

## Ink Aware and Microsoft Excel in the Office

### Before You Start

Before you begin your meeting, ensure that your computer is turned on and the SMART Board™ interactive whiteboard is connected and oriented. For more information on how to get started with your interactive whiteboard, refer to the *Quick Reference Guides* available at [www.smarttech.com/trainingcenter/windows/trainingmaterials.asp](http://www.smarttech.com/trainingcenter/windows/trainingmaterials.asp).

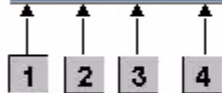
This *Hands-On Practice* assumes you have a basic understanding of the Microsoft® Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your computer, for example, you use left-, right- or double-clicks, depending on the function you want to perform. Use the SMART Board interactive whiteboard in the same way. If you get confused, simply think about what you would do at your computer, and then replicate these actions on the interactive whiteboard.

### What Is Ink Aware?

Ink Aware integrates SMART Board software with many types of applications, including Microsoft Word, Excel® or PowerPoint®. When you use an application that is ink aware, whatever you write or draw on your interactive whiteboard becomes embedded in the file, rather than an external note created over the file.

### SMART Aware Toolbar

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



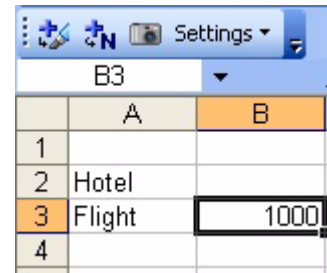
- 1 Press to insert your drawings or writing as an image directly into your spreadsheet
- 2 Press to convert your writing as typed text directly into your spreadsheet. Your text will appear at the cursor point and in the color the words were written in.
- 3 Press to save a screen capture in Notebook software
- 4 Press to select the option to automatically insert the drawing as an image

If you do not see this toolbar, select **View > Toolbars > SMART Aware Toolbar** in Microsoft Excel.

# Hands-On Practice

## Preparation

- 1 Open a blank spreadsheet in Microsoft Excel.
- 2 Type *Hotel* in cell A2 on your computer's keyboard.
- 3 Type *Flight* in cell A3.
- 4 Type *1000* in cell B3.

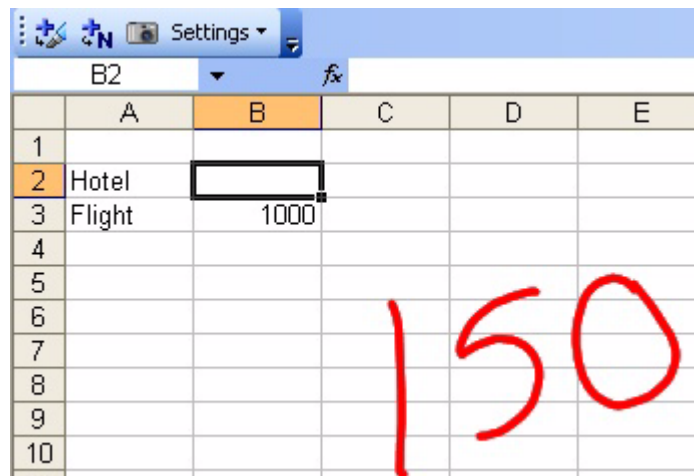


	A	B
1		
2	Hotel	
3	Flight	1000
4		

## Using Ink Aware in the Office

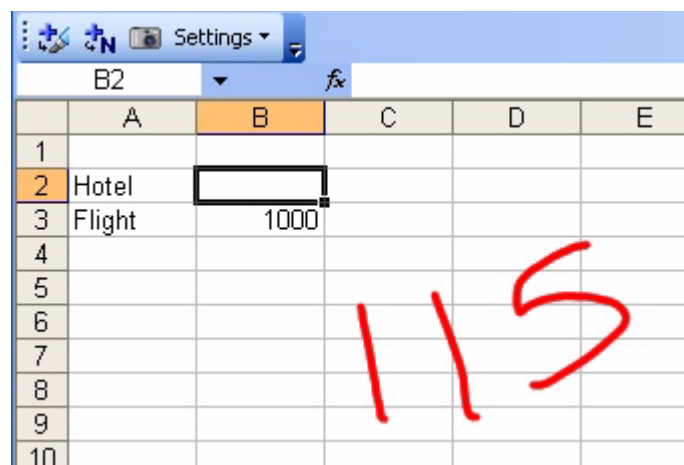
Assume you and your colleagues are attending a conference in the near future. As a group, you prepared a travel request outlining the anticipated expenses. This request will be presented to the accounting department for approval.

- 1 One group member states the hotel will cost \$150 per night. Press the cell in the spreadsheet to highlight where the cost will be placed. Pick up a pen from the SMART Pen Tray and write *150* on the interactive whiteboard.



	A	B	C	D	E
1					
2	Hotel				
3	Flight	1000			
4					
5					
6					
7					
8					
9					
10					

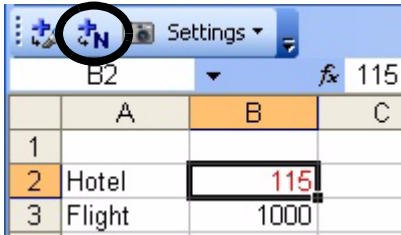
- 2 Another group member declares the corporate rate for the hotel is only \$115 per night. Put the pen back in the pen tray and press once on the interactive board to remove *150*; then, press the cell in the spreadsheet to highlight where the new cost will be placed. Now, write *115*.



	A	B	C	D	E
1					
2	Hotel				
3	Flight	1000			
4					
5					
6					
7					
8					
9					
10					

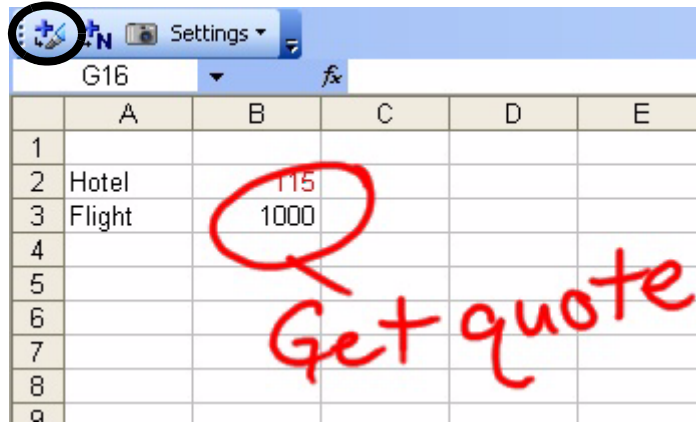
# Hands-On Practice

- 3 Press the **Insert as Text** button to add the hotel rate into the highlighted cell. Your text is inserted into the spreadsheet and will appear in the same color as the digital ink it was written in.



	A	B	C
1			
2	Hotel	115	
3	Flight	1000	

- 4 Finally, your team lead suggests that you get a minimum of three price quotes for flight. Circle the flight cost in cell B3 and write *Get Quote*. Press the **Insert as Image** button to insert your note as an image into your spreadsheet.



	A	B	C	D	E
1					
2	Hotel	115			
3	Flight	1000			
4					
5					
6					
7					
8					
9					

- 5 Save your spreadsheet as a Microsoft Excel file. Now you can update the travel request with your group's notes and e-mail it to the accounting department for approval.

## Congratulations!

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