

## Blackboard Tip!

### Adding a Blog Activity to Your Blackboard Course

A blog within a Blackboard course is a collection of individual student postings within a set content area. A blog may be the work of just one person, or could be the collection of entries by several people working on a shared goal or theme. In this way, the latter example is similar to a discussion forum but with a richer set of tools available. In a blog, the narrative voice of individual contributors is more distinct and a conversation may emerge. By comparison, in a wiki, individual contributions to the narrative are subsumed into the collected whole. The blog tool is one of the few tools available that allows students to add content to a Blackboard course website without using a grading mechanism.

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### FREE WEBINARS!!

#### [Getting Started with Microsoft Excel 2016](#)

**DATE:** 06/20/2017

**TIME:** 9:00 am PDT / 12:00 pm EDT / 4:00 pm GMT

**PRESENTER:** Tom Keen – Applications Instructor, New Horizons of Minnesota

In this webinar, we'll explore the basic functionality in Excel. We'll start by navigating the Excel 2013 environment. From there, we will perform the basic tasks of creating and saving Excel worksheets and then we'll use formulas and functions to perform calculations in your worksheet.

#### [Getting Started with Microsoft Word 2016](#)

**DATE:** 05/23/2017

**TIME:** 9:00 am PDT / 12:00 pm EDT / 4:00 pm GMT

**PRESENTER:** Tom Keen – Applications Instructor, New Horizons of Minnesota

One way to give your documents a more polished look is to use styles for text in your document. Word includes built-in styles, and you can create your own. In this webinar, we will use various character and paragraph styles and create custom styles.

# Tidbits

Convert files to pdf - If you are using Power point or word and need to upload your files to blackboard or to a wiki page.

When you save the file; select pdf in The dropdown menu. Your file will be saved in pdf format. Make sure you save a copy of the files as a .doc or .ppt file so that you can still make any changes!

May 2017

### Do you want to password protect your documents in Microsoft word, excel or power point?

Under "File" select "info" then select "encrypt with password" Type in the password and then save the document. To remove the protection – go to info again and erase the password; resave the document!

You can also restrict editing inside a word document. You need to make sure the "developers" tab is showing in tools bar across The top of your software.

Click on the "developer" tab, click on "restrict editing" then select the options you want to restrict. After you are finished Selecting those option; select the button "yes, start enforcing Protection". You can enter the password in the box provided.

You can remove the password protection, by selecting "Stop protection" under the restrict editing tab.