

UNIT 4



WRITE WITH MAXWRITE

Learning Objectives

After completing this unit, you should be able to:

- acquire a general overview of Word Processing & Scholastic Keys;
- characterize MaxWrite as a word processing program;
- activate MaxWrite;
- familiarize the parts of MaxWrite window;
- perform some basic routines in MaxWrite such as creating, saving and opening a document;
- change the color of text;
- use the Standard, Formatting, Shapes and Table Toolbars;
- add text effects; and
- make the most of MaxPaint, Spelling Check, and Header and Footer features of MaxWrite.



Lesson 1



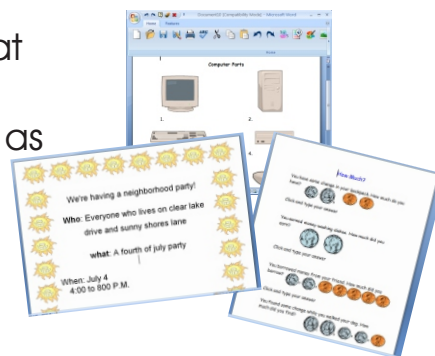
Unlocking the Kid Power Word Processing & Scholastic Keys



Word Processing

Computers make it easy for you to type and edit documents such as your personal information, notes at school, poems, and many more. Even making it attractive before you print it in the printer, this is known as word processing.

To do word processing, you need to use a word processing program such as Microsoft Word for grown up and MaxWrite for kids like you.



Introducing Scholastic Keys - Unlock the kid power in Microsoft Office!

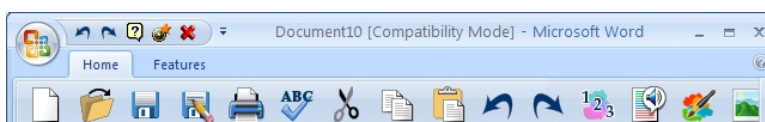
Scholastic Keys is an early childhood interface to Microsoft Office. Scholastic Keys is very suitable especially to the graders. It takes the Microsoft Office and turns it into a kid-friendly tool with simplified toolbars, big buttons and easy-to-find graphic enhancements for documents, spreadsheets and presentations.



MaxWrite

MaxWrite (for Microsoft Word)

Simplified
Toolbar



MaxPaint tool offers over 70 backgrounds, 350 stamps and drawing tools to spark creativity

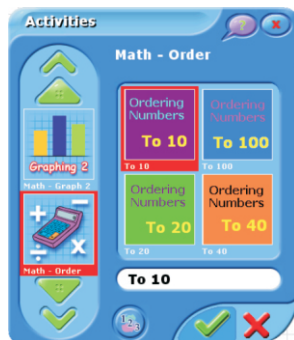
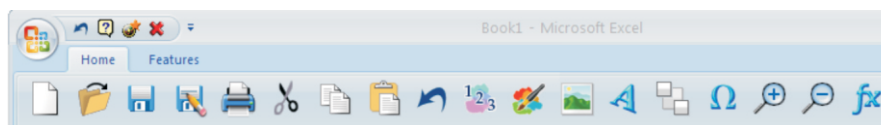


ClipArt Gallery includes over 800 images in 60 categories. Pupils can also create their own original and scanned images

MaxCount (for Microsoft Excel)

MaxCount

Home and
Feature Ribbons



Activity files give pupils ideas for data collection and graphing.

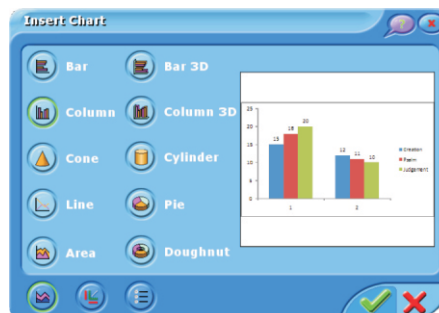
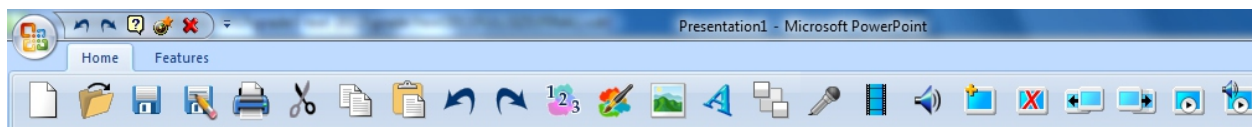


Chart tools provides many graphing options plus preview images and formatting features

MaxShow (for Microsoft PowerPoint)

MaxShow



MaxRecorder lets you record sounds and create a sound library.



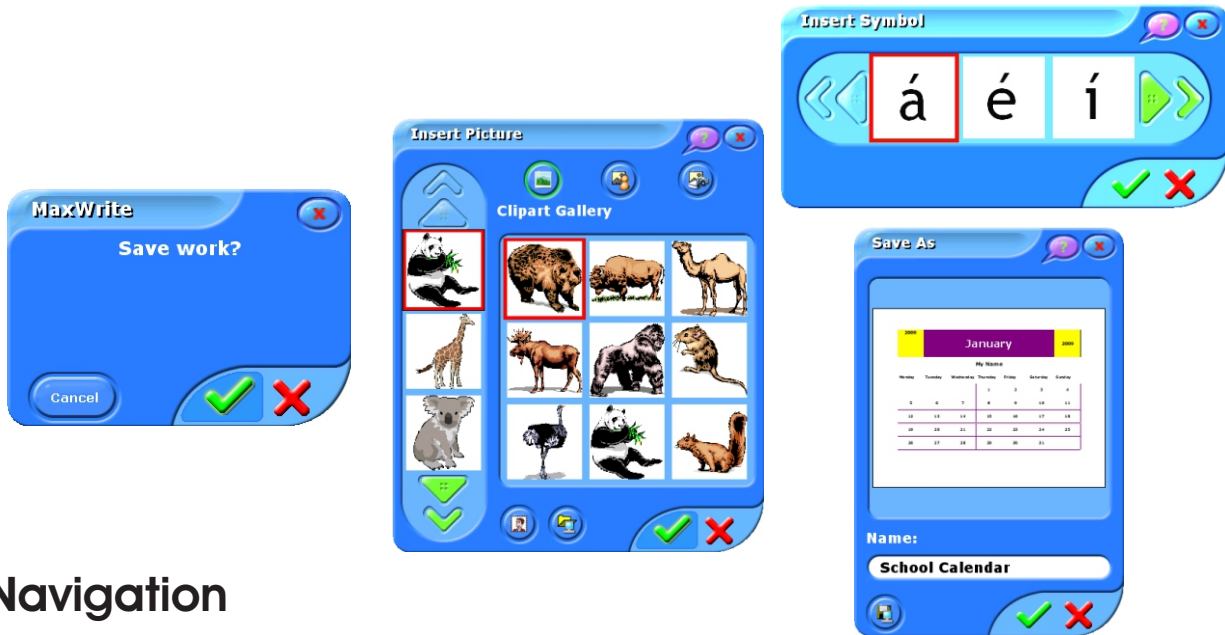
Attach sound feature lets you choose from dozens of ready made sounds.

Scholastic Keys consists of a Home tab and a Features tab. The Home tab displays the most common features for MaxWrite, MaxCount and MaxShow. The Features tab displays additional application-specific features and "split buttons" that users can click to display additional feature groups (e.g. clicking the Tables button displays the tables features group on the ribbon).

Dialog Boxes

All the dialog boxes within Scholastic Keys have a common look and feel as shown below.

The dialogs use common controls and navigation arrows to access features, content, and documents easily.




Navigation

Navigating through lists of items comes easy with the following navigation buttons:

- | | | | |
|--|-----------------------------|--|-------------------------|
| | Previous Item button | | Next Item button |
| | First Item button | | Last item button |

The Close button in the top right-hand corner, the dialog closed without performing any action.

Each dialog provides online help. If you need help at any time, just click the  **Help** button.