

# Basic SMART Board Functions Practice Sets

## Practice Set 1

- SMART Board Installation
  - Connections
  - SMART Board Software Applications
- Orienting the SMART Board
  - From the Board
  - From the System Tray
- Using the Control Panel to Adjust SMART Board Settings
  - SMART Board Settings
    - Hardware Info & Settings
      - Projected/Non-Projected Modes
  - Orient/Align the SMART Board
    - Settings: Quick(4), Standard(9), Wide-Standard(12), Fine(20)
  - Pen and Button Settings
    - Pens, Eraser, Board
- The Start Center
  - Opening, Closing, Minimizing and Moving the Start Center
  - Accessing Tools and Applications from the Start Center
  - Customizing the Start Center
- Using the Keyboard
  - Opening the Keyboard
    - From the Board
    - From the Start Center
  - Moving the Keyboard
  - Keyboard Views
    - Classic (standard QWERTY view)
    - Write (convert handwritten text to typed text)
    - Simple (keys are arranged in alphabetical order)
    - Number (for entering many numbers or mathematical equations)
    - Shortcut (for entering keyboard shortcuts)
  - Adding Text with the Keyboard
  - Converting Writing with the Keyboard
  - Changing Keyboard Settings
  - Keyboard Tips
  - Closing the keyboard
- Software Applications on a SMART Board
  - Using a Web Browser
  - Using Ink Aware Applications on a SMART Board
    - Microsoft Office: Word, Excel, PowerPoint, OneNote
    - Adobe Acrobat
  - Using Other Software Applications on the SMART Board
    - Inspiration, Kidspiration

## Practice Set 2

- SMART Notebook Interface
  - Menus Items and Toolbar Buttons
  - Auto-Hiding the Side Bar
  - Moving the Side Bar
  - Moving the Main Toolbar
  - Accessing Help Files
  - Finding the Version of Notebook
  - Checking for Updates to Notebook
  
- Annotations and Text in SMART Board Notebook
  - Adding Annotations Using a Pen
  - Adding Annotations Using a Finger or Knuckle
  - Erasing Annotations With the Eraser
  - Erasing Annotations Using a Hand
  - Converting Annotations to Text
  - Formatting Text
  - Using Math Tools and Symbols
  - Customizing Text
  
- Pages in SMART Notebook
  - Inserting a Blank Page
  - Renaming Pages or Deleting Page Names
  - Reordering Pages
  - Deleting Pages
  - Cloning Pages
  - Adding or Changing Background Color
  - Extending the Page
  
- Saving and Printing from SMART Notebook
  - Saving a Notebook File
  - Scheduling Timed Saves
  - Printing Notebook Files, Pages and Handouts

## Practice Set 3

- SMART Notebook Gallery Collections
  - Finding and Selecting a Gallery Collection
  - Inserting a Background from the Gallery
  - Inserting a Graphic Object from the Gallery
  - Inserting Flash Content from the Gallery
  
- Backgrounds and Objects in SMART Notebook
  - Adding Backgrounds and Objects to Notebook
  - Moving an Object
  - Resizing an Object
  - Rotating an Object
  - Flipping an Object
  - Locking/Unlocking an Object
  - Cloning an Object
  - Using Infinite Cloner
  - Deleting an Object

- Internet Content in SMART Notebook
  - Creating Backgrounds with Images from the Internet
  - Creating Objects with Images from the Internet
- Object Properties
  - Changing Properties
    - Outline and Fill Colors
    - Line Properties
    - Transparency
  - Adjusting Transparency on Imported Pictures
- Drawing and Writing Tools
  - Creating and Customizing Shapes
  - Creating and Customizing Lines
  - Customizing Pens and Highlighters

#### **Practice Set 4**

- Linking
  - Linking to a Web Page, Page in the File, File on the Computer, Attachment
  - Links as Icons or Objects
  - Removing a Link
  - Showing All Links
- Attachments
  - Attachments Tab
  - Expanding the Attachments Tab
  - Copy of a File
  - Link to a Web Page
  - Shortcut to a file
- Displaying Content on a SMART Board
  - Views
    - Zoom (percentages)
    - Entire Page
    - Full Screen
    - Dual Screen
  - Presentation Tools
    - Screen Shade
    - Spotlight
    - Pointer
    - Magnifier
    - Highlighter