

Directions for creating a Table for Hyperlinks and Descriptive Words

This activity will provide instructions on using **MS Word** to create a **Table** allowing organization of **Descriptive Words** for a Web Site & **Web Address!**

(**View provided examples below on last pages of this activity!**)

Before proceeding with this **MS Production Activity**, use **Google** to locate about (12) web sites which are of specific content nature to be placed in a table: **Only (8) needed!**
Specific Curriculum Nature such as: Sentences, Decimals, Countries, and Animals
Specific Content Sites such as: Mathematics, Social Studies, Science, Language Arts
Bookmark or mark web sites as **Favorites** depending upon Browser Firefox/Explorer!

1. Before creating a table with MS Word it is a good idea to create **3 or 4 blank lines** at top of page.
2. **Okay Let's start**, Open MS Word using the **Start Button** or **Double Clicking** on a Desktop Icons.
3. With MS Word open, Click File **then** Page Setup... **then** change **all margins** to **.75 inches**.
4. **Hit the Enter Key**, at least 3 times to provide some blank lines at the top of the MS Word page.
5. At top of page, Click Table **then** Insert **then** Table... An Insert Table Window will appear.
6. Change the **Columns** to (2) and change the **Rows** to (4) to allow for (8) entries in the Table.
7. Now using the mouse, place the **Blinking Cursor** in the **first cell** at the top and right of the table.
8. **Hit the Enter Key** (3) times to provide (4) blank lines **in the First Cell** of the Table of Links.
9. **Place the Cursor** in the Cell just below the First Cell **and** continue hitting Enter Key (3) times.
10. Continue with this **Blank Line** opening procedure for the remaining cells in the First Column.
11. The **deceiving** thing about Tables is that it **looks like all the Cells** have (4) Open Rows **but Not!**
12. With the Cursor within the Table, **Hold down Ctrl Key & Hit the letter A** & quickly let Up!
13. Note the Cells in the **Second Column** have only (1) open row in each and need to be opened too.
14. Continue opening all the Cells in the Table **and** after it appears to be done **then** Check with Ctrl A!
15. Table is ready for Descriptions & Web Addresses! Save Table as **Words&Links##** (## Initials)!
16. **A good idea to save your work** as you go so as not to lose too much. **Maybe save on Desktop!**
17. Review Web Sites gathered before starting **and** select (8) with **shortest** Web Addresses (URLs).
18. Remember you have to type in a few **Descriptive Words** and **Web Addresses** right below them.
19. Some longer Web Addresses can be used **but** you might have to decrease Font Size to use them.
20. Now, On the **Second Line** in each Cell **type** a few Descriptive words for each of the selected sites.
21. After typing in selected Brief Descriptions, **Copy & Paste** URLs from Google beneath the words.
22. Hopefully, there is enough room within Cell to accommodate the shorter Web Addresses (URLs).
23. If not then use another **or** shorten by changing **Font Size** but not too small! **Font Size 10 smallest!**
24. This puts Descriptive Words on Line (2) **and** Web Addresses on Line (3). **Blank Above & Below!**
25. **Again**, it is time to save work **and** continue knowing that if anything goes wrong it is saved! ☺

26. Now place the cursor above the Table in the Second Blank Line placed at the top in the beginning!
26. Enter an appropriate **Title for Table** of Word Descriptions and HyperLinks. **Note Examples!**
27. Title should be **one or two sizes** bigger than Text **and** should be Bold in Style. **Maybe Italics!**
28. A couple of **lines beneath** the Title, provide **some directions** as to what is to be done by students!
29. Make the **directions short lines** about the same size as the Table! Do not allow directions to Wrap!
30. **Beneath Table**, Type appropriate Identification (Examples)! **Save Table again Words&Only## !**
31. **To be practical and not re-invent the wheel, use prepared Table to create a Table without Links!**
32. **Click & Drag** to select a Web Address, **then** Ctrl C to Copy Address! Do Not Cut! Might lose it!
33. Click & Drag Words above, at top of page is a **Blue Globe with a Link**, Click it to create a Link!
34. The Insert HyperLink Window will appear **and** Cursor is Blinking in a **Long Blank Entry Box!**
35. **Paste** Web Address that was copied previously in # 32 into Long Blank Entry Box **& Click OK!**
36. Selected Words are now **Blue & Underlined** which indicates they are a **HyperLink** or **HyperText**.
37. Continue with this Copy & Paste activity for the rest of Links. Copy is Safe! Cut is Dangerous!
38. Once all of the Descriptive Words have become HyperLinks, then **Select & Delete Links** (URLs)!
39. Make sure there are **ONLY** (3) lines in each Cell use **Back Space or Delete** to delete extra lines!
40. After all is carefully checked, Save this Table **LinksOnly##**. There are (2) completed Tables!
41. Close MS Word and check each Activity by Double Clicking it! **Maybe** Print Out each one!
42. Open First MS Word Table Project! Click File **then** Save as Web Page... **use same name!**
43. As soon as MS Word saves **Table as a Web Page** the Table is **quickly** Left Justified! **Yuk!**
44. Using the Mouse, Put the cursor into Table **and** at top of page Click Table **then** Click Properties!
45. A Table Properties Window appears and (3) small Justification Windows! **Click Center** then **OK!**
46. The Table should be Center Justified! **Right now**, Do a Quick **and** Easy Re-Save using **Ctrl - S !**
47. Save Second Table as Web Page! Thus (4) completed projects (2) Word Files & (2) Web Pages!
48. Be careful **&** Save in created Production Folder **&** Print Out! Make sure to Print Out All (4) pages!

After completing, **Table & Link Projects** answer the provided questions as best as possible at bottom of each MS Word Table Projects with sentences. See Example!

1. What was the most meaningful and/or unexpected outcome from this activity?
2. How could activity benefit my future students and be a benefit to my teaching?
3. What would be Advantages or Disadvantage of this type Student Handout?

A Selection of Homework Web Sites for Assisting with Learning!
Note: The entries contain Descriptive Words & Web Address (URL).

Investigate the provided web sites and select (2) of your choice.
Be prepared in class to explain why you have selected these sites.

<p>EdHelper for All Homework http://www.edhelper.com/</p>	<p>Homework Spot * Help for All http://www.homeworkspot.com/</p>
<p>Math Homework Helper http://users.adelphia.net/~mathhomeworkhelp/</p>	<p>A+ Math for Homework Help http://www.aplusmath.com/</p>
<p>InfoPlease Homework Center http://www.infoplease.com/homework/</p>	<p>Study Guides & Strategies http://www.studygs.net/</p>
<p>RefDesk Homework Helper http://www.refdesk.com/homework.html</p>	<p>Kid Info Homework Site http://www.kidinfo.com/</p>
<p>Fact Monster for Info http://www.factmonster.com/</p>	<p>JISKA HomeWork Helper http://www.jiskha.com/</p>
<p>Yahooligans HW Helper http://yahooligans.yahoo.com/school_bell/homework_help/</p>	<p>Blue Web'n HW Helper http://www.kn.pacbell.com/wired/bluewebn/</p>
<p>Ask Dr Math for Help http://mathforum.org/library/drmath/drmath.middle.html</p>	<p>Virtual Library for Education http://www.csu.edu.au/education/library.html</p>
<p>Best Homework Help Online http://www.tourbus.com/best_homework.html</p>	<p>The Homework Assistance Page http://www.geocities.com/ivonebl/</p>

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This bottom region is where you answer the questions on the previous page!

Think about your future students and try to answer as a Classroom Teacher!

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A Selection of Homework Web Sites for Assisting with Learning!

Note: Entries have only Descriptive Words not Web Address (URL).

Investigate the provided web sites and select (2) of your choice.

Be prepared in class to explain why you have selected these sites.

<u>EdHelper for All Homework</u>	<u>Homework Spot * Help for All</u>
<u>Math Homework Helper</u>	<u>A+ Math for Homework Help</u>
<u>InfoPlease Homework Center</u>	<u>Study Guides & Strategies</u>
<u>RefDesk Homework Helper</u>	<u>Kid Info Homework Site</u>
<u>Fact Monster for Info</u>	<u>JISKA HomeWork Helper</u>
<u>Yahooligans HW Helper</u>	<u>Blue Web'n HW Helper</u>
<u>Ask Dr Math for Help</u>	<u>Virtual Library for Education</u>
<u>Best Homework Help Online</u>	<u>The Homework Assistance Page</u>

This bottom region is where you answer the questions on the previous page!

Think about your future students and try to answer as a Classroom Teacher!