



3.8 Making a Table in Word

Prerequisite Skills and Knowledge

- ∞ Basic knowledge of Word
- ∞ Basic keyboarding skills
- ∞ Knowledge of how to save work in the correct location

Time Required

- ∞ Mini-lesson and guided practice: 15 minutes for mini-lesson and 20-25 minutes for guided practice This lesson may take several consecutive lessons to complete, depending on keyboarding skills.

Materials

- ∞ Computer lab, MS Word loaded on student computers, LCD projector

Intended Learning

- ∞ Students will create a table in MS Word to show the features of non-fiction text (bold print, headings, captions, photos, glossary, table of contents, and index). **This lesson is intended to be used in conjunction with or after Unit 2 has been taught in the classroom.** This table/document will be used with a later lesson.

District Technology Standards

Uses Technology Effectively

- ∞ Word Processing
 - Changes font, text size, color, underline, and bold attributes

Big Ideas from Literacy Guide - Unit 2, Writing

- ∞ Organize information in a clear, easy-to-follow way.
- ∞ Include text features, such as labels, bold print headings, pictures, white spaces, and page breaks.

Mini-Lesson

Connection - preparing students' thinking

Share with me what you have learned about the features of non-fiction text.

Why are these features important when we read non-fiction?

Teaching - Mini Lesson

Teacher explains that in this lesson, students will be creating a table that contains the features of non-fiction text. They will use this table in the next

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lesson to look at different websites.

Brainstorm and summarize the features together.

Teacher models how to open a new blank document in Word. Model how to view the “formatting” toolbar (View>Toolbars>Formatting). They will need to type in their name as well as any other information the teacher requests (room number, etc.). Below the name, type “features of non-fiction text”. Review how to center, underline, and bold text.

Next, Using the “Insert Table” icon, insert a table that has **8 rows** and **3 columns**.

In row 1, column 2 write “Britannica Elementary”; in row 1, column 3 write “Kid Zone”. Model for students how to move from one box/cell to the next by tabbing, using the arrows, or clicking in the box.

In row 2, column 1, type “table of contents”. The teacher explains the students will continue and add the other 6 features in column 1, rows 3-8 (see example below lesson).

Active Engagement - Guided Practice

Seated at computers, students will open MS Word. They will create a table of non-fiction text features.

Link

Students will work independently to create the table. They should complete the table remembering what they have learned in class and then save.

Independent Practice

Teacher

- ∞ Circulate and answer individual questions, progress check for daily participation on class spreadsheet.

Students

- ∞ Work independently, finish table, save finished work, and ask for help when necessary.

Sharing/Closure

- ∞ Review the features of non-fiction.
- ∞ Ask for any difficulties they encountered when formatting. What was easy? What was difficult?

Assessment

- ∞ Progress/Monitor for daily participation using a checklist as you walk around and observe students. Using a rubric with a score of 1-4, a “3”

given for the complete assignment. A “4” represents students who add additional features.

Example of Student Work

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Features of Non-Fiction Text

	<u>Britannica Elementary</u>	<u>Kids Zone</u>
Table of Contents		
Photos		
Bold print		
Headings		
Captions		
Glossary		
Index		