



Microsoft Suite for Agricultural Educators

Presented by:
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Topic 1: Using Styles Toolbar in Microsoft Word

Using the styles feature in Microsoft Word, you can easily organize a multi-page document.

1. Insert Title Page
 - a. You have two options for a cover page... you can either use the templates in Word to make a title page, or make your own.
 - b. A suggestion for the title page is:
 - i. Title : "[Name of Chapter] FFA Chapter Banquet"
 - ii. Insert Graphic (FFA Emblem recommended)
 - iii. Date (May XX, 20XX)
2. Insert a page break following the Title Page (CMND+ENTER).
3. Insert Table of Contents using REFERENCE tab
 - You can format this in the Reference Tab, or wait until the end to reformat.
4. Insert a SECTION break following the Table of Contents (CMND+ENTER).
5. On the first page of your script following the TOC, double click on the footer to insert page numbers and format them to start at 1. You might need to "break" this section from the section before it.
6. Using your FFA Banquet body text (or other text), use the styles tab to format the banquet script ensuring that each award/section is on a new page using page breaks.
7. Each item you want listed in the TOC should be Heading 1 or 2.
8. You can Modify the headings to more match your style. When you do this, anything that was formatted to that style will also change.
- 9.

Use discretion to make other parts within the script stand out.

Topic 2: Creating Certificates and Invoices with Mail Merge

Open a new excel workbook and save it.

It is the end of the year and your chapter is gearing up for FFA Banquet. As part of this celebration, your FFA Officers will be handing out more than 150 certificates and awards. This can be a very time-consuming task, and takes lots of prior planning.

Using Microsoft Excel, you can easily create certificates for your students AND have the list of names for your Banquet Script!

Part 1: Create the database of information.

Create a spreadsheet with the following columns

COLUMN A – Student Name

COLUMN B – Award

COLUMN C – PART 1

COLUMN D – PART 2

COLUMN E – PART 3

Sometimes the wording for certificates will be different depending on the Certificate.

By creating “Parts” of the certificate, you can create a database that does all of the certificates you want printed using the template you create.

For example, this database below could potentially be used for three different awards.

Student Name	Award	Part 1	Part 2	Part 3
Kylee Johnson	Equine Entrepreneurship	This certificate is awarded to	for outstanding achievement in the	Proficiency Award Area.
Jeffrey Douglas	Greenhand FFA Degree	This certifies that	has completed the requirements for the	in the Bayside FFA Chapter
Andrew Monroe	Prepared Public Speaking	Congratulations	First Place	Bayside FFA Public Speaking Contest

This certificate is awarded to Kylee Johnson for outstanding achievement in the Equine Entrepreneurship Proficiency Award Area.	This certifies that Jeffrey Douglas has completed the requirements for the Greenhand FFA Degree In the Bayside FFA Chapter	Congratulations Andrew Monroe First Place Prepared Public Speaking Bayside FFA Public Speaking Contest
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Part 2: Merge the information into the Word Document

Open a new word document and SAVE.

Format the page to be Landscape, then put in your Mail Merge place holders... this is usually example text, or one students' name as a placeholder.

Format the text to look like you want it to appear on the certificate.

Use Mail Merge to merge the awards text into the word document.

QUICK MAIL MERGE HOW-TO

1. Click on [Mailings], [Select Recipients], [Use Existing List].
2. Choose your awards database as the recipient file.
3. Add Merge Fields for each part of the certificate.
4. Preview the document.
5. Click MERGE ALL/EDIT INDIVIDUAL DOCUMENTS to make sure the documents worked
6. You should have a document with all the certificate information.

Save the merged information... I usually name mine [Name of Certificates] Template and [Name of Certificates] Merged.

Examples...



Topic 3: Student Database Management with Pivot Tables

Below are a couple of examples of how to use different functions in Microsoft Excel.

State Convention T-Shirt List

Text to Columns

Separates information based off a delimiter

1. Insert two columns to the right of the list you want to separate.
2. Make a copy of the list and put it in the first blank column.
3. Select the entire column by clicking on the letter header.
4. Use Text to Columns feature, choose your delimiter (space, comma, etc.)
5. This will split the student names into two columns using text to columns.
- 6.

Concatenate

You can also use the concatenate function to put the names back together in a different way...

=CONCATENATE(A1, " ", B1) would put the information together from Cell A1 and Cell B1 with a space in between the data.

COUNT IF Function

Using a table similar to the one below, you can count data from a specific range. The table below is an example of counting T-Shirt sizes for a leadership conference.

Sizes	Count
S	=COUNTIF(B2:B38,G3)
M	=COUNTIF(B2:B38,G4)
L	=COUNTIF(B2:B38,G5)
XL	=COUNTIF(B2:B38,G6)

Topic 4: Chapter Newsletter on Google Slides

Creating a chapter Newsletter in Google Slides is a great way to allow collaboration AND layout for your Chapter Newsletter.

To do this:

1. Create a new Google Slide document
2. Change the Page Layout of your document to be portrait mode.
3. Share with your Chapter Reporter and/or officer team
4. Create Away!
5. To create your next Newsletter, simply duplicate the slide(s) from the previous month.

Benefits

1. Can be accessed anywhere you have internet
2. Automatically saves when hooked up to internet
3. Multiple collaborators at one time
4. Can be embedded into chapter website

Note: It is recommended to have a working copy and a final copy... only upload the final version of the newsletter to your website 😊



July 2020

ANYWHERE FFA

Live to Serve



Anywhere FFA members received highest honor in State Association

By Frank Enstein

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Plant Sale Brings in Lots of Green!

By Joy Rider

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Topic 5: Import events to Google Calendar

In this tutorial, you will learn how to import CSV (Comma Separated Values) files into Google Calendar.

1. Create a new spreadsheet for your FFA Calendar Dates.
2. The first row of your spreadsheet will include headers like **Subject** and **Start Date**. See the list below for the correct headers.
3. Each row below the header row represents an event. See example:

Subject	Start date	Start time	Note: Either use MILITARY TIME or USE AM/PM... This is REALLY IMPORTANT!!!
Final exam	05/30/2020	10:00 AM	

4. Add your events throughout the year, be sure to include start and end times for events if they are posted. **NOTE: YOUR MULTI DAY EVENTS SHOULD "END" THE DAY AFTER THE EVENT...** ie. For an event that ends on 02/03/20, you need to put 02/04/20 so the computer thinks it ends at the end of the day on 02/03/20.
5. When you're done, resave the .xls file and then save the file as a .csv file. You can then import the file into Google Calendar using the directions on the next page.

Headers and event formatting in CSV files

Only the first two headers in this list are required, the rest are optional.

Important: The headers must be the same as below. If any event details have commas (like the location example below), you can include them by using quotation marks around the text

Subject

The name of the event, required.

Example: **Final exam**

Start Date

The first day of the event, required.

Example: **05/30/2020**

Start Time

The time the event begins.

Example: **10:00 AM**

End Date

The last day of the event.

Example: **05/30/2020**

End Time

The time the event ends.

Example: **1:00 PM**

All Day Event

Whether the event is an all-day event. Enter **True** if it is an all-day event, and **False** if it isn't.

Example: **False**

Description

Description or notes about the event.

Example: **50 multiple choice questions and two essay questions**

Location

The location for the event.

Example: **"Columbia, Schermerhorn 614"**

Private

Whether the event should be marked private. Enter **True** if the event is private, and **False** if it isn't.

Example: **True.**

The examples above would create the event "Final exam" on May 30, 2020 from 10:00 AM to 1:00 PM. The location would be "Columbia, Schermerhorn 614," the description would be "50 multiple choice questions and two essay questions," and it would be a private event.

Import events into Google Calendar

After you've exported your events, you can import them into Google Calendar. You can import ICS and CSV files on a computer. You can also import ICS files on an Android phone or tablet.

1. Login to Google. If you do not have a Google Account, let me know and I will give you a dunny account for this part of the assignment.
2. Open [Google Calendar](#).
3. In the top right, click Settings  > Settings.
4. Click Import & Export.
5. Click Select file from your computer and select the file you exported. The file should end in ".ics" or ".csv".
6. Choose which calendar to add the imported events to. By default, events will be imported into your primary calendar.
7. Click Import.
8. If there is an error with your upload, go back and make sure your headings are properly labeled and you do not have any blank spots in your data.
9. Once your calendar is uploaded, you can look at it in Agenda view.

Note: Repeating events might not show up that way if you import them from a CSV file, but they'll be on your calendar as a series of one-time events.