building, and so much more.

Activity 4: Office Template Gallery

Subject: All Subjects | **Grade Level Recommendation:** This lesson is appropriate for Grades 5-9

Video length: 44 minutes | **Suggested additional class time required:** 30-45 minutes

Suggested Tools and Materials: Windows 10 or 11 device with Microsoft Office installed (Word, Excel, Powerpoint), personal content (photos, text, other information)

In this activity students will learn how to use the Office Template Gallery to customize various Word, Excel and Powerpoint documents for their own use. They will also gain an understanding of how these predesigned files can enhance the look and functionality of their files.