

See Learning Come Alive

Microsoft Learning Suite



Microsoft



Supporting a Revolution in Education

Based on an integrated package of software that includes the latest multimedia, reference, and presentation tools, the Microsoft Learning Suite provides a dynamic environment for learning, discovery, and expression for students of all ages.

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Computers are increasingly part of our daily lives, no more so than in education. From the classroom to the lecture hall, from the playground to the laboratory, technology plays a critical role in the way that we learn, study, and create – individually or in groups.

But computers themselves aren't enough. Students and teachers need familiar, easy-to-use software, which supports the fundamental objectives of education and encourages new and exciting ways of learning.

Increase Creativity, Boost Achievement
Microsoft Learning Suite combines familiar applications with new software that helps students get more out of education. As well as providing easy-to-use, powerful desktop tools, it supports teamwork, and encourages students to discover and research individually, or in groups.

All applications in the Microsoft Learning Suite are fully integrated. Individuals or groups of students can work across a variety of media including text, audio, photography, music, and film. Content can then be combined from any of these sources into documents, presentations, movies, or Web sites.

For teachers, the Microsoft Learning Suite makes it easy to organise, schedule and set exciting and stimulating lessons while meeting the needs of the curriculum. Rich interactive research and learning features mean that you spend less time instructing at the front of the classroom, and more time coaching individuals and smaller groups of students.

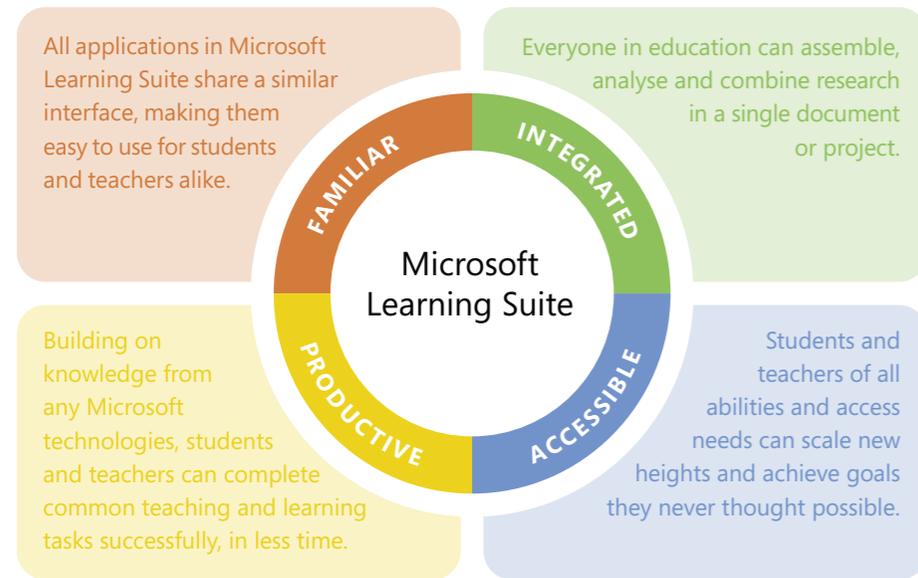
Above all, Microsoft Learning Suite helps schools and education institutions build on their existing technology and e-learning investments. It achieves the perfect balance between the need to offer students the latest high-quality learning tools, and the drive to manage costs and budgets in all areas of education.



What is Microsoft Learning Suite?

Microsoft Learning Suite supports diversity in the classroom by bringing together some of the most powerful desktop applications in a single, integrated set of products that are familiar and easy to use for all. This software supports multiple learning styles and unlocks potential in the classroom, lecture theatre, and beyond.

Key features of Microsoft Learning Suite



Information Communications Technology is increasingly part of the fabric of education. No longer a separate subject, it can help create a rich, engaging learning environment that helps every student to unlock their talents and realise their full potential.

This principle is at the heart of Microsoft Learning Suite. This integrated set of desktop applications brings teaching to life and includes the latest creative, collaborative, and planning desktop applications.



Find out more about how Microsoft Learning Suite can unlock the talents of students and teachers, and help them to realise their potential at www.microsoft.com/emea/education/learningsuite

 <h3>Communicate and Collaborate</h3> <p>Group work helps students improve communication skills and encourages them to build support networks for learning.</p> <p>From small teams of two or three students, to larger projects involving many individuals, the Microsoft Learning Suite enables everyone to find their own mode of expression.</p> <p>Teachers can use business standard software to collaborate in teams locally or across different institutions.</p>	 <h3>Research and Record</h3> <p>Students of all ages can use the latest spreadsheet and research tools to collate statistics, and generate graphs, tables and other graphical material.</p> <p>This also encourages a more structured approach to education while supporting mathematical styles of learning.</p> <p>Teachers can use integrated database and scheduling software to organise classes and manage other administrative responsibilities.</p>	 <h3>Create and Inspire</h3> <p>The latest multimedia software adds depth and intelligence to most subjects—from the arts and media, to sciences and engineering.</p> <p>Students can create coursework that reflects their learning style and individual talents.</p> <p>Teachers can create engaging lessons, and record lectures for students to review in detail.</p>	<h3>Everything for Education</h3> <p>Microsoft Learning Suite includes professional-standard desktop software, organised into three streams that support activities at the heart of education today.</p>
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Making Personalised Learning a Reality

Our perception of learning styles has altered radically in the past 25 years. New approaches, especially Howard Gardner's theory of multiple intelligences, have highlighted new ways of advancing creativity and understanding across most education environments.

While most people support the move towards personalised learning, putting this theory into practice remains problematic in many classroom and academic environments. Recent developments in computer software, however, put personalised learning within the reach of most students and teachers.

Microsoft Learning Suite supports most of the learning styles recognised in education today. Using this software, students can combine words, images, numbers, and film from multiple applications in ways that boost their own creativity and achievement.

Visual Learning

Microsoft Learning Suite can be used to enhance photographs, animate slide shows, and edit videos. Teachers can use similar techniques to develop compelling lessons and assignments that can be enhanced and reused for different classes.

Auditory Learning

Oral presentations, class discussions, and debates are all supported by Microsoft Learning Suite. It also takes advantage of the speech and sound capabilities of most PCs. Recorded sounds can be embedded in essays and presentations.

Kinaesthetic/Tactile Learning

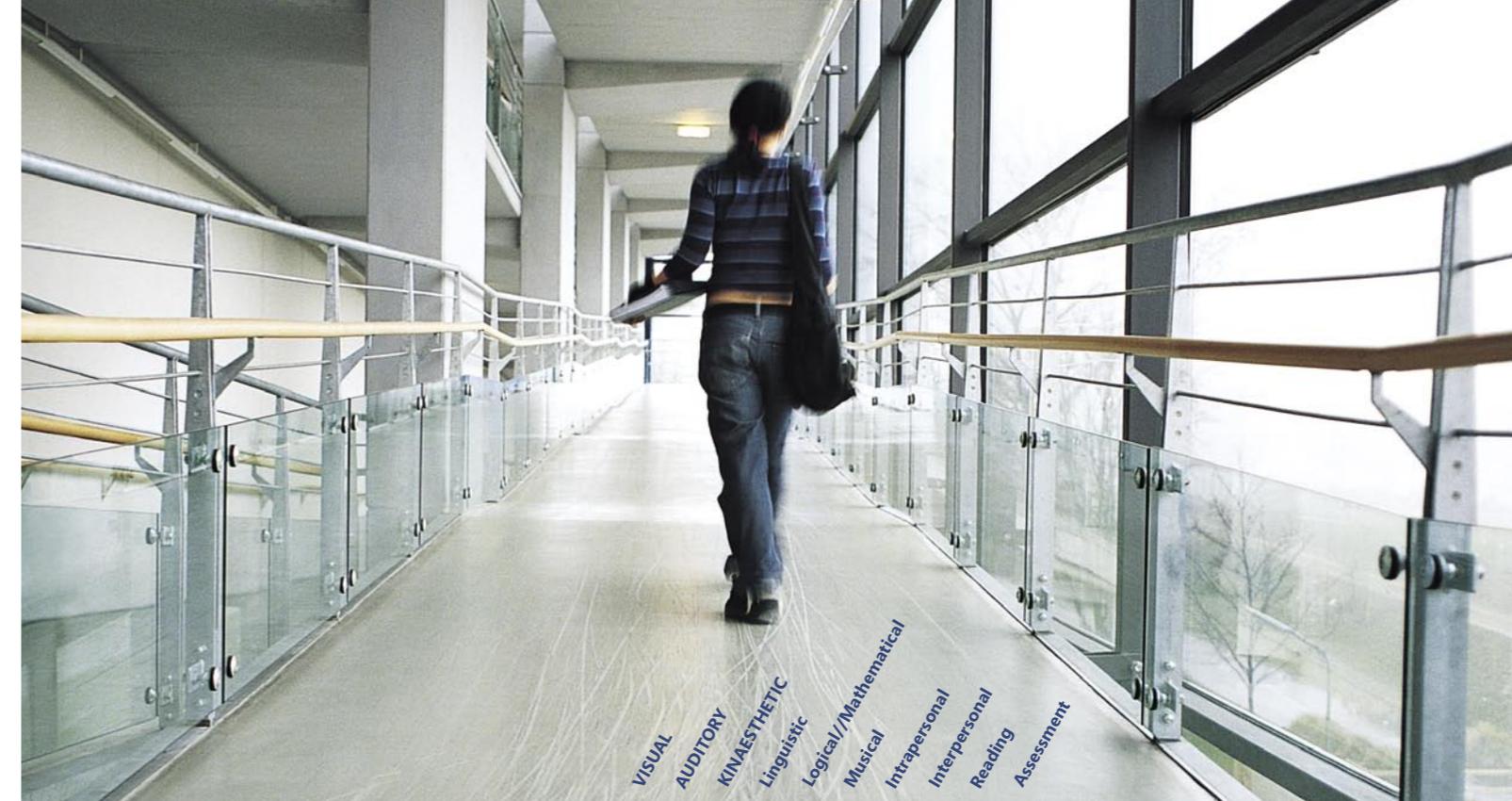
For many students, there is no substitute for a 'hands-on' approach to learning. Using many of the applications in the Microsoft Learning Suite, students can interact with a computer using pen tablets, joysticks, and other hand-held devices.

Benefits of Supporting Multiple Learning Styles

- Establish collaborative groups of independent, free-thinking students.
- Support deeper understanding of individual disciplines and subjects.
- Encourage student autonomy by providing frameworks for critical and creative thinking.
- Provide students with the tools they need to make a valuable contribution to coursework and classroom activities.



see touch hear



VISUAL
AUDITORY
KINAESTHETIC
Linguistic
Logical/Mathematical
Musical
Intrapersonal
Interpersonal
Reading
Assessment

	VISUAL	AUDITORY	KINAESTHETIC	Linguistic	Logical/Mathematical	Musical	Intrapersonal	Interpersonal	Reading	Assessment
Access					●					●
Digital Image Suite	●		●				●			
Encarta	●	●	●	●	●	●	●	●	●	
Excel					●					●
FrontPage	●	●	●	●	●		●	●		
MapPoint	●				●					
Movie Maker	●	●	●	●		●	●	●		●
OneNote	●	●							●	
Outlook						●	●	●		
Photo Story 3	●	●	●	●		●	●	●		
PowerPoint	●	●	●	●					●	
Producer	●	●							●	
Project					●		●	●		
Publisher	●		●						●	●
Visio	●				●					
Windows Desktop Search				●	●				●	
Word	●	●	●					●	●	●

Microsoft Learning Suite Supports Multiple Learning Styles

Individuals and groups of students can achieve a pace and style of learning that deepens understanding and builds confidence.

Microsoft Learning Suite also helps them to discover skills and unlock potential that may remain hidden without the right stimulus.

Microsoft Learning Suite for Schools – Inspiring Creativity in the Classroom and Beyond

For many schools, the cost of software, and time required to teach students how to use new applications can prevent them from getting the most from technology. Microsoft Learning Suite is an affordable, familiar set of integrated applications that enables teachers and students to get more out of learning from the moment they switch on their computer.

Microsoft Learning Suite is designed with group work in mind. Large or small teams of students can work on the same projects using their own learning style to make a significant and visible contribution to group projects.

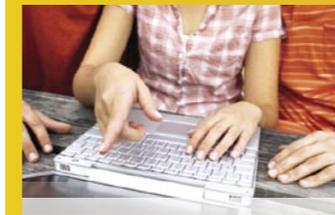
Students can explore dynamic learning resources using online research tools specially designed for schools. Once they find what they need, they create links to this information in project documents or essays so that it is available at the click of a mouse. They can also capture data during project work, and see this information come alive in tables and charts created using familiar applications that can be mastered in minutes.

Microsoft Learning Suite also inspires students to become more creative when learning in the classroom or elsewhere. You can help unlock their creative talents through easy-to-use multimedia software that supports sophisticated visual and auditory learning methods. Projects and group activities also come to life with photographs, music and film clips.

Preparing for Success

Schools today face a variety of challenges. Microsoft Learning Suite gives them the tools to build a successful future.

- Reduce administrative workload.
- Increase accuracy and frequency of reporting.
- Cater for all learning styles.
- Demonstrate improvements in student achievement.
- Increase availability of learning objects.
- Build a long-term ICT learning environment.
- Maximise opportunity without increasing cost.



Communicate and Collaborate

Word

Bring text to life in easy-to-use documents that can be shared, edited and published by groups of students.

FrontPage

Build dynamic Web pages that combine images, text and other documents, which can be viewed by anyone with Internet access.

PowerPoint

The ultimate presentation software. Embed soundtracks, photos and even video clips in exciting multimedia slide shows.

Outlook

Send emails and schedule projects. Students can ask questions and get useful answers, even when they're not in the classroom.



Research and Record

OneNote

Capture information and make hand-written notes that are automatically converted into electronic formats.

Encarta

The world's most powerful, comprehensive multimedia encyclopaedia. Whatever you need to know, it's here.

MapPoint

Visualise data relating to a geographic area by combining maps and other relevant information.

Access

Organise, access and share information. For logical and mathematical learners, it's an ideal way to enrich their work.

Excel

Use the wizard to help students create charts and graphs. The random number generator is great for mathematical simulations.

Windows Desktop Search

Browse for documents on your PC, switch between Web sites in the same window, and access browser services.



Create and Inspire

Digital Image Suite

Organise photos and use them to illustrate Web sites, documents and presentations.

Publisher

Produce professional-looking newsletters, pamphlets and banners.

Learning Essentials

Curriculum-based templates and toolbars for education scenarios.

Producer

Combine audio, video and presentation slides, and make learning more interactive and dynamic.

Movie Maker

Create engaging movies that support teaching and learning. Especially for visual, auditory, and linguistic learning styles.

Photo Story 3

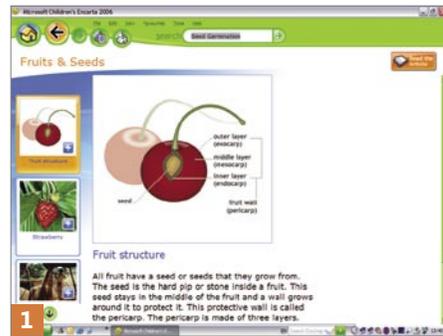
Students can edit pictures and create slideshows with narration, captions, a music soundtrack and simple animation.

Get more from your existing learning software. Microsoft Learning Suite complements existing applications, and enables students to make the most of the rich functionality of most laptops and PCs.

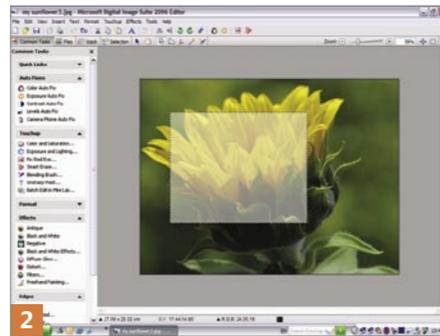
Teachers can use the latest, professional-standard desktop applications to create exciting lessons, and reduce the burden of paperwork and administration.

Group Learning Project that Records the Germination of Seeds and Plant Growth During the Summer

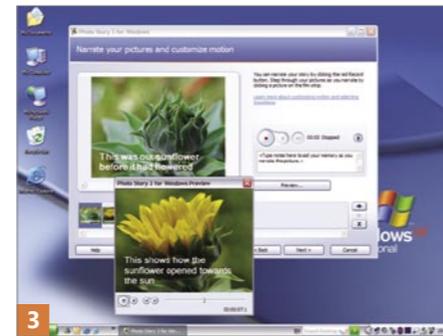
At the start of the summer term, students are set a project to plant the seed of a domestic crop, measure its growth and study its yield. In the final week of term, they are asked to present their findings, as a group, to the rest of the class.



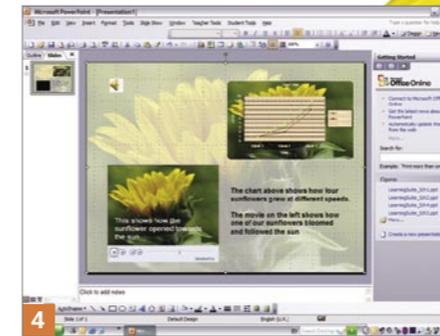
Using the Microsoft Encarta Reference Library, students look up information on seed germination. After comparing growth rates and nutrition, they discuss the options and select a sunflower for their project group.



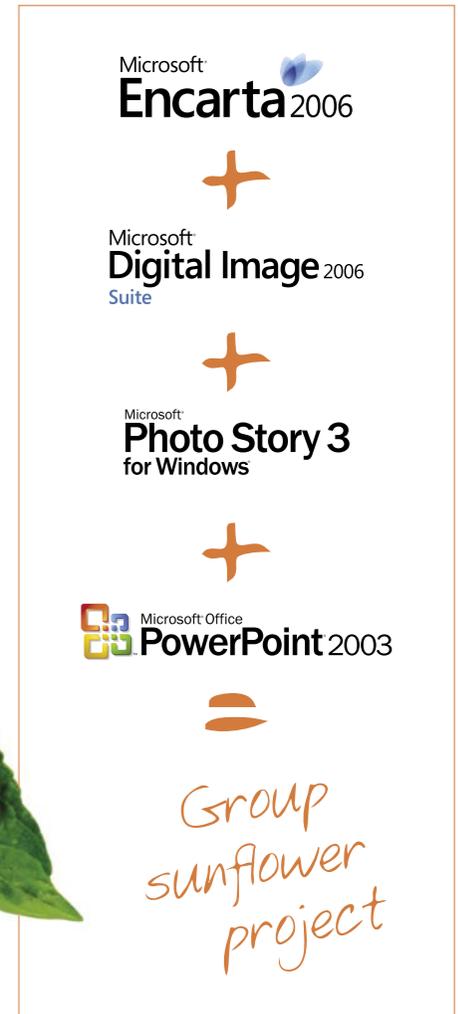
Every week they use a digital camera to take pictures of the sunflower from a number of angles. They use Microsoft Digital Image Suite to enhance these pictures and show the growth of the plant.



Once the sunflower has reached its full height and flowered, the students take a series of photos during a single day. Using Photo Story 3, this set of photographs is transformed into a dynamic sequence showing the sunflower following the sun.



All text, images, commentary and statistics are stored on a single PC. At the end of term, pupils bring together data, charts, photographs, and commentary into an exciting PowerPoint presentation that makes a real impression.



Microsoft Encarta 2006

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Microsoft Digital Image Suite 2006

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Microsoft Photo Story 3 for Windows

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Microsoft Office PowerPoint 2003

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Group sunflower project

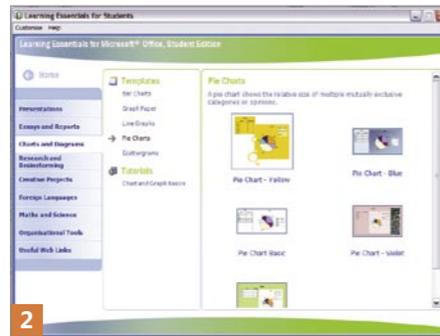
Learning Styles: Visual, Auditory, Linguistic, Logical/Mathematical, Interpersonal

A Secondary School Class is Set a Project to Measure and Monitor Pollution in the Square Kilometre Around their School

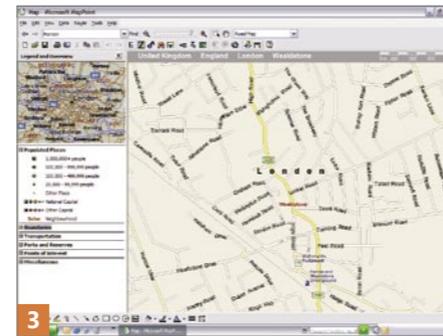
A new one way system has been introduced to reduce traffic in the town centre. The class is set an assignment to measure the number of vehicles and determine pollution levels before and after the new route is opened.



The class agree locations to measure pollution levels. They divide into four groups. Each group uses OneNote for Tablet PC on site to make detailed handwritten notes on vehicles and pollution levels. These notes are converted into standard text.



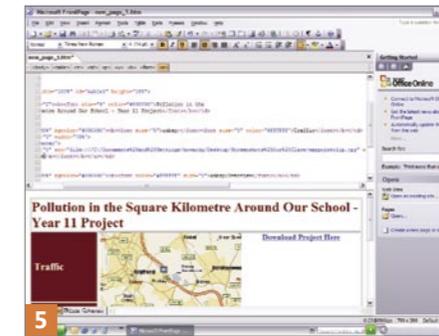
Back in the classroom, they download templates in Learning Essentials that help to collate and organise statistics. These templates also speed up the creation of tables and charts.



To visualise this information in a clear geographic context, the students download a map of their local area from MapPoint. They can pinpoint locations where readings were taken.



Project data prepared in Excel is imported into the map so that students can compare pollution levels in different areas and establish a causative relationship between vehicle numbers and emissions.



At the end of the term, the class uses FrontPage to create a Web site for the project. Here, the final report is available as a download, creating a shared learning object saved as SCORM.

Microsoft Office
OneNote 2003



Learning Essentials



Microsoft
MapPoint



Microsoft Office
Excel 2003



Microsoft Office
FrontPage 2003



Secondary school pollution project



Microsoft Learning Suite for Higher Education – Sophisticated, Professional Software for Students and Lecturers

Students need professional-standard software that supports every aspect of their studies. Lecturers and administrators also need applications that reduce time and resources required for reporting. Microsoft Learning Suite helps everyone in education to succeed by bringing together the latest desktop software in one easy-to-use package.

With the Microsoft Learning Suite, teachers and lecturers can use business-standard email and scheduling software to plan projects, and collaborate in teams locally, on campus or across different institutions. Students can plan busy schedules and manage workloads, while using the latest connectivity and communication software to stay in touch with lecturers and their peers.

Students and researchers have access to sophisticated spreadsheet and database software to capture complex information, and record scientific data in laboratory and other learning environments. Using the latest modelling software, they can analyse research and findings, and predict outcomes. A single, integrated suite of applications also ensures continuity of data and research between work placements and the campus.

Microsoft Learning Suite includes the latest multimedia software, which can add depth and intelligence to most subjects – from the arts and media, to sciences and engineering. Students can combine video, images, sound, and text in compelling dissertations, reports and other coursework. They also acquire core multimedia skills now required in most learning scenarios and professional careers.

Lecturers can use the latest multimedia applications to bring an extra dimension to assignments, and create permanent records of lectures that can be reviewed and analysed in depth by students.

Facing the Challenge

Microsoft Learning Suite can help institutions overcome many of the issues facing higher education today.

- Make more effective use of existing ICT resources
- Attract students with the latest technology
- Accelerate reporting and reduce the burden on resources
- Provide effective tools for virtual and distance learning communities
- Support multiple learning styles
- Reduce training required for new software and applications
- Improve grades and raise overall standards



Communicate and Collaborate

Word

Create memorable, professional dissertations, essays and other coursework using easy-to-use formatting and writing tools.

FrontPage

Create eye-catching, information-rich Web pages easily, without having to learn complex programming skills.

PowerPoint

Bring projects and lectures to life by combining text, images and movies in the world's most powerful, dynamic presentation software.

Outlook

Organise lessons, plan for deadlines, and stay in touch with familiar email and scheduling software.

Project

Take the stress out of deadlines. Stay in control of complex schedules involving groups of students, teachers and others.



Research and Record

OneNote

Capture information and make handwritten notes that are automatically converted into electronic text for documents, spreadsheets and other applications.

MapPoint

Support research and teaching with advanced mapping tools that help visualise and analyse geographic data.

Access

Keep on top of student numbers, teaching activities and other admin data. Update records and print reports in a matter of minutes.

Excel

Professional, business-standard spreadsheet software that supports high standards of teacher reporting, and data gathering in all subjects.

Windows Desktop Search

Find documents quickly on your PC and toggle easily between multiple Web sites. Take advantage of powerful services on MSN.



Create and Inspire

Publisher

Create print-quality documents and add impact to course materials.

Visio

Create technical diagrams and schematics that document and organise complex ideas, processes, and systems.

Learning Essentials

Curriculum-based templates and toolbars for education scenarios.

Producer

Capture, synchronise, and publish multimedia content for use in presentations.

Movie Maker

Produce movies, enrich fieldwork and research, and integrate film clips with presentations and reports.

Photo Story 3

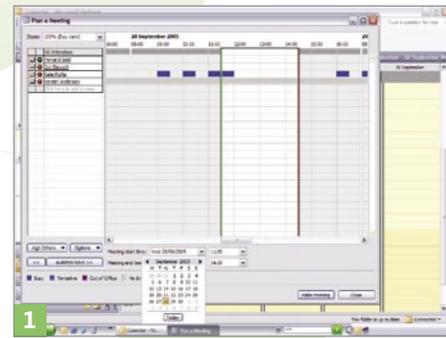
Edit images, create animated narratives, and add a soundtrack to attention-grabbing slide shows.

For students and lecturers, the latest technology is one of the most powerful learning and teaching resources at their disposal.

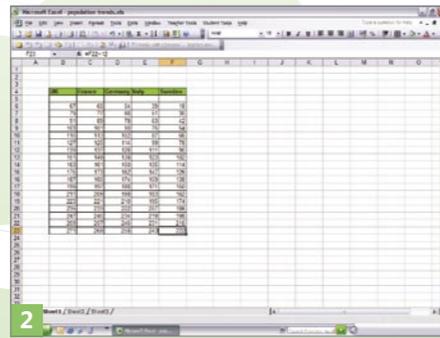
As well as enriching studies, it enables everyone involved with education to collaborate face-to-face, between departments, and with their peers on other campuses.

Using Scheduling and Database Software to Measure Post-War Population Growth in Western Europe

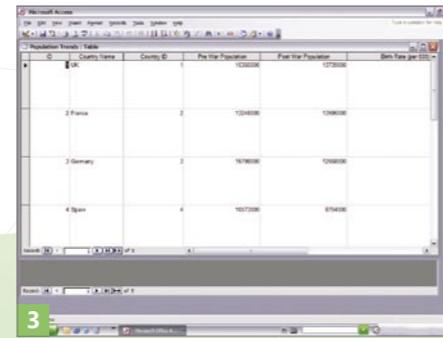
As part of their geography coursework, a study group is set an assignment to research and publish detailed analysis of population trends, comparing rates of growth in different European countries since 1945.



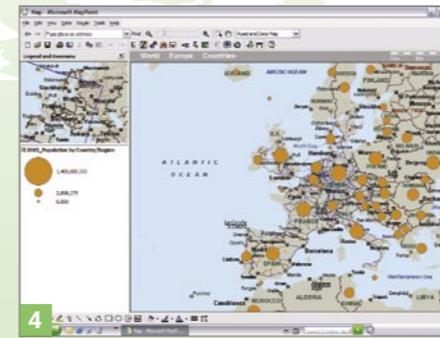
The assignment involves six students living at four different locations on campus. Using Microsoft Project, the team plans its tasks so that everyone has a copy of activities and during the term. Outlook is used to schedule meetings and support groupwork.



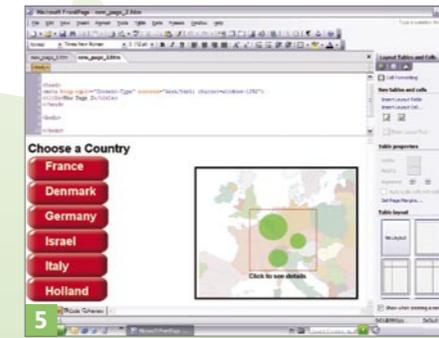
After agreeing their sources, the group divides into three, each pair of students selecting a group of countries to analyse. Using Excel, they record data and measure population trends.



As they gather this information, each group of students adds its figures and tables to an Access database, which is used as a central repository for all project data.



Charts and tables are produced in MapPoint, showing the extent of population growth across cities, regions and countries.



The group brings together its research on a Web site with an interactive map in FrontPage. This shows they understand how their work fits together. And that they can work effectively in small groups, and as part of a larger team.



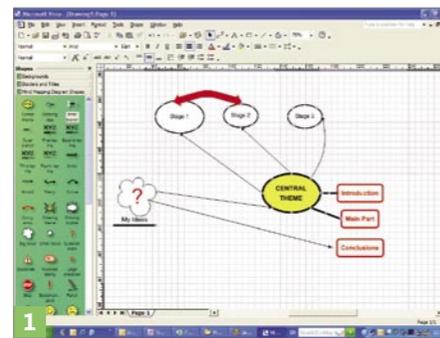
Study group project

Learning Styles: Visual, Logical/Mathematical, Interpersonal

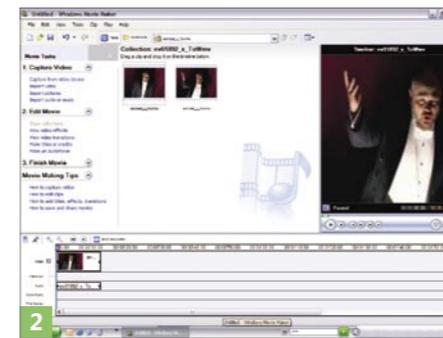
Bringing to Life a Theatre Studies Assignment Using Sound, Photography, and Video

Learning Suite in Action

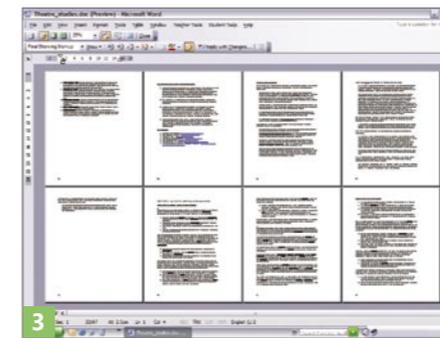
Sophie Rousset is in the final year of her theatre studies course. She wants to use the latest multimedia software to create a dynamic, visual dissertation on contemporary European drama.



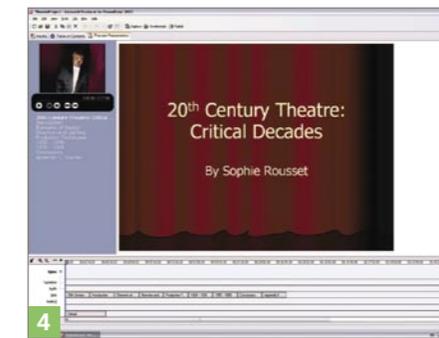
1 At the start of the academic year, Sophie uses Visio to organise ideas that can be expressed freely in the form of a mind map. She then identifies key points around which she can structure her dissertation.



2 She uses a digital video recorder to film excerpts from plays currently in production on campus, and then edits them in Movie Maker to illustrate elements of direction and design. She also interviews actors, directors and designers, and edits their words into a commentary.



3 To accommodate examiners with a less visual learning style, Sophie produces a linear guide to the dissertation using Word and creates a contents table at the start of the document.



4 For her dissertation, she combines Word documents, video, photos, diagrams, commentary, and notes in Producer. During the oral presentation at the end of term, she uses her laptop to show the examiners individual components of the presentation.

Learning Styles: Visual, Auditory, Linguistic, Intrapersonal, Kinesthetic

Microsoft Learning Suite—inspiring students and teachers to realise their potential in the classroom, lecture theatre and beyond.

Microsoft Office
Visio 2003



Windows
Movie Maker 2



Microsoft Office
Word 2003



Microsoft
Producer
For Microsoft Office PowerPoint 2003



*Sophie's
theatre studies
project*

There are no limits to what you can achieve with Microsoft Learning Suite.

Find out more about how you can take advantage of the some of the most advanced desktop software in education today.

www.microsoft.com/emea/education/learningsuite

Access more information about how Microsoft can help education institutions realise their goals and boost overall learning.

www.microsoft.com/emea/education



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