Table of Contents

How to Use This Book (*cont.*)

Components of the Program

	Introduction • Concise overview of effective use of technology in the classroom • Brief introduction to software and the 12 featured skills • Description of how to best utilize this product in the classroom • Correlation to standards
	Summary Pages • Brief description of new skill(s) being introduced • Detailed step-by-step instructions of new skill(s) • Multiple Windows screenshots to help guide instruction and offer support (Macintosh screenshots provided on Teacher Resource CD) • Quick Tip provides shortcut or alternate way of using application
	Procedure Sections • Brief description of content-based lesson including content standard and technology skills • Materials list • Suggestions for teacher preparation • Detailed step-by-step sequential instructions for teaching the lesson • Extension ideas for differentiation
	Student Directions • List of steps for students to use while at the computers • Help students complete the activity with little or no guidance
	Rubrics • Allow for standardized assessment of student work using specific criteria and a point grading scale • Include space for both teacher and student to assess completed work • Blank rubric on the Teacher Resource CD

How to Use This Book (*cont.*)

Components of the Program (*cont.*)
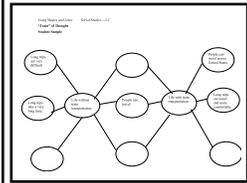
	Student Samples • Provide examples of what each project will look like when completed • To be distributed or projected during the lesson to provide students with further instruction and guidance
	Project-Based Learning Introduction • Brief introduction to the project-based learning approach • Explanation of how project-based learning fits with technology and integrates different subject areas and standards • Description of how assessment is a critical piece of this learning process
	Project-Based Learning Activities • Allow students to apply everything they have learned throughout the book to real-life project-based activities • Lessons include: activity description, content standard, technology skills, materials list, suggested teacher preparation, detailed procedure steps, and extension ideas for differentiation.
	Graphic Organizers • Included with each project-based learning activity • Allow students to organize text and data before entering it into *Word* documents
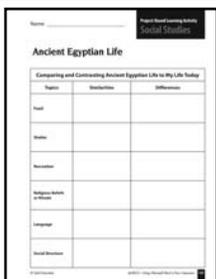
Appendices

• Works Cited and Other References
• Content-Area Index
• Teacher Resource CD Index
• Learn & Use Series Description

Teacher Resource CD

• Student Samples
• Graphic Organizers
• Data Collection Grids
• Macintosh Screenshots
• Blank Rubric

Microsoft Word has different features that can help organize information. One way to organize text is to use a table. *Word* allows for users to choose the number of columns and rows in the table. The text that is entered into the table, as well as the table itself, can be formatted in a variety of ways.

Step-by-Step Directions

Inserting a Table

1. Move the cursor where you would like the table to begin.

2. Click **Table** on the Menu bar.

3. Choose *Insert>*. Click *Table*.

4. Choose the number of columns (vertical) and number of rows (horizontal) needed. Click **OK**.

Formatting a Table

1. There are many ways to make changes to the text in the table. Use the buttons on the *Formatting* toolbar to change the style, color, or size of the text.

2. Click **Table** on the Menu bar. Use options such as **Merge Cells** and **Split Cells...**

3. Click **Table** on the Menu bar. Choose **Table Properties...** to make changes to the rows, columns, or cells.

Adding and Deleting Rows in a Table

1. To add a row, click **Table** on the Menu bar, choose **Insert>**. Select *Rows Above* or *Rows Below* depending on where the cursor is and where you would like the row to appear.

2. To delete rows, click **Table** on the Menu bar, choose **Delete>** and then *Rows*. This will delete the row the cursor is currently on.
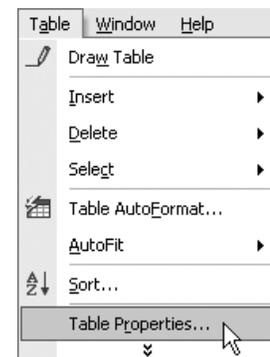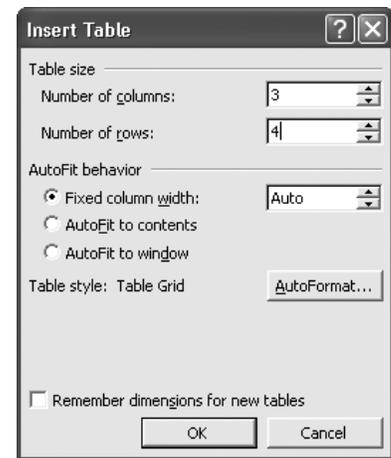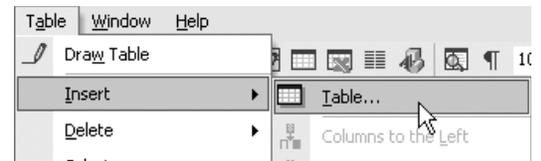
Quick Tip

Once a table has been inserted, you can use the AutoFormat feature to change the look of the table. Click **Table** on the Menu bar. Select **Table AutoFormat**. Choose from the table styles and click **Apply** to change the table.

A Perfect Schedule

Lesson Description

Students create tables and design perfect school schedules.

Content Standard

Students understand that numbers apply to real-world situations.

Technology Skill

Students use word processors to insert and format tables.

Additional Technology Skills

- changing font appearance (optional)
- centering text
- saving and printing work

Materials

- current school schedule posted in the room
- student sample (filename: *sched.doc*)

Teacher Preparation

1. If a daily schedule is not posted in the classroom, create a class/school schedule and display it in the room for the students to see.

2. Generate a list of guidelines for students to follow as they create their perfect schedules, such as starting/ending time of the school day, how many minutes each period must have, or how many periods they must have in their schedules.

3. Print and review the student sample (filename: *table.doc*).

Procedure

1. Explain to the students that they are going to be using *Microsoft Word* to create a perfect school schedule. How would they like to spend every day at school?

2. Review guidelines you have created so that the students will know the rules to follow when creating their own schedules.

3. Model opening a new file.

4. Type a title for your schedule. Use the **Center Align** button on the *Formatting* toolbar to center the title at the top of the page. You may also decide to change the font style, size, or color. (See page 27.)

Procedure (*cont.*)

5. Show students how to click **Table** on the Menu bar. Select **Insert>** and choose **Table**. At this point, discuss the differences between columns and rows. Tell students that they need to have a plan for organizing their schedules. They may want to sketch their schedules with pencils on paper first. Then, they can choose the columns and rows accordingly.

6. Once you have a table inserted in your file, model labeling the top cell in each column with appropriate headings such as *Teacher*, *Class*, *Time*, etc. You may want to suggest to students that they change these titles to make them look different from the other text. They may want to change the color, size, or style. (See page 27.)

7. Type text in a few cells to model how to enter text. Remind students to use the **Center Align** button on the *Formatting* toolbar to center the text in the cells. Also, show students how to add and delete rows so that they may adjust their schedules from the original amount of columns and rows chosen. (See page 79.)

8. Explain to students that they are to continue until they have finished creating their perfect schedules, following your guidelines.

9. Discuss any questions students may have about the assignment.

10. You may want to show students the sample (filename: *sched.doc*) found on the Teacher Resource CD.

11. Give students sufficient time to complete the activity.

12. When students are finished, have them save and print their work.

13. Students can share their work in pairs, in small groups, or as a whole class.

14. Use the rubric provided on page 87 to assess this lesson.

Extension Ideas

Have students type persuasive letters to you (or to the principal) presenting their perfect schedules and why they should be granted these schedules.

Students can add columns to the tables and show what their actual schedules are like and how they compare to their perfect schedules.

Mathematics

Student Directions

1. Open *Microsoft Word*.

2. Open a new file. Click **File** on the Menu bar and choose **New…** (or **New Blank Document** on a Macintosh).

3. Type your title.

4. Click the **Center Align** button on the *Formatting* toolbar. This will center your text. To view the *Formatting* toolbar, click **View** on the Menu bar. Click **Toolbars>**. Choose *Formatting*.

5. You may also use the *Formatting* toolbar to change the text appearance to make the title stand out.

6. Click **Table** on the Menu bar. Click **Insert>** and select *Table*.

7. Choose the number of columns and rows you need to create your schedule. Click **OK**.

8. Type headings in the top cell of each column. You may want to change the font of your headings.

9. Fill out the table. Center all text.

10. Add or delete rows if you need to by clicking **Table** on the Menu bar. To add rows, click **Insert>** and choose *Rows Above* or *Rows Below*. To delete rows, click **Delete>** and choose *Rows*.

11. Save your work when you are finished.

12. Print your schedule.

Assessment Rubric

Strong **(3 Points)**	The student was able to insert and format a table independently.	The student appropriately organized text in the table.	The student added an appropriate title and centered the text.	The student's finished product shows a strong understanding of the lesson objectives.
Effective **(2 Points)**	The student was able to insert and format a table with little support.	The student organized text in the table.	The student added a title and centered the text.	The student's finished product shows an understanding of the lesson objectives.
Emerging **(1 Point)**	The student was able to insert and format a table with support.	The student attempted to organize text in the table.	The student attempted to add a title and center the text.	The student's finished product shows an emerging understanding of the lesson objectives.
Not Yet **(0 Points)**	The student was not able to insert and format a table.	The student did not organize text in the table.	The student did not add a title.	The student's finished product shows a weak understanding of the lesson objectives.
Self Score				
Teacher Score				
Total Score				
Comments:				