

Appendices



Switched-On
SCHOOLHOUSE® 2007 EDITION

Appendix A

Keyboard Shortcuts in Switched-On Schoolhouse® 2007 School Edition

Here are a few shortcuts you can use right from your keyboard. All these shortcuts work in both SOS Teacher and SOS Student.

- F1** Opens the **Help?** file. The **Help?** file appears in a separate window, so you never have to lose your place.
- F2** Grades the current problem & advances you to the next problem.
- F11** Sends you back to the previous problem, without grading the current problem.
- F12** Advances you to the next problem, without grading the current problem.

Most common keyboard shortcuts that are part of the Windows® operating system also work in Switched-On Schoolhouse® 2007 School Edition. Some of the most common ones are:

- Ctrl-B** Highlight your text and use these keys to make your text bold.
- Ctrl-C** Highlight your text and use these keys to copy your text. (**Ctrl-V** pastes copied text to another location.)
- Ctrl-I** Highlight your text and use these keys to make your text italicized.
- Ctrl-P** Highlight your text and use these keys to print your current lesson.
- Ctrl-U** Highlight your text and use these keys to make your text underlined.
- Ctrl-V** Highlight your text and use these keys to paste text that you've copied.

Appendix B

Making Your Keyboard Bilingual

Windows® 98 and Windows® ME

Follow these steps to make your keyboard bilingual if you have Windows® 98 or Windows® ME:

- Step 1:** Access the **Control Panel** of your Windows® system by clicking on the **Start** button, choosing **Settings**, and selecting **Control Panel**.
- Step 2:** Click the **Keyboard** icon, then the **Language** tab.
- Step 3:** Click the **Add** button to add a language to your computer's keyboard functionality.
- Step 4:** In the resulting pop-up menu, choose the "Spanish (Mexico)" option and click **Ok**.
- Step 5:** Click the **Properties** button. Select "United States-International" from the drop-down menu and click **Ok**.
- Step 6:** Make sure that the bullet button beside "Left Alt+Shift" and the checkbox beside "Enable indicator on taskbar" are selected. Click **Ok**.
- Step 7:** Windows® may ask for your Windows® CD-ROM. Follow the instructions on the screen. Notice that there's now an **En** (English) or **Es** (Español) in the Windows® task bar.
- Step 8:** Your keyboard is now bilingual. Toggle between your Spanish and English keyboards by pressing your **Alt** and **Shift** keys at the same time. Notice that the task bar changes as you press these keys to select your choice of English or Spanish keyboard.

Windows® XP

Follow these steps to add the "United States—International" keyboard layout:

- Step 1:** Click the **Start** button and select **Control Panel**.
- Step 2:** Under "Pick a category," click "Date, Time, Language, and Regional Options."
- Step 3:** Under the "Pick a Control Panel" icon, click "Regional and Language Options." The **Regional and Language Options** dialog box appears.
- Step 4:** On the **Languages** tab, click "Details." The **Text Services and Input Languages** dialog box appears.
- Step 5:** Under "Installed services," click **Add**. The **Add Input** language dialog box appears.
- Step 6:** In the "Input language" list, select "Spanish (Mexico)." **NOTE:** When you use the "United States—International" keyboard layout, you should also use an English language setting.
- Step 7:** In the "Keyboard layout/IME" list, select "United States—International" and click **Ok**.
- Step 8:** In the "Select one of the installed input languages to use when you start your computer" list, select "Language Name," then "United States—International" (where **Language Name** is the language that you selected in Step 6). Click **Ok**.
- Step 9:** In the **Regional and Language Options** dialog box, click **Ok**. Notice that the **Language** bar appears on your task bar. When you position your mouse pointer over it, a **ToolTip** appears, describing the active keyboard layout (for example: "United States—International").

Step 10: When in Switched-On Schoolhouse® Spanish, press the **left Alt+Shift** keys to switch your keyboard setting. This selects the “United States—International” keyboard layout.

Windows® 2000

Follow these steps to make your keyboard bilingual if you have Windows® 2000:

- Step 1:** Access the **Control Panel** of your Windows® system by clicking the **Start** button, choosing **Settings**, and selecting **Control Panel**.
- Step 2:** Click the **Keyboard** icon, then the **Input Locales** tab.
- Step 3:** Click the **Add** button to add a language to your computer’s keyboard functionality.
- Step 4:** In the **Input Locale** drop-down menu, choose the “Spanish (Mexico)” option.
- Step 5:** In the “Keyboard layout/IME” drop-down menu, choose “United States—International” and click **Ok**.
- Step 6:** Make sure that “Switch between input locales Left Alt+Shift” is highlighted in the bottom part of the window and click **Ok**.
- Step 7:** Windows® may ask for your Windows® CD-ROM. Follow the instructions on the screen. Notice that there’s now an **En** (English) or **Es** (Español) in the Windows® task bar.
- Step 8:** Your keyboard is now bilingual. Toggle between your Spanish and English keyboards by pressing your **Alt** and **Shift** keys at the same time. Notice that the task bar changes as you press these keys to select your choice of English or Spanish keyboard.

CREATING SPECIAL CHARACTERS IN SPANISH:

NOTE:

The following keyboard commands work on all basic systems: Windows® 98, Windows® ME, Windows® XP, and Windows® 2000.

Hold down the right **Alt** key (to the right of the space bar) + the letter:

Rt **Alt** + the letter = **á é í ó ú**

Rt **Alt** + ? = **¿**

Rt **Alt** + 1 = **¡**

Rt **Alt** + ~ + n = **ñ**

CREATING SPECIAL CHARACTERS IN FRENCH:

NOTE:

The following keyboard commands work on all basic systems: Windows® 98, Windows® ME, Windows® XP, and Windows® 2000.

Hold down the **right Alt** key (to the right of the space bar) + the letter:

Right Alt + the letter = **á é í ó ú**

Hold down the **accent/tilde** (` ~) key (to the left of the number “1” key) + the letter:

Accent/Tilde + the letter = **à è ì ò ù**

Hold down the **apostrophe** key + the “C” key:

Apostrophe + C = **ç**

Hold down the **Shift** + **^** , then the letter. Nothing seems different on the screen at first. But then if you press the letter that you want to accent, the accented letter appears:

Shift + **^** + the letter = **â ê î ô û**

NOTE:

If you release the **Shift** key and then press a letter, you get a lower-case letter. If you continue to hold down the **Shift** key, you get an upper-case letter.

Hold down the **right Alt** key (to the right of the space bar) + the “Z” key:

Right Alt + **Z** = **æ**

Appendix C

Activities Away from the Computer

Switched-On School Schoolhouse® 2007 School Edition also offers activities for students which encourage learning away from the computer:

Special Projects

Each unit contains an assignment called “Special Project.” This is a blank assignment that’s available to teachers who want to create their own assignments and incorporate them into the grading. Teachers can encourage artwork, model-building, map work, etc.

Experiments

Although science experiments are demonstrated for students through video clips, there’s nothing like hands-on learning. Students find that the materials and procedures required for various experiments are stated, enabling them to actually do the experiments at home.

Novels

Language Arts 900–1200 comes with paperback novels. Students can find unit lessons in Switched-On Schoolhouse® 2007 School Edition that guide them as they read and comprehend the novels.

Research

Sometimes, in order to most effectively do projects, students are required to go on field trips or make visits to a library or museum. They may also need to access other reference sources outside of Switched-On Schoolhouse® 2007 School Edition for their research.

Lesson Printouts

Printing out Switched-On Schoolhouse® 2007 School Edition assignments can be useful if there are several students sharing only one computer or if students want to work where there’s no access to a computer. Students can go through lessons on paper or even use the printed sheets to review for quizzes or tests. Printing vocabulary or spelling list words also allows students to study definitions and practice spelling away from the computer.

Handwritten Notes

Students, especially high school students, can practice their note-taking skills, something that will be important in college. They can also use their notes to study from while they are away from the computer.

Hands-On Experience

Teachers can take advantage of opportunities to make practical application of what students are studying. If students are studying about measurements, for example, teachers can move the “classroom” into the kitchen and teach students how to bake cookies. If students are studying plants, growing an indoor or outdoor garden can help them to tangibly see the scientific principles. Teachers who are creative and involved in what their students are learning can come up with almost anything.

Appendix D

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