

Ever Learning

Volume 14 Number 3

August, 2006

Branching Out to All

*SDALL is the South Dakota Education and Literacy Resource Center (SDAELRC)
Funded through the South Dakota Department of Labor-Adult Education*

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Summer Institute 2006



The 2006 Summer Institute was held in Pierre July 31 through August 2. A distinguished panel of presenters enlightened the participants from all Adult Education & Literacy programs in South Dakota on a wide range of topics. ESL and AEL instructors were exposed to a myriad of offerings, including NRS data and its practical uses, learner persistence, multilevel classrooms, college credit in adult education, higher level critical thinking skills, learning disabilities, managed enrollment, writing standards, TABE testing, and the BEST Plus assessment.



Summer Institute 2006



ADULT EDUCATION

STAR Participation Award



Two years ago, South Dakota's Adult Education and Literacy (AEL) Program was chosen, through a competitive process, to participate in the first tier of the US Department of Education's "No Child Left Behind" as it effects adult basic education instruction. Thirteen AEL programs were selected to pilot the evidenced-based reading instruction toolkit which is called Student Achievement in Reading (STAR). Thirty-three teachers have worked with national trainers to gain the expertise to understand and implement a full reading program.

The STAR training included diagnostic assessment and teaching strategies for reading remediation. Now reading is viewed from the four major components of alphabetic, fluency, vocabulary, and comprehension. How a reduction in any area affects the overall skill of reading is now understood and this new understanding has empowered teachers to address these skills with a new proficiency.

Reading instruction had taken a back burner to most other instruction until the opportunity to receive training and coaching from the top reading professionals in the country. AEL teachers met the challenge and now the adult students are showing gains like never before.

Not every teacher is taught how to teach a person to read as they go through their training in college. This was new information for almost every teacher in AEL programs. This change to instructional programming has had far reaching affects from state policy to local partnerships. We are on the cutting edge of evidence based research and its implications to the field as we become more accountable to our students and their needs.

This award was presented to each state team that attended the STAR Symposium June 5 and 6. The US Secretary of Education, Deputy Secretary, and Division of Adult Education and Literacy and national research staff were in attendance. Susan Gunn



left to right: Debbie Hrach, STAR Trainer, Susan Gunn, SDALL, Gloria Pluimer, Career Learning Center of the Black Hills, Lori Forlizzi, STAR Trainer, and Linda Thistlethwaite, STAR Trainer. Front row left to right: Marcia Hess, SD State AEL Director, Sherie Bauer, Watertown Career Learning Center, and Becki Lemke, Cornerstones Career Learning Center

Comments:

I wanted to take this opportunity to tell you that I consider my work with STAR and South Dakota to be among the most rewarding in my professional career. SD has some of the finest teachers I've encountered, and you've done some remarkable work with the STAR project. You are creative, willing to take chances, and extremely devoted to your students. I commend you for your tenacity and your spirit. I'm not sure when/if I'll have an opportunity to work with you again, but if not, I thank you for all that you've taught me and for the chance to work with some of the best adult education has to offer.

Debbie

I'd like to echo Debbie's feelings 100% You all have been great to work with. I've told more than one person (let's see - how many did I tell?) that I have never been more welcomed as a presenter than I was in South Dakota. I know you laughingly said it was because "We don't get much company way out here," but I have a feeling that you are generous to your guests simply because of who you are. It's been FUN as well as EDUCATIONAL.

Linda

ADULT EDUCATION

What it took to get an 8th grade education in 1895

Remember when grandparents and great-grandparents stated that they only had an 8th grade education? Well, check this out. Could any of us have passed the 8th grade in 1895?

This is the eighth-grade final exam from 1895 in Salina, Kansas, USA. It was taken from the original document on file at the Smokey Valley Genealogical Society and Library in Salina, KS, and reprinted by the Salina Journal.

8th Grade Final Exam: Salina, KS -1895

Grammar (Time, one hour)

1. Give nine rules for the use of capital letters.
2. Name the parts of speech and define those that have no modifications.
3. Define verse, stanza and paragraph
4. What are the principal parts of a verb? Give principal parts of "lie," "play," and "run."
5. Define case; Illustrate each case.
6. What is punctuation? Give rules for principal marks of punctuation.
- 7 - 10. Write a composition of about 150 words and show therein that you understand the practical use of the rules of grammar.

Arithmetic (Time, 1.25 hours)

1. Name and define the Fundamental Rules of Arithmetic.
2. A wagon box is 2 ft. deep, 10 feet long, and 3 ft. wide. How many bushels of wheat will it hold?
3. If a load of wheat weighs 3942 lbs., what is it worth at 50cts/bushel, deducting 1050 lbs for tare?
4. District No 33 has a valuation of \$35,000 What is the necessary levy to carry on a school seven months at \$50 per month, and have \$104 for incidentals?
5. Find the cost of 6720 lbs. coal at \$6.00 per ton.
6. Find the interest of \$512.60 for 8 months and 18 days at 7 percent.
7. What is the cost of 40 boards 12 inches wide and 16 ft. long at \$20 per metre?
8. Find bank discount on \$300 for 90 days (no grace) at 10 percent.
9. What is the cost of a square farm at \$15 per acre, the distance of which is 640 rods?
10. Write a Bank Check, a Promissory Note, and a Receipt

U.S. History (Time, 45 minutes)

1. Give the epochs into which U.S History is divided
2. Give an account of the discovery of America by Columbus.
3. Relate the causes and results of the Revolutionary War.
4. Show the territorial growth of the United States.



(Continued on next page)

Adult Education

(continued)

5. Tell what you can of the history of Kansas.
6. Describe three of the most prominent battles of the Rebellion.
7. Who were the following: Morse, Whitney, Fulton, Bell, Lincoln, Penn, and Howe?
- 8 Name events connected with the following dates: 1607, 1620, 1800, 1849, 1865.

Orthography (Time, one hour) *(a method of representing the sounds of a language by written or printed symbols)*

1. What is meant by the following: Alphabet, phonetic, orthography, etymology, syllabication
2. What are elementary sounds? How classified?
3. What are the following, and give examples of each: Trigraph, subvocals, diphthong, cognate letters, linguals
4. Give four substitutes for caret 'u.'
5. Give two rules for spelling words with final 'e.' Name two exceptions under each rule.
6. Give two uses of silent letters in spelling. Illustrate each.
7. Define the following prefixes and use in connection with a word: bi, dis, mis, pre, semi, post, non, inter, mono, sup.
8. Mark diacritically and divide into syllables the following, and name the sign that indicates the sound: card, ball, mercy, sir, odd, cell, rise, blood, fare, last.
9. Use the following correctly in sentences: cite, site, sight, fane, fain, feign, vane, vain, vein, raze, raise, rays.
10. Write 10 words frequently mispronounced and indicate pronunciation by use of diacritical marks and by syllabication.

Geography (Time, one hour)

- 1 What is climate? Upon what does climate depend?
2. How do you account for the extremes of climate in Kansas?
3. Of what use are rivers? Of what use is the ocean?
4. Describe the mountains of North America
5. Name and describe the following: Monrovia, Odessa, Denver, Manitoba, Hecla, Yukon, St. Helena, Juan Fernandez, Aspinwall and Orinoco.
6. Name and locate the principal trade centers of the U.S.
7. Name all the republics of Europe and give the capital of each.
8. Why is the Atlantic Coast colder than the Pacific in the same latitude?
9. Describe the process by which the water of the ocean returns to the sources of rivers.
10. Describe the movements of the earth. Give the inclination of the earth.

Notice that the exam took FIVE HOURS to complete. Gives the saying "he only had an 8th grade education" a whole new meaning, doesn't it?! Also shows you how poor our education system has become... and, NO! I don't have the answers, and I failed the 8th grade test! Could any current 8th graders pass this exam? New meaning to "No child left behind!"

Submitted by Susan Gunn

ADULT EDUCATION

CLCBH June Graduation Ceremony

The Career Learning Center of the Black Hills held its 28th semi-annual graduation ceremony on June 23, 2006 at the Dakota Middle School auditorium. Approximately 30 of the 76 GED graduates who completed their GED Test between January and June attended the ceremony. Renee Peterson, AEL Coordinator, welcomed the graduates and their guests and introduced the graduate speakers. Jennifer Trevino gave a moving speech relating how getting her GED was the fulfillment of a promise she made to her dying mother. Our second speaker, Dion Vigil, shared his story of a troubled childhood and his hope of setting a good example for his son to stay in school and complete his education.

Dion told the audience, “We live in a world created by dreams. I say it is never too late for us to chase our dreams. Let’s dream big and follow those dreams with all our heart. Ambition, focus and dedication are the keys to making any dream possible.”

Both Jennifer and Dion are planning to start post secondary programs in the fall. Seven students were inducted into the National Adult Education Honor Society (NAEHS): Kye Gabbert, Anna Glover, Harmony Roberts, Jennifer Trevino, Dion Vigil, Carly Worster, and Dustin Wurdeman. Each of these graduates received a letter of commendation and a pin from NAEHS. The ceremony was followed by a reception in the cafeteria sponsored by Altrusa International of Rapid City.

Submitted by Carol Kluk



AACPC’s Celebration of Achievement

The evening of June 29, 2006 @ Northern State University’s Johnson Fine Arts Center a **Celebration of Achievement** for the 42 GED Graduates was held by the Aberdeen Area Career Planning Center. Jeff Mitchell, Director of Services at AACPC, was the Master of Ceremonies for the event. The Invocation and Benediction were given by Jay Lamb, Knights of Columbus member and Safe Harbor Board member. The small numbers of former GED students in attendance were addressed with the inspiring and challenging words of Zach Kern, Veterans Outreach Representative of the SD Career Center. The presentation of Graduates by Barb Anderson, AEL/GED Instructor, awarded those in attendance with a “Certificate of Participation” in the AACPC Adult Ed. Program. Jaimie Jaragoske of Mellette was the recipient of a \$500 Scholarship to NSU. Those in attendance enjoyed the company of family and friends at a reception for the Graduates. Five members of this group are already serving our Country in active military duty.

Submitted by Doris Patten

Adult Education

Southeast Job Link Holds GED Graduation

Technical Education Center in Yankton, South Dakota on June 8, 2006

Even though the number of GED Graduate attendees was down, we at Southeast Job Link are quite pleased to have around 50 total students who have completed their General Educational Development (GED). Ten of which, were from the Wolf Creek Hutterite Colony. The ceremony took place in our Community Room.

This year's commencement addresses were given by Heather Campbell and Joshua Redwing both gave students encouragement and discussed their bumps in the road along the way, but also talked about their accomplishments after receiving their GED, what it meant to them, and why it was important for them to have. Heather Campbell is an employee at the Vermillion Career Center where she has been for about three years, a full-time mother and undergraduate student at the University of South Dakota in Vermillion. Joshua Redwing completed the Regional Technical Education Center (RTEC) Welding program, is an employee at Kohlberg Pioneer here in Yankton, where he has been since last December and he continues doing many great things with his life. We wish all our GED Graduates great success and luck in life.

A reception for all graduates, family, friends and community members followed.

Christina Johns
Adult Education Instructor



*Bottom Row: Christina Johns (GED Instructor)
Janyce Kroupa, Candace Brown, Tiffany Hotchkin,
and Teresa Szakats (GED Instructor).
Top Row: Corey Kieffer, Thomas Croissant, Jason
Bartekoske,
and Joshua Redwing.*

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NIFL: Bridges to Practice

The last part of May brought Susan Heathershaw and Doris Patten to "Big Sky Country" for training in the **NIFL: Bridges to Practice** program for Adult Learning Disabilities. Training was a week long at the Double Tree motel in Missoula, MT. The motel was surrounded by water! The Rattlesnake creek flanked one side and joined the wide, Clark Fork River on another side. I believe you could have fished from your room if you were river side, but I wasn't, so I went sight seeing in my free time! I felt like I was in Heaven!

We were kept busy from 7:30-5 during the week as we learned and reviewed the laws governing the rights of the disabled. We had many activities to plan and take part in through out the training. Our instructors were from Wisconsin, New York, and Washington. Those attending were from Maine (3), Florida (2), Kentucky (4), Montana (3) and South Dakota (2).

Right now I'm doing final preparations to leave for Missoula again! I will miss seeing all of you during Summer Institute, but our second part of training is July 31- August 4. I hope to see Glacier National Park before the training and vacation at Yellowstone/ Teton area before returning to work. Someday I will tell you about my getting caught in a snow storm on May 28, returning from the first training, as I passed through The Bear Tooth Pass (10,960ft) in WY!!! Just ask! I also have **lots** of pictures, so we will need popcorn!

submitted by Doris Patten



ADULT EDUCATION

Huron CCLC Staff attend Small Business Marketing Seminar

Chad Dubro, Jill Luque, and John Taylor from Cornerstones Career Learning Center of Huron took part in a Small Business Marketing seminar provided by the Small Business Development Center of Aberdeen on July 25, 2006. Their goal was to gather insight into how a learning center can effectively market its services to the community.

Valuable information on how to define the marketing base, researching potential customers, develop an effective plan, and ideas regarding effective advertising were presented.

After the presentation, a panel of four Aberdeen professionals provided feedback on their experience in the small business market during a question and answer period. Their experience and knowledge of effectively marketing to consumers provided the seminar participants with knowledge that will assist them in their future endeavors.

In the years ahead, the need to effectively inform the public that Adult Education programs provide more than just GED preparation and basic skills training will prove to be beneficial to the programs and the clients they serve.

Submitted by John Taylor



GED Student Honored at Summer Institute

Chris Carol, who attended Southeast Technical Institute Adult Literacy Program, was honored at Summer Institute for having the highest GED score in the state of South Dakota in 2005. Chris's high score of 3670 was obtained the first time he took the test. Chris wrote "I am working and hope to attend a musical university and attain a degree in music." He was joined at the celebration by his father, mother, brother and grandfather.



ESL from 3 Teachers

I found the NTT very helpful as a new teacher to adult education, but I did not get to break off with the other two ESL gals and go to Right Turn with Missy where they did all of the ESL training because I needed to stay and learn about TABE testing, etc. Therefore, as far as ESL, I have not had any formal training yet. Missy is planning on coming down to Mike Durfee State Prison and is sending me a manual to help me out.

If we are talking about adult education as a whole, I found the NTT very helpful, specifically assessment and evaluation of adult learners. Also, I was able to begin understanding how I could take my education and experience in Special Education (K-12) and apply it to adult learners because Susan Gunn did such a wonderful job helping me see the differences between early and adult learners. One thing I learned in NTT and was able to apply to my situation at the prison is how important it is for me to make these men feel like adults in a system that in many ways treats them like children. In other words, one of my first roles in adult education is to make that learner feel confident in the abilities he/she has and build upon those abilities. Meeting and developing professional relationships with other adult education teachers in South Dakota was one of the most important resources I walked away with as well. It was a very overwhelming two days for someone new to adult education and I am very excited to start applying what I learned when I finish my training at the prison. Just as I hope to instill a philosophy of life-long learning in my students, I was reminded at NTT that I, myself, am continuously learning too!!!

Megan Winckler

ABE, ESL Mike Durfee State Prison



You Can Teach an Old Dog New Tricks

The New Teacher Training recently held in Pierre was very informative—even for a returning adult education teacher. My first duties with Cornerstone included working with Adult Ed students preparing to take the GED, which was administered at Mitchell Technical Institute at that time. Then as the Mitchell office grew, I moved out of the classroom and on to other duties.

Now I find myself back in the classroom. Much of the information was familiar, but with a new twist which will enable the classroom teacher to work more effectively with the students. Formal lesson plans will make the teaching process easier and allow for new teachers to easily step into the classroom. Goals setting activities will help us determine our students' goals and set up the plan to get them there.

Most of the changes involve the paperwork and the information management system. Many of the program changes are really just a tightening of the regulations to ensure that South Dakota has a top notch program that is implemented consistently across the state to meet the federal requirements. As funding dollars shrink, we need to use our time and resources wisely. The teaching and planning tips provided at the training will help me meet the goals of my students, my local program, and the state.

Bobbi Schurz

Cornerstones Career Learning Center, Mitchell

Becoming a “new teacher” of adults proposes its own challenges, but being a “new ESL teacher” can strike a fear in the very heart of any newcomer. Fortunately, we who live in this great state of South Dakota have a program designed specifically for new ESL instructors during New Teacher Training.

Lead by the “fearless” Missy Slaathaug, this training gave us numerous examples and activities that we can use with our adult learners. We found that surveys and assessments are extremely important to all classes of adults, but especially to ESL students. Missy introduced us to NRS levels and BEST Plus scoring. We were also given resources to find articles about our ESL student's needs and literature to aid ESL instructors. For me, the most interesting part of the presentation was reading a piece titled, “Beginning ESOL Learners' Advice to Their Teacher,” by Mary Ann Cunningham Florez. In this article, ESL learners suggest that teachers spend more time on each topic, offering more and different ways to practice the material and exploring issues and situations associated with it.

We should be very proud that we have the support of our programs and the South Dakota Department of Labor. Without them, training sessions like this would not be possible; and the specific needs of our adult ESL learners would never be understood or met.

Jill E. Luque, “New” ESL Instructor

Cornerstones CLC, Huron

AmeriCorps*VISTA

VISTA at Vermillion

The Student Action Office at The University of South Dakota is poised for another exciting year of facilitating service-learning with students, faculty, and community members in and around Vermillion. We are continuing with our successful programs such as alternative weekend service trips, community partnership trainings, brown bag workshops and a week of activities surrounding Make a Difference Day. USD will also continue its mentoring process for schools with newer service-learning programs. This year we will be working with Morningside College in Sioux City, Iowa.

Also, the University has been selected to present a \$1,000 grant from the Jimmy & Rosalynn Carter Partnership Foundation (JRCPF) to a USD student. This grant, which was started by the foundation this year, will be awarded to a student whose application demonstrates an innovative plan to enhance community partnership between themselves, USD and the community agency. The selection process will begin this fall and the winner's project will be featured on the JRCPF website as well as being recognized during an awards ceremony on campus in the spring.

Other new additions to the office include two new Volunteers in Service to America (VISTAs) this July- Jon Sanborn and Alex(andra) Berke. Both VISTAs have relocated to South Dakota from the East Coast and are excited to experience life on the prairie. The VISTAs both graduated in May, Sanborn from Lyndon State College with a degree in Recreation and Berke from Cornell University with a degree in Government. Sanborn and Berke have been enjoying the beauty of the Vermillion area and getting acquainted with community members and organizations. Many people have asked the VISTAs why they chose to move to the area; both stress the unique program at USD and a desire to live in different parts of the country to deepen their understanding and experience of the United States. Sanborn has already joined the Vermillion Red Sox baseball team, hitting a home run in his very first game (which the Red Sox won!) and Berke has begun volunteering at the Oral History Center within the University and is planning to compete in the Vermillion Literary Project's next Poetry Slam. As the students return to campus and begin their service projects we will have more to report, but for now we are planning for their arrival.

Submitted by Alex Berke

Sharpen Your Pencil....

The acronyms SAT, GRE, and ACT strike fear into the hearts of students. A good score from these tests can boost your future. And a bad one can cause problems.

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Visit: number2.com

**Maui Wowi
SDALL Fall Conference
September 21 & 22, 2006
Pierre, SD (not Hawaii)**

All events will be held at the Kings Inn (224-5951).
A block of rooms is being held at state rates.

September 21, 2006
SDALL Pre Conference 1:00 – 4:30

**Program Administrators' Sourcebook: A Resource on
NCSALL's Research
for Adult Education Program Administrators**

Presented by Beth Bingman, author

Pre Conference Agenda –

- **Teaching and Learning**
 - Sustained Silent Reading Study
 - Pair Work Study
 - Adult Multiple Intelligences Study
 - Classroom Dynamics Study
 - Adult Development Study
- **Adult Student Persistence**
- **Professional Development**
- **Outcomes of Participating in Adult Education**
- **Advocacy for Program Improvement**

**The Pre Conference is required for all AEL directors.
AEL instructors are encouraged to attend.**

September 22, 2006 **SDALL Fall Conference**
8:00 – 3:00

'It's All About Math'

Presented by Teresa Johnson & Myron Fuerst

Teachers will take an active role in the training which will include direct, experiential, and interactive instructional strategies they can use to improve student learning in GED mathematics classes.

Teresa and Myron will be attending the GED Mathematics Training Institute in August. The Institute is presented by the U.S. Department of Education, Office of Vocational and Adult Education.

The SDALL board voted to cover the cost of conference meals and conference registration for Maui WOWi. Programs will only be responsible for travel, motel costs, and SDALL memberships.

**This will be Flip Flop Day and
will feature a Hawaiian Shirt Contest.**

*A silent auction will be held to raise funds
for the Hovland grant.*

**Membership/Registration=\$15 per individual OR
\$50 for a five-person Institutional Membership**

***ALL OF THE INFORMATION BELOW MUST BE FILLED OUT FOR
EACH PERSON ATTENDING THE CONFERENCE AND/OR PAYING
THEIR MEMBERSHIP DUES:***

Name:

Mailing Address:

City:

Zip:

Phone:

Fax:

Email:

Program Representing:

Return with payment by September 1, 2006 to Becki Lemke, 33 3rd
St. SE, Suite 202, Huron, SD 57350

SDALL Award Application

NOMINEE:	SUBMITTED BY:
Name:	Name:
Address:	Address:
Telephone:	Telephone:

AWARDS CATEGORY

1. ____ Hovland Development Fund Award 2006

The South Dakota Association of Lifelong Learning Development Fund was created to make small grants available to SDALL members for activities that will increase the knowledge or effectiveness of adult education in South Dakota. A maximum grant amount will be determined by the SDALL Board of Directors annually. Activities which may be funded include - but are not limited to - professional development workshops, seminars, research projects, innovative adult and continuing education activities, and special projects.

Eligibility: Only current SDALL members are eligible for consideration

Amount of Award: The 2006 Award will be for \$500

The project will be selected by the SDALL Development Fund Committee. The recipient of the grant will be announced at the fall conference. Upon completion of the project, the recipient will be obligated to submit in writing a final report and evaluation to the president of SDALL. In addition, the recipient will submit a news article to Ever Learning.

2. ____ SDALL Award of Merit - AEL / GED Student

This award is to be presented to an individual who has demonstrated outstanding progress in the area of educational development in the State of South Dakota.

Submit a brief statement supporting the following:

1. Identify the achievements of the nominee, i.e. course of study, GED recipient, etc.
2. Identify how participation in AEL/GED has affected the nominee's quality of life.

3. ____ SDALL Distinguished Award of Merit - Adult Education

This award is to be presented to an individual who has demonstrated outstanding service promoting, developing, implementing or teaching adult education in the State of South Dakota.

Submit a brief statement supporting the following:

1. Identify how the nominee has supported adult education and literacy in the State of South Dakota
2. Identify how the nominee's dedication has benefited adult education.

4. ____ SDALL Distinguished Award of Merit - Volunteer Service

This new award is given to a person who assists adult education and literacy staff along with VISTAs in furthering the goals of adult education and literacy.

Submit a brief description supporting the following:

1. Identify how the nominee has supported adult education and literacy in the State of South Dakota
2. Identify how the nominee's volunteerism has benefited the community.

**All nominations must be submitted by Sept. 1, 2006 to: Kim Olson, 33 3rd St SE Suite 202,, Huron SD 57350;
kimo.cclc@midconetwork.com**

SDALL FALL CONFERENCE

Nominations for SDALL Board

Nominations may also be made on the floor at the SDALL Annual meeting.

At-Large Directors

Lori Yost
Lara Frey

Gloria Pluimer
Teresa Johnson



SILENT AUCTION AND RAFFLE FUNDRAISER FOR SDALL

To add just a little more excitement to Summer Institute in September, South Dakota Association for Lifelong Learning will be hosting a silent auction and raffle. It will be a great time to show off our competitive spirit and take home some wonderful treasures. We are asking participants to bring items for the silent auction. Be creative, be practical, be ready to donate, and most importantly be ready to spend some money. Donation items can be taken at the conference registration table. Proceeds go to SDALL projects. See you and your wallet there.

Kim Olson, President



SDALL WILL NOT HOST MVAEA IN 2008

After careful consideration, the South Dakota Association for Lifelong Learning Board of Directors has decided not to host the Missouri Valley Adult Education Association (MVAEA) Conference in 2008. The uncertainty of funding and the continual change within local adult education programs was the determining factors for this decision. The SDALL Board plans to continue their affiliation with MVAEA and will still have a presence at MVAEA conferences hosted by other states in the future. Further questions about this decision can be directed to SDALL President Kim Olson.

Computer Tips

Windows Key Shortcuts

The Windows key can be used in conjunction with other keys to act as a keyboard shortcut for faster access to menu commands. Now, while the Alt key tends to open program menus (i.e. Alt + F opens the File menu and Alt + E opens the Edit menu) and the Ctrl key performs actual operations (i.e. Ctrl + C will copy and Ctrl + V will paste), the Windows key will open various Windows tools.

Win key + R will open the Start menu's Run box

Win key + F will open the Start menu's Find window

Win key + E will quickly launch Explorer

Win key + Pause/Break will open the System Properties window

Win key + M will Minimize all windows

Win key + Shift + M will undo Minimize all windows

Win key + D will switch between minimizing all open programs and showing them all

Win key + Tab will cycle through items on the taskbar

The Windows key by itself will open the Start menu.

You can also open programs or folders on your desktop by pressing the Windows key + the first letter of the program/folder/shortcut + Enter. Sounds kind of tedious, but if you're in a bind with your mouse, it can come in quite handy.

Arrow Tricks

Here's a cool little arrow trick to try with word processing programs. Next time you're using your arrow keys to go from one area of a sentence to another (left and right arrows), hold down your **Ctrl** key. Instead of moving one space at a time, you'll move one word at a time.

If you're using the up and down arrows to go from line to line, holding down the **Ctrl** key will make your cursor jump from paragraph to paragraph (well, from carriage return to carriage return anyway).

One last thing, if you hold down the **Shift** key while you do this (i.e. hold down **Shift + Ctrl** at the same time), you select text as you arrow along.

I've tested this in MS Word and Wordpad, but it should work no matter what word processing program you use.

Home/End Key Fun

Do you ever find yourself scrolling through a huge folder? Well, if you need to get to the beginning or the end quickly, just press **Ctrl + Home**. If you want to get to the end, click **Ctrl + End**.

Hey, that's not all!

This little trick works on more than just folders. If you use the **Home** key in a word processor, it goes to the beginning of the line you're currently working on. If you hit the **End** key, it should head to the end of the current line. If you pair **Home and End** up with the **Ctrl** key in a word processor, you will be whisked away to the beginning or end of the document. Again, this should work, but it depends on your word processor.

Wow, that should be enough to keep you busy for awhile! Have fun!

Submitted by Jeff Myers

Cornerstones CLC

People, Places and Events

Calendar of Events

August 22 - 24 Math Institute - Washington DC
August 24 GED Examiners - Pierre
September 20 Directors Meeting - Pierre
September 21 SDALL Pre Conference - Pierre
September 22 SDALL Fall Conference - Pierre
December NTT - TBD

Hola, gusto de concerte

Jill Luque joined Cornerstones CLC, Huron in May as English/Spanish translator and English-as-a-second-language instructor. Luque also instructs workplace Spanish, which provides local businesses with survival Spanish vocabulary customized to their business needs. She recently completed New Teacher Training sponsored by the South Dakota Association for Lifelong Learning and the South Dakota Department of Labor and was certified in the Basic English Skills Test Plus assessment



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Ever Learning

"Ever learning" shall strive to provide a consistent means of communication between the providers of services to adults and their families, with updates on statewide literacy, adult and community education programs, policies, news, latest technologies, organization activities and upcoming events.

Web page - www.sdall.org

South Dakota Association for Lifelong Learning, Inc.

President: Kim Olson 605-353-7175

President Elect: Renee Peterson 605-394-5120

Secretary: Sylvia Hollow Horn

Treasurer: Becki Lemke, 605-353-7175

Dakota TESL

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warings@sf.k12.sd.us

Ever Learning Editor: Kim Olson

Comments should be directed to:

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Huron SD 57350
605-353-7175

kimo.cclc@midconetwork.com

Send change of address to:

Susan Gunn
18649 Summerville Road
Shadehill, SD 57638

A SPECIAL THANK YOU...

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