

Creating a document with **Tables of Hyperlinks** in Google Docs (Cloud Computing)  
( The Tables of Hyperlinks need to be viewed **with & without** URLs! )  
( **URL** is Uniform Resource Locator **and** containing Absolute Links **not** Relative Links! )

@@@ It is important to view examples on second page! @@@

**Before** we begin this activity you need to decide on a topic for your Resources such as:  
ES, MS, HS: Mathematics, Language Arts, Science, Social Studies, Physical or Special Education...

**Locate** (9) sites appropriate for your design **and** save a short Title & URLs on a MS Word!

This information will be copied into Table Cells such as examples below **with & without** URLs!

- #1 Open [Firefox Browser](#) and go to [Google Docs](#) which is **provided by Google**. Note [embedded](#) links!
- #2 Log into Google Docs using [Google Email](#) Account (Username & Password) Created Account
- #3 Once you are at Google Docs which will be **your personal space** in [Cloud Computing](#),  
at the top left corner, click on the [ **Create New** ] tab **then** Click **Document**.
- #4 Once a **new blank WP document** appears, it will seem **very much like MS Word** and is but not all features.
- #5 Hit enter two or three times to create a couple of blank lines at the top of Table for information to be added.
- #6 Enter an appropriate title as in examples below with a brief description or purpose for web sites to be added.  
This title and description will be above the Table and Centered! It might even have a short assignment.
- #7 Beneath the Title and Brief Description for Web Sites gathered for your Resource Page, Insert a Table.
- #8 To Insert a Table, Click on the **Table** tab at top **then** Insert Table **then** visually create a 3 X 3 table & Click!  
Put cursor into each cell and hit enter ( 3 ) times **thus** opening each cell to have ( 4 ) lines.
- #9 If you make a Boo Boo which is normal do **then** just put cursor in Table **and** Click **Table** tab **then** Delete Table!
- #10 After entering a 3 X 3 table which will allows for ( 9 ) cells **then** copy Descriptions & URLs into each cell!  
After entering all names and links **then** activate the links by putting cursor at the end and hit space bar.  
@@@ Maybe before beginning the copy & paste take a look at examples below! @@@
- #11 Center the contents of each cell do it last **and** Table is automatically centered on the Page.
- #12 This Table with **Descriptions & Web Site Addresses** (URLs) will be the first one **then** Table without links!
- #13 Google Docs does not give as much room as MS Word **thus** Names & Links need to be short. **We still learn!**
- #14 After you have finished entering all the Names & Links (Blue & Underlined) and Centering them in the cells  
**then** do a Double Check of correctness for before submission **and** sharing as it needs to be with GDs...  
Make sure you have a **proper credits** below table: First & Last Name \* Institution \* Date
- #15 Now for the **second document** with Links **embedded** within the words **thus** Links will not be visible.
- #16 This will be easy **since** we will be using the same links to embed them into the Names of Web Sites.  
**Copy and Paste** **completed Table** with URLs to **beneath** existing table to create second table!
- #17 Click and Drag one of the links to select it **then** do a Edit > Copy **or** Hold Ctrl & Hit C (to copy)!
- #18 Now Click & Drag the Name of the Site to select it **then** at top of page: Click **Chain Link Icon**.  
then paste the link into long box that appears! The name will be Blue & Underlined else do it over!
- #19 Now delete URLs **or** Web Site Address **and** make sure all cells have ( 3 ) lines **thus** centering Name.
- #20 **Extra point to know:** To center a table in MS Word see the directions below above second table!

**Table of Reference Web Sites for Student Investigations**  
**Investigate these WWW Sites and summarize (2) for submission.**

**Instructional Technology Web Site is wrong since it was typed & not copied & pasted!**  
**It is an example of a Relative Link not an Absolute Link.**

**One Look Dictionary is wrong since it is not Blue & Underlined thus not activated!**  
**Blue & Underlined URLs are activated & work in GDs but may not in MS Word!**

**Note: All links to be Absolute Web Addresses! Click on them to see link to work!**

**My example is a group of Names with Links representing a variety of different sites!**  
**Your table should represent a specific area of study e.g. Math, LA, Science, SS...**

The Weather Channel <a href="http://www.weather.com/">http://www.weather.com/</a>	<b>Instructional Technology Web Site</b> <a href="http://www.itws.org">www.itws.org</a>	Cable News Network <a href="http://www.cnn.com/">http://www.cnn.com/</a>
Wikipedia Encyclopedia <a href="http://www.wikipedia.org/">http://www.wikipedia.org/</a>	<b>One Look Dictionary</b> <a href="http://www.onelook.com/">http://www.onelook.com/</a>	Atlapedia Online <a href="http://www.atlapedia.com/">http://www.atlapedia.com/</a>
Bible on the Web <a href="http://www.bibleontheweb.com/">http://www.bibleontheweb.com/</a>	Malone University <a href="http://www.malone.edu/">http://www.malone.edu/</a>	Education World <a href="http://www.educationworld.com/">http://www.educationworld.com/</a>

**Embedding** outside links in a lesson handout can enhance learning for students!

To **Center Tables** in MS Word: Put cursor into the table **then** Click Layout at top left

**then** Click Properties at far right **then** Click Center Icon **then** Click OK!

<a href="http://www.weather.com/">The Weather Channel</a>	<a href="http://www.itws.org">Instructional Technology Web Site</a>	<a href="http://www.cnn.com/">Cable News Network</a>
<a href="http://www.wikipedia.org/">Wikipedia Encyclopedia</a>	<a href="http://www.onelook.com/">One Look Dictionary</a>	<a href="http://www.atlapedia.com/">Atlapedia Online</a>
<a href="http://www.bibleontheweb.com/">Bible on the Web</a>	<a href="http://www.malone.edu/">Malone University</a>	<a href="http://www.educationworld.com/">Education World</a>