



## 4.6: Creating Columns in Word

### Prerequisite Skills and Knowledge

- ∞ Students should have prior knowledge of Microsoft Word, and how to open a New Blank Document, put their name date and subject heading on a document, and how to use the Tab key

### Time Required

- ∞ Mini-lesson and guided practice 20 minutes

### Materials

- ∞ Computer lab (preferably) Microsoft Office software, Microsoft Word, printer, copy paper, whiteboard or lcd projector

### Intended Learning

- ∞ Students will be able to define the computer vocabulary, and create practice tests using columns for matching definitions with computer terms

### District Technology Standards Uses Technology Effectively

- ∞ Basic Vocabulary
- ∞ Uses appropriate vocabulary to identify aliases, shortcut, cells, format, alignment, spell check

### Big Ideas from Literacy Guide - Unit 2, Writing

- ∞ Communicate ideas and information using clear and precise descriptive language.

### Mini-Lesson

#### Connection - preparing students' thinking

When we use technology, we need to understand the vocabulary that computers use in different programs. Today we will try to integrate computer words into our vocabulary and create matching quizzes for other students with columns and the Tab key.

#### Teaching - Mini Lesson

#### Active Engagement - Guided Practice

With students seated at computers, write the following words on a Whiteboard, or use an LCD

### Notes

**Connection - preparing students' thinking**

When we use technology, we need to understand the vocabulary that computers use in different programs. Today we will try to integrate computer words into our vocabulary and create matching quizzes for other students with columns and the Tab key.

**Teaching - Mini Lesson**

**Active Engagement - Guided Practice**

With students seated at computers, write the following words on a Whiteboard, or use an LCD

projector to project these words in a Microsoft Word Document: alias, shortcut, cells, format, alignment, spell check. Ask students to brainstorm definitions for each of the words, and write down their ideas. Tell them that we can use inferring (using context clues and prior knowledge) to figure out what these words mean.

When all words are defined, add keywords to help students understand their meaning if necessary.

Show how to create columns in a New Blank Document, by using the Tab Key.

Create a Column A and a Column B. In Column A, Type a 6 space line in front of each word for matching the correct definition in Column B.

Using the Tab Key, tab over to the middle of the page and type a number 1. and a definition for any of the words. Press enter, and repeat the same sequence for each word until all words and definitions have been typed. Print out your finished document and show students how their quiz should look.

**Link**

Students open up a New Blank Document in Microsoft Word and begin with their heading, name, date, and subject in the upper left hand corner. They need to use the Tab Key to create a Column A and Column B, then press Enter two times, and begin to make their quizzes by typing both the vocabulary and definitions in random order. They will exchange their quizzes with another student for an assessment of their learning.

**Sharing/Closure**

- ∞ When all students have printed their quizzes, ask if there were any problems creating the quizzes, and if some students found easier ways to create the document.

**Assessment**

- ∞ Assessment will be based on the finished quiz completed by each student.
- ∞ Using a rubric from 1-4, with a “4” being highest for a document that contains all vocabulary words, definitions, and format is correct, including the heading.