

Word Projects: Venn Diagram

drawing and templates

Idea from <http://www.essdack.org/tips/index.html>

In this activity, we will compare two items. Note that this activity could be done with the computer and TV as a whole class activity or as an individual or pair activity.

Instructions:

- Make sure the Drawing tool bar is open. View, Toolbars, Drawing.
- Draw your lines or shapes.
- Use the Fill button to change the circles to have No Fill.
- Use Edit, Copy and Edit, Paste to create the second circle.
- Use the Text Box tool to write instructions at the top.

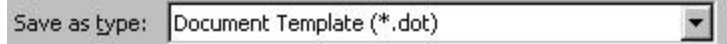
Hold down shift
while you draw to
constrain your line
or circle



Management Tip: *Save As Template*

Create templates for projects so that independent work can occur. If you were creating this file for students to fill in, you'd want them to be able to open it without wrecking the file.

- From the menu, choose File, Save As...
- In the Save as type pull-down menu, choose Document Template.
- Give the file a descriptive name.



You could make a new folder such as Mrs. Lim's Files or Language Arts Projects by pushing the Create New Folder button in the Save As dialog box.

As a student, you would follow these instructions:

- From the menu, choose File, New...
- Click on the tab that has the template in it. (Mrs. Lim's Files, etc.)
- Select the appropriate assignment file, click OK.

Applications:

In what areas do you use Venn diagrams?

What else could you do with the draw program to draw a frame/line to fill in? Coat of arms, timeline, family tree, graphic organizer...

Word Projects: Research Database

tables

Idea from <http://www.essdack.org/building/resourcesms.html>

Use Word to create tables to organize information. For this example, we'll create a table to keep track of Internet Resources. Follow this example or create one of your own.

Item	Date	Author	Title	URL
Picture of tornado	09/25/00	The Tornado Project, Inc.	The Tornado Project Online	http://www.tornadoproject.com
Text about tornado safety	9/21/00	Unknown	All About Tornadoes	http://www.tornadosafety.com
Movie Clip of Tornado	9/21/00	Unknown	Twister Stories	http://www.twister.com

Create a Table

- From the menu, click Table.
- Choose Insert Table. The Insert Table dialog box will appear.
- Type in the number of columns and rows.
- Click OK.

Change Column Width and Row Height

- Place the mouse on the desired line until the mouse turns into the "flight attendant".
- Click and drag the mouse to resize the row or column.
- Once the desired width or width is set, release the mouse button.

Row Format

- Place the cursor in the row that will be formatted.
- From the menu, choose Table.
- Click on Cell Height and Width.
- Click on the Row tab.
- Make the necessary changes. Click OK.

Use the Tables and Borders toolbar to quickly access these features. View, Toolbars, Tables and Borders.

Merge/Split Cells



Merge:

- Select the cells you want to join together.
- Point the mouse somewhere in the selected area.
- Click once with the opposite mouse button.
- Click on Merge Cells.



Split:

- Right-click in the cell you want to split.
- Click on Split Cells.
- Make the necessary changes.
- Click on OK.

Delete a Cell(s)

- Click in the cell or select the cells you wish to delete.
- From the menu, choose Table, then Delete Cells.
- Either click once Shift Cells Left or Shift Cells Up.
- Click OK.

Insert Rows and Columns

Word inserts the new row above where the cursor is located and the new column to the left of the selected column.

Rows

- Point the mouse where you want the new row to be inserted.
- Right-click, choose Insert Rows.

Columns

- Point the mouse just above the column of the table. The mouse pointer should be a small, solid thick arrow pointing down.
- Click to select entire column.
- Place the mouse inside the selected column.
- Right-click, choose Insert Columns.

Draw Rows and Columns

- Make sure the cursor is somewhere in the table.
- Point the mouse to Table on the menubar and click once.
- Click once on Draw Table.
- The Tables and Borders toolbar should display on the screen.
- Draw a line with the mouse down a column.

Delete a Row

- Point the mouse just to the left of the table. The mouse pointer should look normal, except pointing to the right, towards the row.
- Click to select entire row to be deleted.
- Place the mouse inside the selected row.
- Right-click, choose Delete Rows.

Delete a Column

- Point the mouse just above the column of the table. The mouse pointer should be a small, solid thick arrow pointing down.
- Click to select entire column to be deleted.
- Place the mouse inside the selected column.
- Place the mouse inside the selected row.
- Right-click, choose Delete Columns.

Borders and Shading

- Click in the cell or select the cells in the table that are going to be formatted.
- Point the mouse in the cell or somewhere in the selection of cells.
- Right-click, select Borders and Shading.
- Make the necessary changes. Click OK.

Table Autoformat

- Select the entire table. From the menu, choose Table, Table AutoFormat.
- Make the necessary changes. Click OK.