

# TIPS & TRICKS FOR CLASSIFIED STAFF

## 1. Google Search Tools

- a. Search Features:

<http://www.google.com/help/features.html>

- b. Narrowing Search Results: →

## 2. Microsoft Office

- a. Microsoft Office Templates and ClipArt:

<http://office.microsoft.com/en-us/>

- b. Microsoft Office Help:

<http://office.microsoft.com/en-us/support>

- c. Microsoft Windows Help:

<http://windows.microsoft.com/en-us/windows/help>

## 3. Internet Safety

- a. NetSmartz:

<http://www.netismartz.org/index.aspx>


- b. CyberSmart: <http://www.cybersmart.org/>

## 4. Mimio Interactive

- a. Mimio Training: <http://www.us.mimio.com/en-US/Training/Overview.aspx>

- b. Mimio Connect: <http://www.mimioconnect.com/>

## 5. Google Apps for Educators

- a. Logging In: From our district web site, go to the “Staff” area and scroll down below the icons to the  button. Your login is the first part of your e-mail address and your password is: \_\_\_\_\_.

- b. Google Docs: <http://docs.google.com/support/?hl=en>

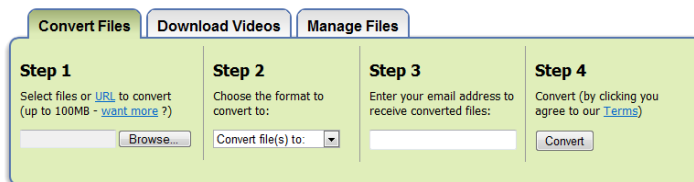
<http://docs.google.com/support/bin/answer.py?hl=en&answer=49008>

- c. Google Sites: <http://www.google.com/support/sites/?hl=en>

- d. More from Google: <http://www.google.com/intl/en/options/>

## 6. Convert a YouTube Video

- a. <http://www.zamzar.com>



Convert Files Download Videos Manage Files

**Step 1**  
Select files or [URL](#) to convert (up to 100MB - [want more ?](#))

**Step 2**  
Choose the format to convert to:  
Convert file(s) to:

**Step 3**  
Enter your email address to receive converted files:

**Step 4**  
Convert (by clicking you agree to our [Terms](#))

7. **Where to find this document online:** From the district web site, go to the “Staff” area. Click the “DocuShare” icon. Go to the “Instructional Technology” folder and then to the “Help” folder. Click the “Tips & Tricks for Classified Staff” link.

