

## @ 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

**Save web pages as Bookmarks or 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 it **looks like all Cells** have ( 4 ) Open Rows **but they are 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! Good to know 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 (See Examples)! Save Table as Words&Only### (## Initials)!
31. To be practical and don't re-invent the wheel, use (**FIRST**) 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 both projects as MS Word & Web Page!** Saving as Web Page ( htm & html ) MSO 2003!  
**Completed project (2) Word Files & (2) Web Pages! Thus (4) pages submitted for project!**
48. **Be careful & Save in created files & pages in Folder & Print Out! Print Out All (4) pages!**

**Note: Using tables in MS Word is a valuable skill! It is practical and professional to use!**

**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.

**Note:** You only have to create ( 8 ) entries! Four rows & two columns!

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

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All web pages should have at the bottom: Author, Institution, and Date!

@@@ Save this MS Word page as a MSO 2003 doc or MSO 2007 docx file

**then** save as a MSO 2003 htm/html or MSO 2007 mht! @@@

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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.

**Note:** You only have to create ( 8 ) entries! Four rows & two columns!

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

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