

## Ink Aware and Microsoft® Excel in the Office

### Before You Start

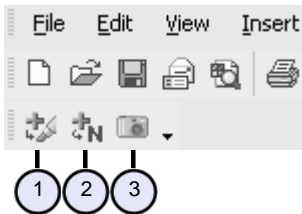
This module assumes that your computer is running, that the SMART Board interactive whiteboard is connected and that you have already oriented the whiteboard. A Quick Reference Guide to help you orient the whiteboard is available at <http://www.smarttech.com/trainingcenter/windows/trainingmaterials.asp>.

This module also assumes that you have a basic understanding of the Microsoft Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your desktop, you use left-, right- or double-clicks, depending on the function you want to perform. You use the SMART Board interactive whiteboard in the same way. If you get stuck, simply think about what you would do at your desktop and see if you can replicate those actions on the interactive whiteboard.

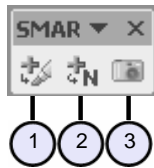
### Microsoft Excel

When using Microsoft Excel with your interactive whiteboard you will notice three new buttons; they will usually be integrated with the current Excel toolbar, or may be a separate floating toolbar.

*Integrated with Excel toolbars*



*Separate floating toolbar*



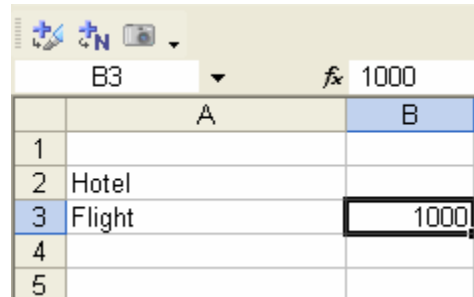
- 1** Press this button to insert your notes as an image directly into your Microsoft Excel document.
- 2** Press this button to convert your handwriting or printing to typed text directly into the active cell.
- 3** Press this button to capture an image of the screen into Notebook software.

If you do not see either of these toolbars, select **View > Toolbars > SMART Aware Toolbar** in Microsoft Excel.

## Preparation

In order to complete this example you will need to create a short sample Microsoft Excel spreadsheet. In a real world example you could use any previously existing spreadsheet.

- 1 Open Excel.
- 2 Using your computer's keyboard, type *Hotel* in cell A2.
- 3 Type *Flight* in cell A3.
- 4 Type *1000* in cell B3.

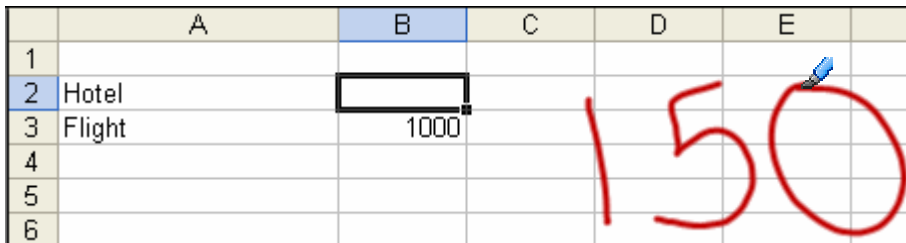


	A	B
1		
2	Hotel	
3	Flight	1000
4		
5		

## Using Ink Aware in the Office

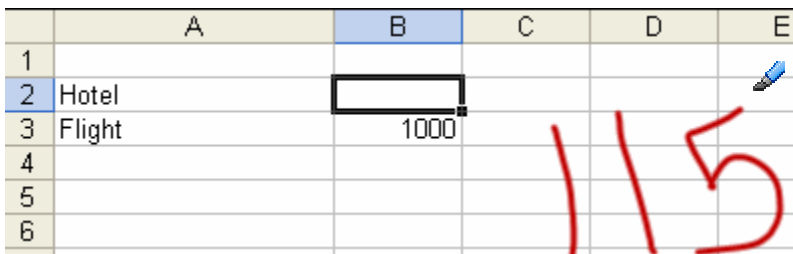
Let's assume that you will be attending a conference with a group of colleagues. As a group, you've prepared a travel request and are getting ready to present it to the person who can authorize the expense.

- 1 Someone states that the hotel will cost \$150 per night. Press cell B2 to highlight it, pick up a pen and write *150* on the interactive whiteboard.




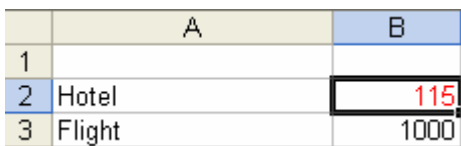
	A	B	C	D	E
1					
2	Hotel				
3	Flight	1000			
4					
5					
6					

- 2 Someone else states the corporate rate is actually only \$115. Put the pen back in the pen tray and press once on the board to erase your note. Now, write *115* on the board.



	A	B	C	D	E
1					
2	Hotel				
3	Flight	1000			
4					
5					
6					

- 3 Press the **Insert as Text** button  to add the hotel rate in the appropriate cell.




	A	B
1		
2	Hotel	115
3	Flight	1000

- 4 Your team lead states you should get at least three price quotes on the flight. Circle the flight cost, cell B3, and write *Get Quote*.

	A	B	C	D	E
1					
2	Hotel				
3	Flight	1000			
4					
5					
6					
7					
8					

*Get Quote*

- 5 The travel coordinator deals with a travel agent who can provide three quotes from different airlines with just one phone call. You press the **Insert as Image** button .
- 6 Save your Excel file so the travel coordinator will be able to see your notes when you e-mail him the file, and ask for the quote you need.

Congratulations! You have completed the *Ink Aware and Microsoft Excel in the Office* Hands-on Practice.