



ATOMIC LEARNING

Atomic Learning is an online training database that provides short videos on how to use technology resources effectively. Atomic Learning has a library of thousands of short, easy-to-view and understand videos that can be used as a training resource. Atomic Learning breaks programs down into smaller tasks through one- to three-minute videos and focuses on answering the common questions people have when learning popular software packages.

The tutorials are appropriate for teens and adults and available for both PC and Macintosh platforms.

In order to view the tutorials in Atomic Learning, you will need to have QuickTime 6.5 or Adobe FlashPlayer installed on your computer.

Atomic Learning offers:

Over 30,000 tutorial movies on over 110 software applications;

More than 200 technology-based classroom activities and curriculum resources

Some of the software tutorials offered are:

Adobe's Acrobat, Dreamweaver, Flash, InDesign, Photoshop

Microsoft's Access, Excel, FrontPage, OneNote, Outlook, PowerPoint, Publisher, Windows Vista, Word
Audacity, Firefox, Google Earth, Picasa and FileMaker Pro

Atomic Learning interface features three expendable modules:

The screenshot shows the Atomic Learning website interface. At the top, there is a navigation bar with links for Home, What's New, Extras, Support, Upgrade Options, and Text Size. Below the navigation bar, there are three main sections: 'Featured resources' on the left, and two large expandable modules on the right: 'Find an Answer to a Tech Question', 'Browse Available Training & Projects', and 'My Training'. The 'Featured resources' section includes a '3 Keys to a Successful Laptop Initiative' eBook and a 'PD in Action' section with a photo of the Eisenhower Community Center.

Find an Answer to a Technical Question module allows searching the database by keyword or technical question.

- Expand the module

- Type keywords or a simple question in the search box
- Apply desired filters: applications, resources or/and platform
- Click **Search**.

The screenshot shows the Atomic Learning search interface. At the top, there is a navigation bar with links for Home, What's New, Extras, Support, Upgrade Options, and Text Size. The search box contains the text "insert excel into powerpoint". Below the search box, there are filter dropdowns for "PowerPoint" and "2003". A "Search" button is located at the bottom of the search area. On the left side, there are sections for "Featured resources" and "Getting started tips".

The search result grouped by applications and versions with the total results indicated in parenthesis.

The screenshot shows the Atomic Learning search results page. The search box contains the text "insert excel into pow". The search results are displayed in a table with columns: Tutorial Title, Publisher, Key, and Platform. The results are grouped by application and version. The search results are: "Application: PowerPoint 2003 (10 Items)" and "Application: Qwizdom PowerPoint plug-in 2003 (3 Items)".

Tutorial Title	Publisher	Key	Platform
+ Application: PowerPoint 2003 (10 Items)			
+ Application: Qwizdom PowerPoint plug-in 2003 (3 Items)			

- Click to expand the application title to view the tutorials that sorted by relevancy
- Click on the title to play tutorial

Find an Answer to a Tech Question

Enter your keywords or tech question:

insert excel into pow

Search

Select desired filter(s):

PowerPoint [x]
2003 [x]
Platforms... [x]

Search Results: 14 of 185 (filtered)

Tutorial Title	Publisher	Key	Platform
Application: PowerPoint 2003 (10 Items)			
Inserting pictures files	Microsoft	9755	PC
Inserting clip art	Microsoft	9754	PC
Drawing objects	Microsoft	9760	PC
Importing an excel chart into a presentation	Microsoft	9656	PC
Inserting a data table to a chart	Microsoft	9664	
Inserting a PowerPoint table	Microsoft	9665	
Inserting a row or column in a table	Microsoft	9670	
Inserting a sound file	Microsoft	9692	
Inserting video	Microsoft	9693	
Inserting an organizational shape into a presen...	Microsoft	9703	
Application: Qwizdom PowerPoint plug-in 2003 (3 Items)			

You can modify your search using options on the side bar.

Browse Available Training & Projects module allows to browse the database by different types of training: Tutorials, Project-based training or Workshops

Featured resources

3 Keys to a Successful Laptop Initiative
FREE EBOOK!

PD in Action
EISENHOWER COMMUNITY CENTER

Find an Answer to a Tech Question

Browse Available Training & Projects

Tutorials Project-based Workshops

Select desired filter(s):

Applications... [x]

Click **Tutorials**

- Choose the tutorial from the applications list
- Apply desired filters to limit search results
- Click **Find Tutorials**

When tutorials displayed you can modify your search using the side bar on the left part of the window. The search result list includes series title, platform, number of movies, total play time and availability of closed captions.

Series Title	Publishers	Platforms	Tutorial Count	Total Play Time	CC
Publisher 2007	Microsoft	PC	61	01:13:36	CC

Click to expand the title and see all available movies. Click on the movie title to play the movie. To see the complete list of all the software packages available, expand the **Browse Available Training & Projects** module, select **Tutorials** and click **Find Tutorials**.

- Click **Project-based** training
- Filter your search by applications, platforms, types of projects, subjects and grades
- Click **Find Projects**, the database displays the list of available projects

Atomic Learning™ [Become a Fan](#) [View our Blog](#) [Join the Conversation](#) Welcome **Osceola Library System** | [My Profile & Settings](#) | [Help](#) | [FAQ](#)

Home | What's New | Extras | Support | Upgrade Options | Text Size: + -

Browse Available Training & Projects

Select desired filter(s):

- Word
- Versions...
- Platforms...
- Types...
- Subjects...
- Grades...

Browse Projects: 56 of 275 (filtered)

Series Title	Publishers	Preview	Applications	Type	Subject	Grade Level
Famous People	Microsoft, Microsoft		Access 2003, Word 2003	Database, Word Processing	Social Studies	6 - 8
Memory Game	Microsoft, Microsoft		Excel 2007, Word 2007	Page Layout, Word Processing, Spreadsheet	Language Arts	6 - 8
Little Books	Microsoft		Word 2002 (XP)	Page Layout, Word Processing	Science	6 - 8
Comanche Communiqué	Microsoft		Word 2003	Page Layout, Word Processing	Social Studies	6 - 8
Pamphlet Fun	Microsoft		Word 2003	Page Layout, Word Processing	Health	6 - 8
Rubrics Realized	Microsoft		Word 2003	Word Processing	Mathematics	6 - 8
News Flash!	Microsoft		Word 2003	Page Layout, Word Processing	Language Arts	6 - 8
Job Info Interview	Microsoft		Word 2003	Word Processing	Language Arts	6 - 8
Escape from the Rainforest	Microsoft		Word 2003	Page Layout, Word Processing	Science	6 - 8
Resumé Creation	Microsoft		Word 2003	Word Processing	Life & Career Skills	6 - 8
Gimme 5!	Microsoft		Word 2003	Word Processing	Language	6 - 8

- Click to expand **Series Title** to see the **Tech Integration Project** page

This training page contains information about the project:

- Project activity guide
- Copy of the completed project
- All the resources needed to recreate the example project
- Step-by-step tutorial movies that walk students through the project

Home | What's New | Extras | Support | Upgrade Options | Text Size: + -

Tools

Browse Training

[Browse available training & projects](#)

Find an Answer to a Tech Question

Enter your keywords or tech question:

Search

What's in a Tech Integration Project?

Tech Integration Project

Lesson Accelerator: Project Launcher

Resumé Creation

Application: Word 2003
Platform: PC

Description

The process for creating a resumé in Microsoft® Word 2003 is described below. The Completed Project Movie shows you what the example project might look like. The tutorial movies that follow demonstrate, step-by-step, how to create the resumé using the sample data provided. This project can be easily modified to contain your own information. For a complete project description, including goals, objectives, and materials needed, see the Project Overview.

The Example Project

The Completed Project movie will show you what the completed example project looks like.

Completed Project Movie

	Key #	Length
1. What the example project looks like	20715	1:08

[Go to: Project Overview \(Information for Teachers\)](#)

Click **Project Overview** for a complete project description, goals, objectives and materials needed.

To see the complete list of all projects available select **Project-based** and click **Find Projects**.
When you play a movie you have the option to display closed captions in Flash or QuickTime format:

- Click **My Profile and Settings** in the upper right corner of the screen to display **Update My Settings** box
- Click **Yes** for closed captioning
- Choose the movie format. The recommended format for close captions is Flash.
- Click **Save** to finish setting of your options

Database searching examples:

How can I import an Excel document into my PowerPoint presentation?

- Expand **Find an Answer to a Tech Question** module
- Type in **Insert Excel into PowerPoint**
- Select **Powerpoint** in the **Application** filter
- Select desired version, the search results will be limited to tutorials that discuss importing Excel spreadsheets into PowerPoint presentations
- Click **Importing an Excel chart into presentation** to play the video

I need to refresh my skills on how to create graphic objects in Publisher 2007

- Expand **Browse Available Training & Projects** module
- Select **Tutorials**
- Choose **Publisher** in the **Applications** filter
- Select 2007 version in the **Versions** filter
- Click **Find Tutorials**, the search result divides the tutorials into a series of similar tasks
- Click **Graphics** to see the list of relevant movies
- Click on the movie title to play the movie

I am applying for a job and need to create a resume

- Click Project-based in the **Browse Available Training & Projects** module
- Select **Word** in the **Application** filter
- Click **Find Projects**
- Click **Resume Creation** in the search results.

The Custom Guide home page provides access to Getting Started Tips:

- **Guide to Getting Started with Atomic Learning** in PDF format
- **How to use Atomic Learning** series of tutorials on how to use the Atomic Learning website