



5.3: Using Tables in Word

Prerequisite Skills and Knowledge

- ∞ Basic computer and keyboarding skills
- ∞ Use of Word

Time Required

- ∞ Mini-Lesson and Guided Practice: 15-20 minutes

Materials

- ∞ Word
- ∞ Each student's list of ten vocabulary words

Intended Learning

- ∞ Students will create a table with three columns and eleven rows, label the columns, and enter their vocabulary words into the correct column. Students will also save their work to be completed later.

District Technology Standards

Uses Technology Effectively

- ∞ Word Processing
- ∞ Uses thesaurus, tables, and online clipart
- ∞ Navigation
- ∞ Saves and opens files on server, local hard drive, and USB flash drives

Produces Quality Work

- ∞ Word Processing
- ∞ Creates word processing documents for a variety of purposes

Big Ideas from Literacy Guide - Unit 2, Writing

- ∞ Create an organizing structure appropriate to purpose and audience
- ∞ Communicate ideas and information using clear and precise descriptive language

Mini-Lesson

Connection - preparing students' thinking

Remind students that when they are presenting information they want to present it in a way that is organized, easy to understand, and inviting. Explain that today they will create a table in Word and fill in one column with the vocabulary words that they brought from class. Tell them that they will save the table today and work on it over the following two class periods to complete it.

Notes

Teaching - Mini Lesson

The teacher demonstrates how to open Word to a blank document and from the “Tables and Borders” toolbar, insert a table. As an example, the teacher will demonstrate how to create a three column, six row table. The teacher will then use the first row to label each column, the first label will be “Vocabulary Word”, the second will be “Thesaurus”, and the third will be “Clip Art”. Remind students how to change the font and size if desired. Next the teacher will demonstrate how to enter the list of vocabulary words in the correct column. The teacher will have their own set of five vocabulary words for this purpose. Finally, the teacher will review with the students how to name and save this work to the appropriate place (server, hard drive).

Active Engagement - Guided Practice

Students will go to their own computer and open Word and create a table with three columns and five rows. The student will then label each of the three columns. The teacher will monitor and check each student’s table.

Link

Tell the students that now they need to create their table with three columns and eleven rows, label each column, and enter their vocabulary words. When that much of the table is complete, they will need to name and save their work in the appropriate place.

Independent Practice

Teacher

- ∞ Teacher will continue to monitor students and offer support as needed.

Students

- ∞ Students will complete the assignment and save it.

Sharing/Closure

- ∞ Have students discuss any problems they had creating the table and what solutions they found. Have other students offer ideas too.

Assessment	
<ul style="list-style-type: none"> ∞ Monitor each student with a score of 1-4, according to his or her proficiency during independent practice and the saved activity. A 3 represents a student who was able to create a correct sized table, label each column, fill in the vocabulary words correctly, and save it to the appropriate 	

place.