

# **Math Tools Training Manual**

## **High Tech Center Training Unit**

**Of the California Community Colleges at the  
Foothill-De Anza Community College District**

**21050 McClellan Road  
Cupertino, CA 95014  
(408) 996-4636  
(800) 411-8954**

**<http://www.htctullida.edu>**



# Table of Contents

<b>Alge-Blaster 3 (Win)</b> .....	1
<b>Algebra Animator (Win)</b> .....	3
<b>Algebra I HomeworkTutor (DOS)</b> .....	5
<b>Algebra Smart (Win)</b> .....	7
<b>Dr. Brain, The Lost Mind of (Win)</b> .....	9
<b>Dr. Brain, The Time Warp of (Win)</b> .....	11
<b>Encarta 98 Deluxe (Win)</b> .....	13
<b>Factory (Win)</b> .....	15
<b>Geometry Blaster (Win)</b> .....	17
<b>Hot Dog Stand (Win CD ROM)</b> .....	19
<b>Math Blaster Mystery 1.1c (Win)</b> .....	21
<b>Math for the Real World (Win)</b> .....	23
<b>Math Heads (Win)</b> .....	25
<b>Math Master (Win)</b> .....	27
<b>Math Resource Center (Win)</b> .....	29
<b>Mathematics (Win)</b> .....	31
<b>Microsoft Word 97 (Win)</b> .....	33
<b>SkillsBank 4 (Win)</b> .....	37
<b>The Trig Explorer (Mac/Win)</b> .....	39
<b>Winning at Math - Study Skills Computer Evaluation (DOS)</b> .....	41



# Alge-Blaster 3 (win)

---

**Publisher:**

Davidson & Associates, Inc.  
P.O. Box 2961  
Torrance, CA 90509  
(800) 545-7677  
www.education.com

**Retail Cost: \$44.95****System Requirements:**

386/16 MHz or faster MS-DOS compatible computer, hard disk with at least 5 Mb of free space, 4 Mb RAM, Windows 3.1 or higher, VGA card, mouse, Windows-supported sound accessory (for digitized speech).

**Description:**

Alge-Blaster Plus is a comprehensive algebra program designed by teachers of pre-algebra and algebra students. The program focuses on understanding the algebraic process and developing skills to solve problems. Specifically, its objectives are: to provide an instructive, interactive, and motivating format for improving algebra skills, to help students master the basic steps in solving algebraic equations, to prepare students to solve algebraic word problems, and to offer practice in basic graphing skills.

**Recommended Uses:**

Alge-Blaster 3 can be used as an interactive tutorial for algebra or as a supplement to an algebra course.

**Basic Use:**

1. Double-click on the Alge-Blaster 3 program group to open it.
2. Double-click on the Alge-Blaster 3 icon to start the program.
3. Enter your name in the sign-in box and press **Enter**. The program starts with a musical introduction which you may skip by pressing **Enter**.
4. From the Main Screen you have four choices which are the program's four activities. You can choose an activity by either clicking on one of the four buttons or by selecting it from the Activity menu. The Challenger activity is the main tutorial section of the program. Click on the Challenger button.
5. Choose a subject from the either the cascading Activity menu or from the Toolbar.

**Notes:**



# Algebra Animator (Win)

---

**Publisher:**

LOGAL Software Inc.  
125 Cambridge Park Dr.  
Cambridge, MA 02140  
800-564-2587  
[www.logal.com](http://www.logal.com)

**Retail Cost: \$ 199.00****System Requirements:**

386 processor or higher  
Microsoft Windows 3.0 or higher  
Color VGA monitor  
5 MB hard disk space  
4 MB RAM

**Description:**

Algebra Animator is designed to foster the ability of students to see connections between mathematics and the real world and to use mathematics to analyze and solve real-world problems. Animator uses a two-dimensional modeling environment in which students create and observe animations of objects whose movements are determined by equations and represented by mapping diagrams, tables of values, and/or graphs.

**Recommended Uses:**

Animator can be used as an open-ended environment or with the accompanying chapters of student activities and pre constructed Animator files.

**Basic Use:**

1. Choose **1st Look** from the Algebra Animator group.
2. Follow the directions in this tutorial to learn how to use Algebra Animator.
3. Try an activity from the Activity section of the manual. This will guide you through using the predefined files included with Animator.

**Notes:**

Additional users can be purchased for \$69.00 apiece. Network versions are available for \$1200 for 16-20 users and \$1300 for 21-30 users.

Be sure to check out their web site for LOGAL EXPRESS, an online way to check out any of their products.



# Algebra I HomeworkTutor (DOS)

---

**Publisher:**

Missing Link Software  
10 Leonard Street  
New York, NY 10013  
(800) 222-9296

**Retail Cost: \$48.00****System Requirements:**

- IBM PC or compatible
- DOS 3.3 or later
- 640K RAM
- CGA, EGA, or VGA
- 2 Mb available on hard drive

**Description:**

This program is an introductory approach to basic algebra skills. Skills addressed in this program include signed arithmetic, combining like terms, multiplication of monomials, monomials and the distributive property and laws of exponents. The student can either study from an extensive number of problems provided by the software program or enter his/her own. As the problems are solved, each step must be completed accurately before the student is allowed to continue on to the next step. Hints are provided should the student need them and examples of solved problems are available. The problems are not solved for the student, but the program allows the student to work through them and solve them on their own.

**Recommended Uses:**

This program is not intended to be an entire algebra course. The authors of this program recommend using it in conjunction with an algebra textbook. A book is better for learning new math vocabulary which is used in HomeworkTutor and the exercises in textbooks are better designed than the random problems HomeworkTutor creates. The intent of the program is to supplement a regular course, therefore some instruction is expected as well.

**Basic Use:**

1. At the C> type **cd \hwt** then press **Return** to change to the Algebra I directory.
2. Type **hwtagl** then press **Return** to start the program.
3. Follow the tutorial starting on page 3 of the manual to learn the basics of the program.

4. Try some of the exercises in the algebra textbook to see how a student could use this program to help with homework.

**Notes:**

# Algebra Smart (Win)

---

**Publisher:**

The Princeton Review  
50 Mall Road, Suite 210  
Burlington, MA 01813  
800-566-7737  
<http://www.review.com>

**Retail Cost:** \$ 28.95**System Requirements:**

486 DX processor or better  
8 MB RAM  
Double-speed CD-ROM drive or faster  
SVGA monitor and video card with 256 colors  
Sound card and speakers

**Description:**

Algebra Smart covers a full year of algebra curriculum with 12 lessons covering 60 subject areas and includes 137 videos. A glossary of terms is included as well as diagnostic tests. Scores are tracked and progress reports can be generated. The program is very interactive, using multimedia to get ideas across.

**Recommended Uses:**

This program could be used to supplement curriculum or as a self-paced tutorial.

**Basic Use:**

1. Insert the CD-ROM and the program automatically starts. If the CD-ROM is already in, choose Algebra Smart from the Princeton program group.
2. If this is your first time using the program, enroll and follow the on-screen directions for getting started. The introduction explains in detail how to use all of the features in Algebra Smart.

**Notes:**



# Dr. Brain, The Lost Mind of (Win)

---

**Publisher:**

Sierra On-Line  
Direct Sales  
PO Box 3404  
Salinas, CA 93912-9850  
(800) 757-7707  
[www.sierra.com](http://www.sierra.com)

**Retail Cost: \$ 39.95****System Requirements:**

IBM Compatible computer, 486SX/20 MHz CPU, CD-ROM drive, 1 MB hard drive space, 3 MB RAM free, Windows 3.1 compatible sound card, SVGA video board (256 colors @ 640 X 480), audio speakers or headphones, mouse.

**Description:**

Users reconstruct Dr. Brain's mind that he lost in an experiment using seven different types of intelligence to solve ten puzzle areas. A section of his mind is restored when users complete a required number of puzzles in a specific area.

**Recommended Uses:**

This software, through a game format, will provide many different tasks for students with learning disabilities or head injuries. It is designed to help students develop strategies in the following areas: Verbal/Linguistic, Logical/Mathematical, Visual/Spatial, Bodily/Kinesthetic, Musical, Interpersonal Communications, and Intrapersonal Communications.

**Basic Use:**

1. Double-click on the Dr. Brain icon to start the program. If you do not wish to see the introductory credits, just click the mouse button once to advance to the next level.
2. You will be presented with the screen to start a new game or to restore a game you started previously. Choosing a new game will lead you to an introductory cartoon that explains the situation and introduces the characters. To start a new game, click on the **New Game** page then enter your name by clicking on the letters. To continue a previous game, click on the **Restore** page, then select your name.
3. If you selected New Game, follow the introduction to learn how to play.

**Notes:**

# Dr. Brain, The Time Warp of (Win)

---

## **Publisher:**

Sierra On-Line  
Direct Sales  
PO Box 3404  
Salinas, CA 93912-9850  
(800) 757-7707  
[www.sierra.com](http://www.sierra.com)

**Retail Cost: \$ 39.95**

## **System Requirements:**

IBM Compatible computer, 486SX/20 MHz CPU, CD-ROM drive, 1 MB hard drive space, 3 MB RAM free, Windows 3.1 compatible sound card, SVGA video board (256 colors @ 640 X 480), audio speakers or headphones, mouse.

## **Description:**

Users reconstruct Dr. Brain's mind that he lost in an experiment using seven different types of intelligence to solve ten puzzle areas. A section of his mind is restored when users complete a required number of puzzles in a specific area.

## **Recommended Uses:**

This software, through a game format, will provide many different tasks for students with learning disabilities or head injuries. It is designed to help students develop strategies in the following areas: Verbal/Linguistic, Logical/Mathematical, Visual/Spatial, Bodily/Kinesthetic, Musical, Interpersonal Communications, and Intrapersonal Communications.

## **Basic Use:**

1. Double-click on the Dr. Brain icon to start the program. If you do not wish to see the introductory credits, just click the mouse button once to advance to the next level.
2. You will be presented with the screen to start a new game or to restore a game you started previously. Choosing a new game will lead you to an introductory cartoon that explains the situation and introduces the characters. To start a new game, click on the **New Game** page then enter your name by clicking on the letters. To continue a previous game, click on the **Restore** page, then select your name.
3. If you selected New Game, follow the introduction to learn how to play.

**Notes:**

# Encarta 98 Deluxe (Win)

---

**Publisher:**

Microsoft Corporation (Headquarters)  
One Microsoft Way  
Redmond, WA 98052-6399  
(800) 426-9400  
[www.microsoft.com](http://www.microsoft.com)

**Retail Cost: \$ 69.95****System Requirements:**

- Multimedia PC or compatible with 486 DX 50 MHz or higher microprocessor, 8 Mb of RAM, 30 Mb of available hard disk space, double speed or faster CD-ROM drive, audio board, and SVGA display with 256 colors or higher.
- Microsoft Windows 95 or later.
- MS-DOS 3.1 or later.
- Microsoft Mouse or compatible pointing device.
- Headphones or speakers.

**Description:**

Encarta 98 is an interactive multimedia encyclopedia with thousands of articles. It includes audio clips, and high-resolution graphics and videos.

**Recommended Uses:**

Encarta 98 can be used as a research tool to write reports.

**Basic Use:**

1. To start Encarta, insert the CD-ROM into the drive or choose the Microsoft Encarta icon if it is already in the drive.
2. Click on the Overview title to learn about Encarta and how to navigate.

**Notes:**

Encarta now comes in two versions: Encarta and Encarta Deluxe which is a two CD set. Monthly updates can be obtained through the Internet on a subscription basis.



## **Factory (Win)**

---

### **Publisher:**

Sunburst Communications/Wings for Learning  
101 Castleton Street  
Pleasantville, NY 10570-0100  
(800) 321-7511  
[www.nysunburst.com](http://www.nysunburst.com)

**Retail Cost: \$79.95**

### **System Requirements:**

Windows 3.1 or higher, 386 machine, 4MB RAM, VGA color monitor, hard drive, sound capability optional.

### **Description:**

The Factory is designed to teach problem solving strategies. It focuses on several strategies, including working backwards, analyzing a process, determining a sequence and applying creativity.

The first level of the program allows students to experiment with three machines. The students' creativity can be expressed in the second level of the program where they can design products, try to produce them using combinations of the three machines, and then challenge other students to produce them. In the third level, students are asked to look at a final product, and then work backwards to determine what process took place to construct the product. In order to perform the task, students must know the function of each machine and devise a sequence which will produce a final product.

### **Recommended Uses:**

The Factory teaches strategies such as:

1. Working Backwards - When working backwards, you solve the problem by determining what the final result should be and then working backwards to find what steps will give you that result.
2. Analyzing - Breaking down the problem, solving it in parts if possible, and identifying necessary and unnecessary information.
3. Looking for a Sequence - Finding order and discovering relationships.
4. Visual Reasoning - The ability to analyze an object that is visually presented.
5. Rotation - Understanding and applying the mathematical concept involving the number of degrees in a turn.

**Basic Use:**

1. Double-click on the Factory program group to open it.
2. Double-click on the Factory icon to start the program.
3. Choose the **Help** menu to read instructions about how to run the program.
4. Scan the curriculum for classroom use in the manual for ideas on how to use the program with a group. Also, be sure to examine the Workbook Modules and Workbook Materials in *The Factory Workbook*.

**Notes:**

# Geometry Blaster (Win)

---

**Publisher:**

Davidson & Associates, Inc.  
P.O. Box 2961  
Torrance, CA 90509  
(800) 545-7677  
[www.education.com](http://www.education.com)

**Retail Cost: \$ 39.95****System Requirements:**

Windows 95 or Windows 3.1x; 486/66 MHz or faster; 640x480; 256-color SVGA graphics; 8 MB RAM; Windows-compatible sound card, mouse, hard drive; double-speed CD-ROM drive.

**Description:**

Geometry Blaster covers an entire year's worth of geometry through a planetary search of hidden geometric principles. Hundreds of practice problems are presented and hyperlinked lessons and a special on-line glossary are available to guide users through their journey. Covers a full year of geometry featuring an interactive tutorial approach.

52 subject areas are covered including: triangles, angles, Pythagorean Theorem, properties of polygons and circles, coordinate and transformational geometry, proofs, theorems, logic, perimeter, area, volume, similarity, ratio and proportion.

A Video Chalkboard graphically presents over 50 lessons with step-by-step instruction and examples. The Geometry Handbook is available at all times and contains 52 lessons. An on-line glossary includes more than 150 important geometry terms along with illustrations and examples.

**Recommended Uses:**

This program could supplement geometry course-work or provide needed background for trigonometry and other courses.

**Basic Use:**

1. Insert the CD-ROM into the drive. The Geometry Blaster screen will automatically appear. Click on the Play button to begin.
2. Listen to the introduction if this is your first time playing or click the mouse to skip it. Sign in, then click on the Go button.
3. Choose an activity from the Activity menu or click on the geometry textbook to choose a lesson. Each lesson begins with instructions for that section.

**Notes:**

# Hot Dog Stand (Win CD ROM)

---

**Publisher:**

Sunburst Communications  
101 Castleton Street  
Pleasantville, NY 10570-0100  
(800) 321-7511  
[www.nvsunburst.com](http://www.nvsunburst.com)

**Retail Cost:** \$59.95**System Requirements:**

Windows 95; CD ROM drive.

**Description:**

Hot Dog Stand is a simulation that utilizes the computer's unique ability to randomly generate problems and events. It is designed to motivate students to become actively involved in developing a wide variety of mathematical and practical skills. The simulation requires planning and record-keeping, as well as judgments based on computational skills, to make as much money as possible while managing a hot dog stand at a series of football games.

**Recommended Uses:**

In the course of the simulation, the student must buy, price, and sell varying quantities of hot dogs, sodas, and potato chips. A great many variables—including weather, type of game, the related crowd size, product quality, product price, and "money in the bank"—influence the realistic decisions that ultimately affect each student's success with the program.

The random generation of variables assures that a student—or group of students—can use the same program over and over again.

**Basic Use:**

1. Open the Hot Dog Stand program from the **Programs** option on the **Start** menu.
2. Listen to the verbal instructions which familiarize the listener/viewer with the principles of using Hot Dog Stand.
3. Enter name in **Register** box.
4. Select **Beginner** option when prompted to choose playing level. This level, useful for the novice, leads the user through the game by flashing the object which must be selected to begin the next activity.
5. In ordering supplies, the user can use a calculator, or an estimator, and at the end, write a check.

6. Set prices.
7. Open the Hot Dog Stand.
8. Check the progress summary for sales.
9. Evaluate what was right about the sales and what was wrong: e.g., not enough courtesy kits, prices too high, poor quality (cheap supplies bought to save money).

**Notes:**

The intermediate and advanced levels of the game incorporate random events which the user must accommodate, just as one must accommodate random events in real life.

# Math Blaster Mystery 1.1c (Win)

---

**Publisher:**

Davidson & Associates  
PO Box 2961  
Torrance, CA 90509  
(800) 545-7677  
[www.davd.com](http://www.davd.com)

**Retail Cost: \$ 44.95****System Requirements:**

Super VGA or VGA graphics, Windows 3.1 or higher, 4 MB RAM for Windows 3.1, 8MB RAM for Windows 95, 33MHz 486 or faster, Double speed CD-ROM drive for CD version, Mouse, hard drive, Windows compatible sound card required for speech and sound effects.

**Description:**

Math Blaster Mystery builds pre-algebra, logical-thinking and word problem skills in a game format of searching Dr. Dabble's creepy mansion for a stolen brain. There are three levels of math difficulty and over 150 different word problems which are read out loud in digitized speech. Subjects cover estimation, proportion, order of operations, and equation completion.

**Recommended Uses:**

This program can be used individually or in group settings to supplement math curriculum.

**Basic Use:**

1. Insert the CD into the drive.
2. Open the Great Brain Robbery program group, then open the Great Brain Robbery application.
3. The best place to start learning about the program is to go to Math Blaster Help from the Help menu.
4. Choose an activity from the activity menu and try to solve the problems.

**Notes:**



## **Math for the Real World (Win)**

---

### **Publisher:**

Davidson & Associates, Inc.  
P.O. Box 2961  
Torrance, CA **90509**  
**(800) 545-7677**  
**www.education.com**

**Retail Cost: \$ 29.95**

### **System Requirements:**

486/66, 8 MB available RAM, 256 color super VGA graphics, Windows compatible sound card, double-speed CD-ROM drive, 10 MB free hard disk space, Windows 3.1/95.

### **Description:**

Math for the Real World uses a simulation of a musical group working its way to creating a music video. Players solve math problems along the way to make their savings grow with correct answers. Real world situations along the road trip are used to develop the following concepts: fractions, decimals, percents, measurement, patterns, volume, charts and graphs, logic and critical thinking, money, time, and weight.

### **Recommended Uses:**

This program could be used to reinforce basic math skills in an engaging multi-media environment that is geared to contemporary music.

### **Basic Use:**

1. Insert the CD-ROM into the drive. The program will startup automatically.
2. Click on the Play button to begin playing. Sign in and click on the Start New Tour button. A brief explanation of the game and the contract will appear.
3. Be sure to read all 4 pages of the contract to learn how to play the game then click on the accept button to begin playing.
4. Once the game begins, each task is explained. Answer the questions to make more money. Don't forget to stop for food and gas every now and then.

### **Notes:**



# Math Heads (Win)

---

**Publisher:**

Theatrix Interactive, Inc.  
1250 45th St.  
Emeryville, CA 94608  
info@theatrix.com  
<http://www.theatrix.com>

**Retail Cost: \$ 29.95****System Requirements:**

486/25 MHz  
8 MB RAM (5 MB available RAM)  
10 MB available hard disk space  
256 color support  
Double-speed CD-ROM drive  
Windows 3.1 or Windows 95  
16-bit Windows-compatible sound card  
Mouse and speakers

**Description:**

Math Heads develops strategies for problem solving in an interactive television format. Users can personalize the game by choosing a head, headgear, and a body or even scan in their own image. Each channel presents a different math activity designed to give practice in that area. This program is very interactive and adapts to each user in amazing ways.

**Recommended Uses:**

Math Heads was designed to develop pre-algebra skills in the areas of solving word problems, making mental calculations and estimations, computing fractions, decimals, percentages and equivalencies, and using logical thinking skills.

**Basic Use:**

1. With the CD-ROM inserted, choose Math Heads from the Theatrix program group. Listen to the lengthy intro explanation.
2. The first step is to create your character. Follow the on-screen prompts to do so. You can always return to this screen by choosing channel 1 with the remote control.
3. Once you have your character, you can choose a channel or go to the preview channel (2) to see where you would like to go.
4. Follow the on-screen instructions to complete each task.

**Notes:**

# Math Master (Win)

---

**Publisher:**

Accurate Research, Inc.  
762 Palomar Avenue  
Sunnyvale, CA 94086  
408-523-4788  
<http://www.drcdrom.com>

**Retail Cost: \$ 29.95****System Requirements:**

486 DX-33 or better processor  
8 MB RAM, 16 recommended  
640x480 VGA display capable of 256 colors  
Sound Card  
Mouse  
Microsoft Windows 3.1 or later  
CD-ROM drive, double speed or better

**Description:**

Math Master is a 5 disc set that covers a broad range of subject areas. Disc titles include: Pre-Algebra, Algebra 1, Algebra 2, Geometry, and Trigonometry. Students are presented with problems and shown how they are solved. Problems can be read out loud with the click of a button. They can then take a quiz to test their understanding.

**Recommended Uses:**

Mathematics could be used as backup information for students in the form of self-paced tutorials.

**Basic Use:**

1. Place the CD ROM of your choice into the CD ROM drive.
2. Open the Math Master Programs Group from the Start Menu.
3. Choose the icon corresponding to the CD ROM you inserted.
4. The first screen shows the chapters for this disc. Click on the chapter you wish to explore.
5. Click on the buttons of the controller in the right side of the screen to hear the text read to you.
6. Follow the on-screen directions to complete the lesson.

**Notes:**



# Math Resource Center (Win)

---

**Publisher:**

Aces Research, Inc.  
510-661-2093  
[acesxpirt@aol.com](mailto:acesxpirt@aol.com)

**Retail Cost:** \$ 32.95**System Requirements:**

A 386 or higher multimedia PC with 4 MB of RAM, VGA graphics with 256 colors, MS-DOS 5.0 or later, Windows 3.1 or Windows 95, a mouse and CD-ROM drive.

**Description:**

The Math Resource Center is a comprehensive group of math lessons covering five topic areas: Algebra, Geometry, Trigonometry, Calculus, and Statistics. Over 1,500 problems take students from beginner to advanced lessons. The approach is essentially a textbook online with related problems to be solved. Users switch between a Textbook Window and the main problem solving window where they can get hints or solutions to problems.

**Recommended Uses:**

The Math Resource Center can be used as self-paced instruction or as supplemental material for course-work.

**Basic Use:**

1. Insert the CD of your choice into the drive.
2. Open The Math Resource Center program group and open the Help file. Browse the contents to learn how to operate the application.
3. When you are familiar with the navigation of the application, open the application corresponding to the disc you inserted.
4. Choose the Practice or Text button to begin.

**Notes:**



# Mathematics (Win)

---

## **Publisher**

Pro One Software  
P.O. Box 16317  
Las Cruces, NM 88004  
505-523-6200

**Retail Cost:** \$ 37.95

## **System Requirements**

IBM PC or compatible, CD ROM drive, Windows 3.1 or higher, Windows 95 or higher.

## **Description**

Mathematics is a 5 disc set that covers over 250 subject areas. Disc titles include: Pre-Algebra, Algebra 1, Algebra 2, Geometry, and Trigonometry. Students are presented with problems they can either solve themselves, get tutorial information on, or see the problem worked out. Short video segments of an instructor supplement the lessons.

## **Recommended Uses**

Mathematics could be used as backup information for students in the form of self-paced tutorials.

## **Basic Use**

1. Place the CD ROM of your choice into the CD ROM drive.
2. Open the Sofsource Program Group from the Program Manager.
3. Choose the icon corresponding to the CD ROM you inserted.
4. The first screen shows the chapters for this disc. Double click on the chapter you wish to explore.
5. Choose the lesson you wish to view and double click on it.
6. Follow the on-screen directions to complete the lesson.

## **Notes**



## Microsoft Word 97 (Win)

---

### **Publisher:**

Microsoft Corporation (Headquarters)  
One Microsoft Way  
Redmond, WA 98052-6399  
(800) 426-9400  
www.microsoft.com

**Retail Cost: \$ 339.00**

### **System Requirements:**

Computer with 486 processor or greater  
Microsoft Windows 95 or later, and a 1.2 Mb or greater floppy disk drive  
Hard drive with at least 8 MB space available and 35 MB for complete installation  
At least 8 MB RAM  
VGA Monitor or better resolution  
Mouse  
CD-ROM drive

### **Description:**

Word is a powerful document processing environment. This version includes the basic features of several applications users generally think of as separate from their word processor, e.g., charting with the graph function, graphics with a draw function, mathematical equation writing with an equation editor, and built-in spell check, grammar check, and thesaurus.

### **Recommended Uses:**

Word can be used to accomplish nearly every word processing task. This Windows version adds ease of use to its list of powerful features. For students with learning or cognitive disabilities, the menus and icons of the graphical user interface may be more intuitive and thus easier to use. Built-in interactive spell check, autocorrect, thesaurus, and grammar check should also help these students. For students with physical disabilities, having an equation editor and draw function built-in should also prove to be very useful. Students with mild visual disabilities will benefit from having larger print available within the program by changing the size of the type or using the zoom feature. All users will like the extensive on-line help.

### **Basic Use:**

1. Start up Word by choosing it from the **Start Menu**.

2. From the **Help** menu, choose **Microsoft Word Help**. The paperclip agent appears with some suggestions.
3. Type a topic of interest into the text field, then click **Search**. The help topic or topics the agent thinks you might want to look at are listed.
4. Pick a topic by clicking on it and follow the directions. Many topics include wizards that walk the user through a tutorial.

## **Intermediate Use:**

### **Real-Time Spell Check Function**

When this option is selected, Word puts a wavy red line under any word not in its dictionary. The user can right click on an underlined word to see what list of suggested correct words the program has selected. If the correctly spelled word is present, clicking on it will automatically cause it to replace the misspelled word. To turn on this function in Word do the following:

1. From the **Tools** menu select **Options**.
2. Click on the **Spelling & Grammar** tab.
3. Under the Spelling area, check the box next to **Check spelling as you type**.

### **Grammar Checker**

The use of a grammar checker may be helpful for students with some prior knowledge of grammar rules and writing style conventions. However, for students not able to benefit from grammar checker use, creating a custom grammar check profile for them is a consideration. It is possible to turn off or on every feature within the grammar check program. Perhaps only one grammatical rule could be checked, that of subject-verb agreement. Students could work in instructor-created text especially constructed to effectively trigger the grammar checker. This focused activity could have a two-fold benefit: students could experience a grammar checker working efficiently, and they might also learn more about subject verb agreement—either from the activity itself or from actively reading all the **Explain** screens if their reading levels allow it.

### **How to Customize the Grammar Checker**

1. From the **Tools** menu select **Options**.
2. Click on the **Spelling & Grammar Tab**.
3. Make sure the **Check Spelling as You Type** function is not checked; keep the use of the Spell Check as a dedicated activity. From the Grammar section, select the box next to **Check Grammar as You Type**.
4. Click the **Settings** button to *see* the grammar checker options.

5. Deselect all grammar and style options except **Subject-Verb Agreement**.
6. Click OK.

The grammar checker now has been modified. The next task is to write text with subject-verb errors which effectively trigger the grammar check rules.

### **An Auto-Correct Function**

When this function is on, Word will automatically correct "adn" to "and" as the user types. Word comes with many common typing errors entered into the autocorrect dictionary. It also is very easy to add one's own personal common typing errors.

Directions for turning on this function and for adding personal choice typing errors:

1. From the **Tools** menu, select Autocorrect.
2. Make sure that **Replace Text as You Type is** selected.
3. Enter a frequent typing error into the **Replace** field, and in the **With** field enter a correctly spelled version of the word.

### **Outline Function**

It is useful for some students to work in the outline mode for pre-writing activities, brainstorming and making a list of related ideas. The outline function allows topics to be dragged, or moved up or in through the tool bar, and students can develop a coherent document structure.

To begin Outline mode, go to the **View Menu** and choose **Outline** view. Note the new tool bar. To return to Normal view, go to the View menu and select **Normal**.

### **Use Word Document Templates or Wizards**

Microsoft Word comes with many useful document templates. They can be accessed through the New dialog box. Also accessible from this dialog box are numerous "Wizards" which lead the user through customization processes for different document types.

### **Notes:**



## **SkillsBank 4 (win)**

---

### **Publisher**

Skills Bank Corporation  
Park View Center 1  
7104 Ambassador Road  
Baltimore, MD 21244  
(800) 451-5726  
[www.skillsbank.com](http://www.skillsbank.com)

**Retail Cost: \$1,245.00**

### **System Requirements**

Skills Bank 4 will work in Windows 3.1, Windows 95, NT; purchasable as a single-user CD, 5-user lab pack, or as a network version (50-user or unlimited in one building).

### **Description**

Skills Bank 4 is an all-new version of the basic SkillsBank 3 program. The activities are the same, but the format is different. The program now comes on CD ROM only. Critical thinking strands are incorporated throughout each subject area. The 200 plus topics are contained in 19 subject areas. The program comes contains these basic content areas: reading, language, writing, basic mathematics, intermediate mathematics, and information skills.

### **Recommended Uses**

Skills Bank software is useful for any student needing a brief, basic tutorial review in major basic skills areas. This new version comes with a complement of in-depth activities which can be purchased. There are two Practice series and a MathCheck starter kit currently available.

#### **Major Components:**

Diagnostic and prescriptive pre-tests  
Basic skills lessons  
Quizzes  
Thinking skill lessons

#### **New Features:**

- Voice and sound guide students through lessons and provide an extra modality for learning.
- Lessons on Internet fundamentals are included.
- Mathematics activities have been revised and there are 40 new activities.

- Purchasable Language Practice Series provides 22 add-on lessons with open-ended interactive practice on all concepts in SkillsBank Language Series.
- Purchasable Computation Practice Series features 24 add-on lessons with randomly generated problems in an open-ended interactive setting.
- Enhanced teacher reports.
- Purchasable mathematics worksheet generator (MathCheck) which offers add-on libraries of additional math content.

## Notes

### Pricing:

Single User Set (Basic Skills)	\$1245.00
5-User Lab Pack	\$2490.00
50-User Net Site	\$4980.00
Unlimited Net Site	\$7470.00

# The Trig Explorer (Mac/Win)

---

## **Publisher**

Cognitive Technologies Corp.  
3601 East West Hwy.  
Chevy Chase, MD 20815  
301-907-3955  
<http://www.coetech.com>

**Retail Cost: \$ 39.95**

## **System Requirements**

Mac OS 7.1 or higher or Windows 3.1 or 95, 8 Meg. RAM, 10 Meg HD space,  
Sound card recommended.

## **Description**

The Trig Explorer contains lessons that use animated and engaging illustrations and real world applications. The Trig Explorer builds many bridges from math to science, history, and real world phenomena. It uses voice, music, creative animations, and many interactive activities.

## **Recommended Uses**

Could be used as supplemental information or as an introduction to trigonometry topics.

## **Basic Use**

1. Insert the CD-ROM.
2. Choose the Trig icon to start the program.
3. Choose a topic from the list on the left side of the screen and follow the on-screen directions.

## **Notes**



# Winning at Math - Study Skills Computer Evaluation (DOS)

---

## **Publisher**

Academic Success Press, Inc.  
P.O. Box 25002, Box 132  
Bradenton, FL 34206  
(941) 359-2819

4915 80th Avenue Circle East  
Sarasota, FL 34243

**Retail Cost: \$179.95**

(for site license)

## **System Requirements**

- IBM PC or compatible computer
- 128K RAM

## **Description**

This program evaluates students' math study skills based on responses to questions and provides positive suggestions to improve study skills. Questions and answers can be printed for later reference.

## **Recommended Uses**

Any student may benefit from this study skills evaluation, especially if the suggestions are followed.

## **Basic Use**

1. Insert the 3 1/2" program disk into drive B.
2. At the C> type B: then press **Enter** to change to the B drive.
3. Type **Take Survey** then press **Enter** to start the program.
4. Press **Enter** when the next screen appears to continue.
5. Type your name then press **Enter**.
6. Answer the questions with A, B, or C. When the 20th question has been answered the program will ask you to turn on the printer. When the printer is on, press **Enter** to print the questions and suggestions for improvement.

## **Notes**

