Microsoft Office ASL Project: An Interactive Resource for Teaching Deaf Students Technical Information

Microsoft Office ASL Project

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Introduction

- This project provides an interactive computer CD of American Sign Language (ASL) signs and sentences appropriate for teaching *Microsoft Word* concepts in "Applications Software", a course offered by NTID's Applied Computer Technology Department.
  (http://www.rit.edu/~ewcncp/act1)

- The instructional design of this CD serves as a model for the development and implementation of a resource that can be used by both faculty and students to improve their technical communication.

- This CD contains terminology associated with Microsoft Word 2000. Eventually the terminology of all the applications contained in Microsoft Office 2000 Professional Edition, will be developed.

Project Development

- <u>Identification of Terminology</u>. Professors who teach "Applications Software" were consulted on the most frequently used terminology associated with teaching Microsoft Word.

- <u>Target Signs & Sentences</u>. The signs and sentences were reviewed by native signers with expertise in teaching personal computer applications.

- <u>High Quality Video Images</u>. The highest quality video images of the signs and sentences were recorded and converted to computer video files.

- <u>FileMaker Database</u>.   The words, sentences and video files were entered into a FileMaker database. Runtime versions of database for Mac and PC were generated.

CD Design

- <u>Database Layouts</u>. Students can select from three layouts; List, Word and Sentence.

- <u>List Layout</u>
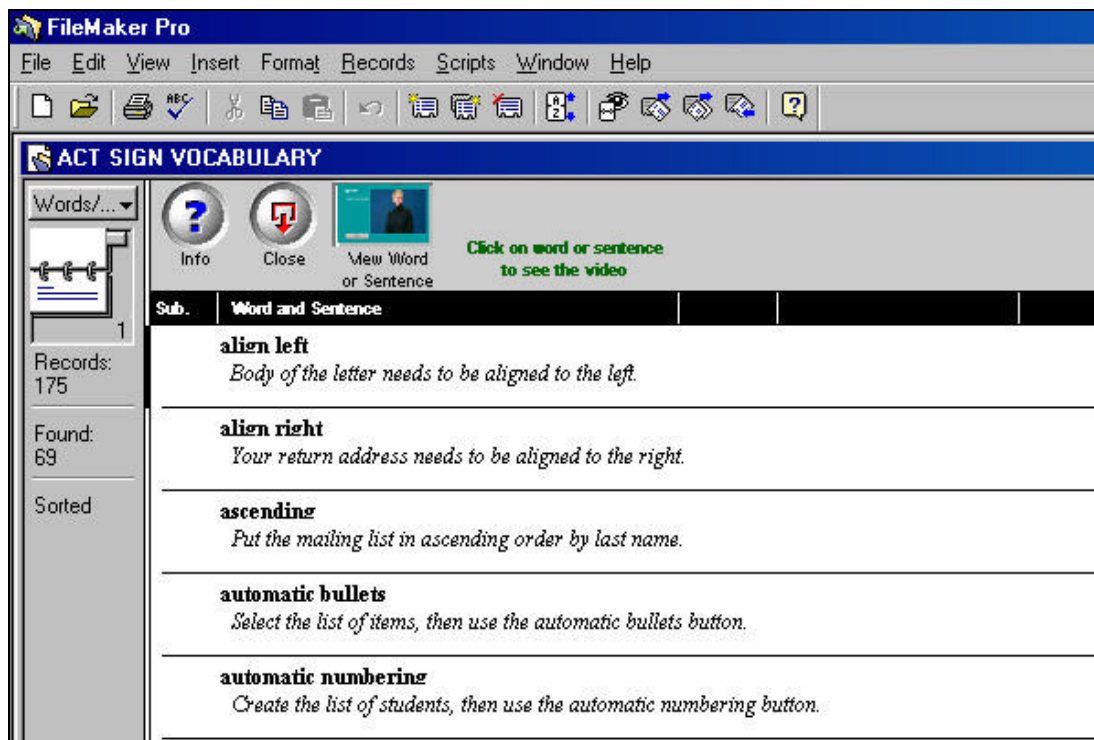
- When a student clicks on a word or sentence, the computer links to the word or sentence layout and plays the video file.

- The terms can be searched or sorted according to the needs of the user.

- The list can be printed for review purposes.

CD Design

- ## Word and Sentence Layout
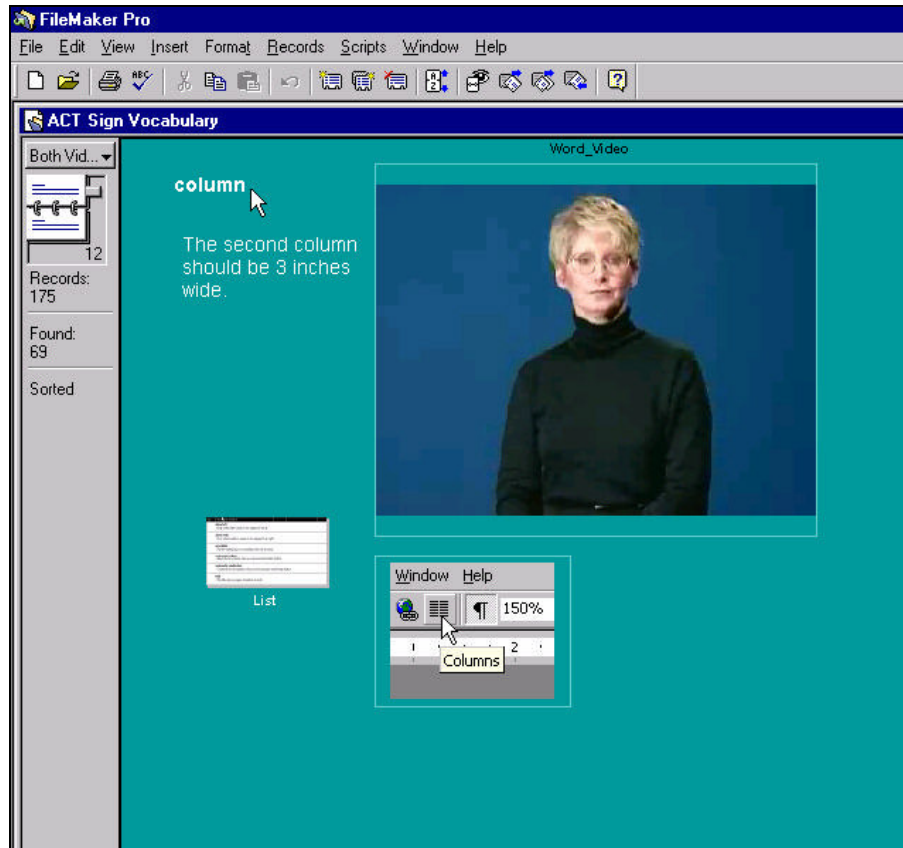
- The word or sentence is played automatically when linked from the List Layout. Students can view the video file as frequently as they wish.

- The video display is large & very smooth.

- Graphics from Word Toolbars and Menus are included in many of the Word and Sentence Layouts.
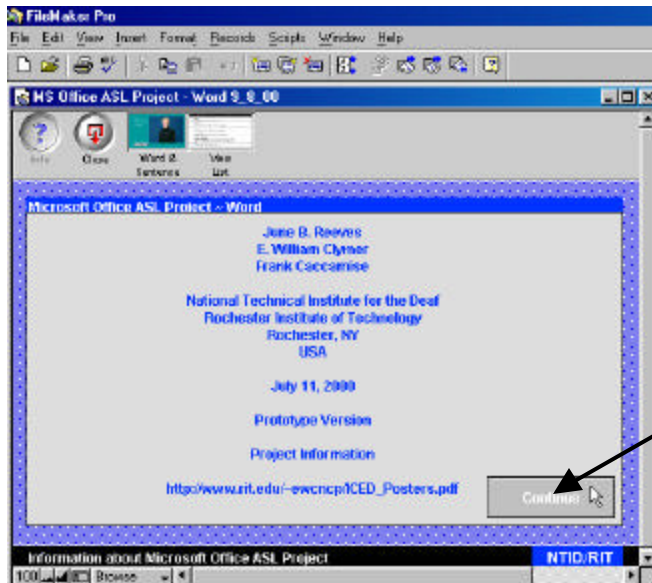
How to Use the
Microsoft Office ASL Project Materials

1. Start the program by double-clicking on the "MS Office ASL Project Solution" file.
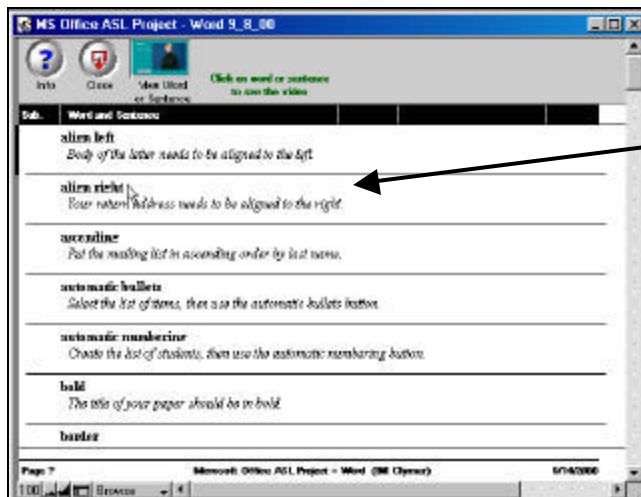
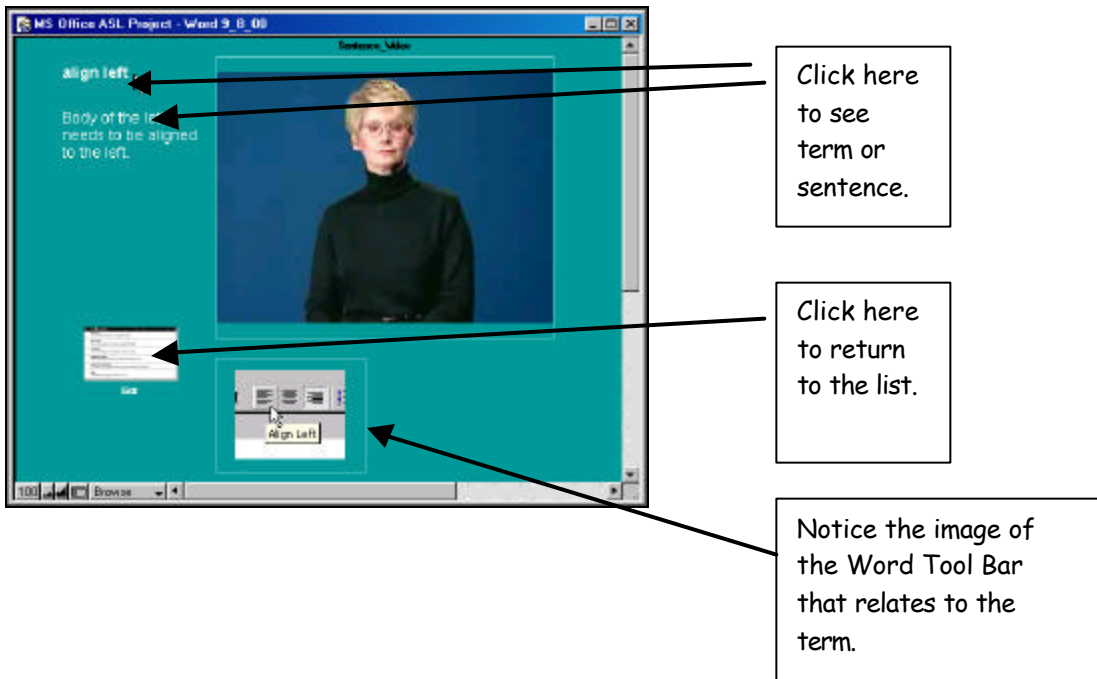If asked for a password, leave it blank
and click "OK"

2. Click on the "Continue" button.

Click here

3. Click a word or sentence to see the sign.

Click here

4. Click on the word or sentence to see the sign. Click on the list button to return to the list of terms.

Click here to see term or sentence.

Click here to return to the list.

Notice the image of the Word Tool Bar that relates to the term.

Installing Microsoft Office ASL Project on a PC
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Required:

1. Adobe Acrobat to read the information files contained on the CD.
2. Apple Quicktime for playing the movies of the terms and signs.

To Install on a PC

Copy the contents of the MS Office ASL Project Solution Folder (Approximately 100 MB) to your computer hard drive from the CD.

Copy the entire folder rather than opening the folder and copying the contents.
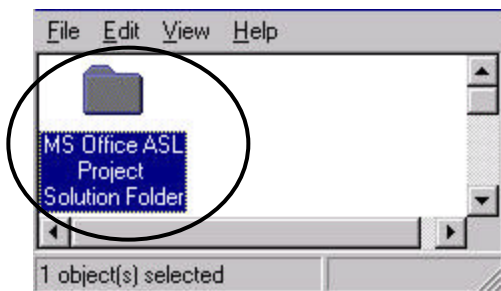
Run Directly from a PC

It is possible to run this application directly from the CD, without moving the files to the hard drive. It works best on faster machines. Optimal performance occurs when the application is run from a hard drive.
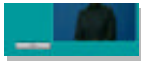
Sub.	Word and Sentence			

align left
Body of the letter needs to be aligned to the left.

align right
Your return address needs to be aligned to the right.

ascending
Put the mailing list in ascending order by last name.

automatic bullets
Select the list of items, then use the automatic bullets button.

automatic numbering
Create the list of students, then use the automatic numbering button.

bold
The title of your paper should be in bold.

border
First type the heading of the memo, then put a border around it.

button
On the tool bar, use the table button to make the table.

carriage return
To start a new paragraph, press the carriage return.

center
The title at the top of the document should be centered.

Clip Art
Insert the clip art picture into your document.

column
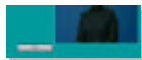*The second column should be 3 inches wide.*

copy
Copy the paragraph.

Cut
*Cut the sentence.*

descending
Sort the list in descending order. (X)

Sub.	Word and Sentence			

deselect

After changing the format, deselect the text.

drag and drop

To rearrange the document, use drag and drop.

filename

To save the document with a new filename, use save as.

folder

Put all of the files in the folder on the desktop.

font

If you want to choose a new font, use the font list arrow.

footer

In the footer, put the date and page number.

format

Under the format pull-down menu, select paragraph.

formatting toolbar

In the formatting toolbar, use the bold and underline buttons.

header

In the header, put the name of the file.

highlight

The text that you want to change should be highlighted

horizontal ruler

If you want to change the tab positions in a paragraph, put the cursor in the paragraph, then move the tabs in the horizontal ruler.

indent

Indent the first line a half inch.

insertion point

Put the insertion point at the beginning of the paragraph.

italic

Select the sentence, then change it to italic.

justify

To make the paragraph even on the right and left sides, use the justify button.
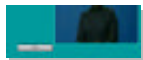
Sub.	Word and Sentence				

keyboard command
To save the file, use the keyboard command.

margin
To set the left and right margins, use the horizontal ruler.

memo
Look at the example, then create a memo like it.

menu bar
On the menu bar, select "Format".

mouse
To select the picture, use the mouse.

mouse pointer
The mouse pointer is an arrow.

move
To move the selected text, move the pointer.

normal view
Normal view does not show the headers and footers.

outline view
In outline view, you can expand it to see the entire document.

page layout view
If you want to see how your document will print, choose the page layout view.

page number
The page number should always be put in the footer.

paragraph
For the second paragraph, change the format to match paragraph one.

paste
Paste the sentence at the end of the document.

print preview
To check how your document will print, use print preview.

pull-down menu
On the toolbar, select the edit pull-down menu.
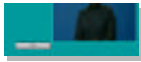
Sub.	Word and Sentence			

revise
  Your document should be revised to include the corrections.

row
  On your table, add a row by pressing tab.

save
  If you do not save your file frequently, you may loose it.

select
  Select the sentence, then underline it.

selecting text
  Select the text, then make format changes.

sort
  Select the names, then sort them in ascending order.

space/blank
  Be sure to leave one space between each word.

spelling check
  Always use the spelling check before you print.

standard toolbar
  The standard toolbar has the copy, cut and paste buttons.

status bar
  The status bar has the page and section numbers.

symbol
  Under the title of the book, include the copyright (©) symbol.

tab
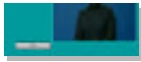 *Decide if you want a left, center or right tab.*

table
  Create a table with 3 columns and 2 rows.

text
  First select all the text, then change the font.

title bar
  At the top of the screen the title bar shows the name of the document.

Sub.	Word and Sentence			

tool tip

When you put the pointer on a button, the name of the button will appear. This is called the "Tool Tip".

toolbar

In the toolbar, select the save button.

underline

The important words in your story need to be underlined.

undo

If you want to fix a mistake, select the undo button.

usually

To setup their databases, usually people use the Table Wizard.

view buttons

The lower left corner of the display shows the view buttons.

wizard

Microsoft Office has many wizards to help you setup documents.

word processor

The word processor that we use in lab is called "Word 7.0"

zoom

If the text is small or difficult to read, use the zoom control.

Microsoft Office ASL Project Materials
Evaluation Form

Check all that apply:

Your ASL Skill Level
☐ Beginning ☐ Intermediate ☐ Advanced

Your Computer Skill Level
☐ Beginning ☐ Intermediate ☐ Advanced

Your MS Office Experience
☐ Beginning ☐ Intermediate ☐ Advanced

Your Status
☐ NTID faculty / staff ☐ NTID Student ☐ Other_____

After you have viewed the signs and sentences, please complete the following questions.

		Strongly Agree				Strongly Disagree
1	It is easy to use this CD.	5	4	3	2	1
2	The instructions are clear.	5	4	3	2	1
3	It is easy to find the sign I wanted.	5	4	3	2	1
4	It is easy to see the sign in sentences.	5	4	3	2	1
5	I will recognize the correct Office sign when I see it in the future	5	4	3	2	1
6	I will be able to produce the correct Office sign in the future.	5	4	3	2	1
7	The sentences were useful	5	4	3	2	1
8	The FINAL, COMPLETE version of this Microsoft Office ASL *CD Package* will help me in my teaching or learning about Microsoft Office.	5	4	3	2	1

Please write any comments you may have on the back of this form. Thank you.

Return this Form to Bill Clymer, RIT/NTID, 60-2461