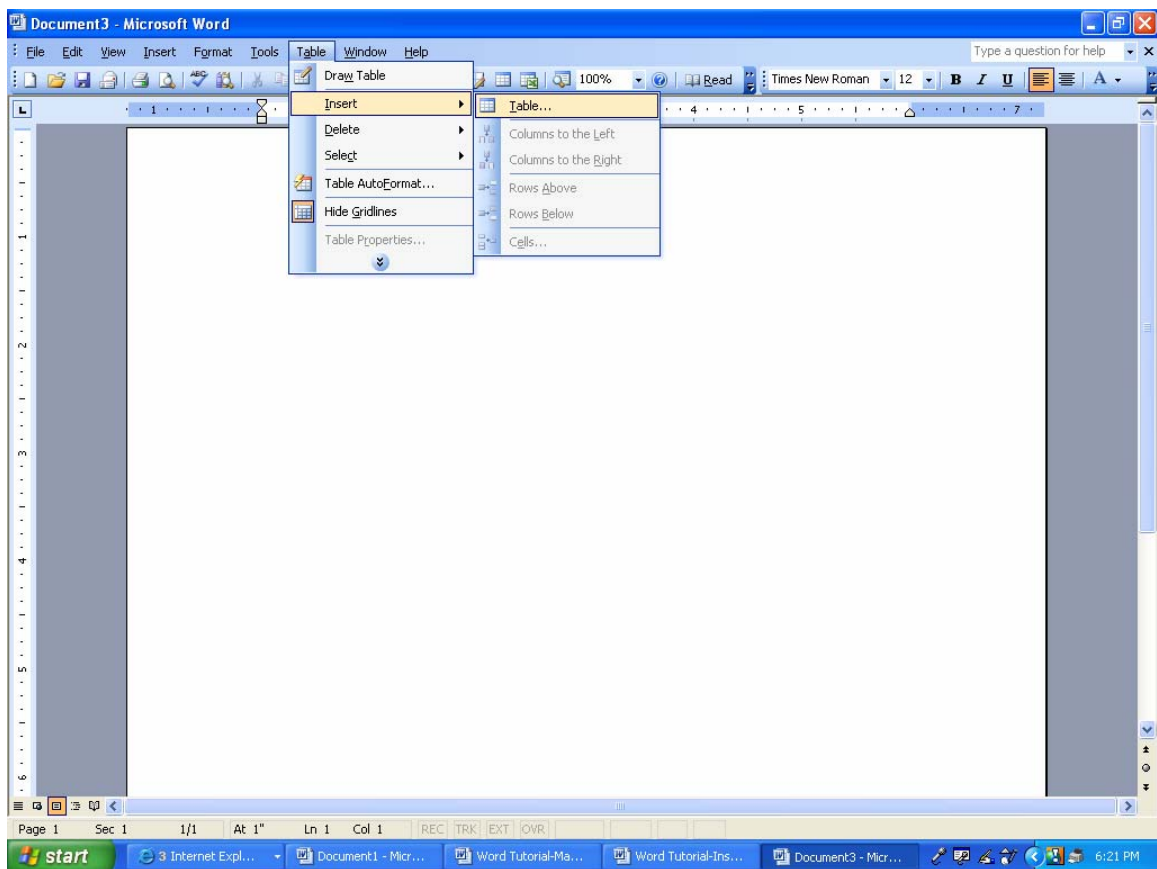
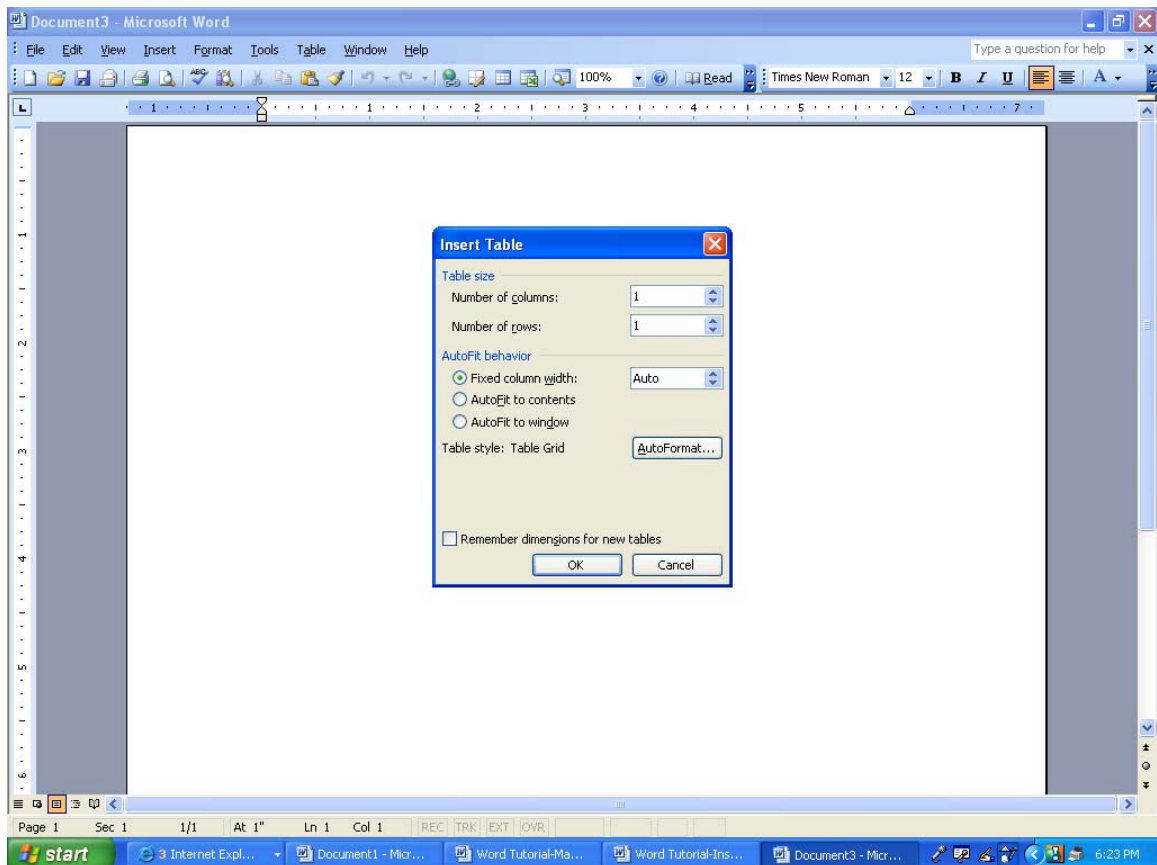


How to make a table.

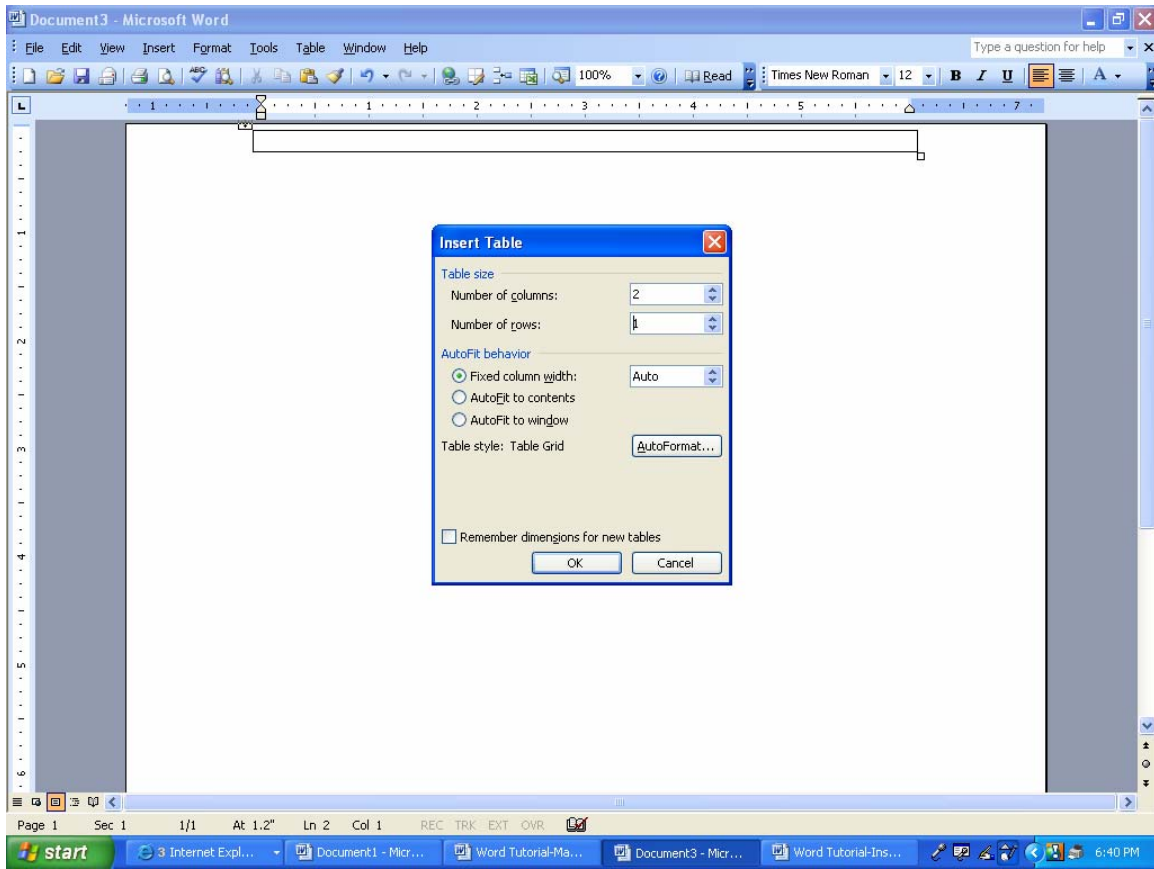
1. In preparing your PDD, you will need to make a table for Strand A. Instruction: III. Instructional Record. The Instructional Record must have two columns. The left column is a narrative that describes events that occurred during the 3 to 5 connected hours of instruction you are documenting. The right column explains the reasoning related to the events. Centered above the columns is an Activity Title.
2. To begin, go to the Word toolbar and click on "Table". Hold your mouse over the word "Insert" and another window on the right will appear. Click on "Table" in the window on the right. (See below.)



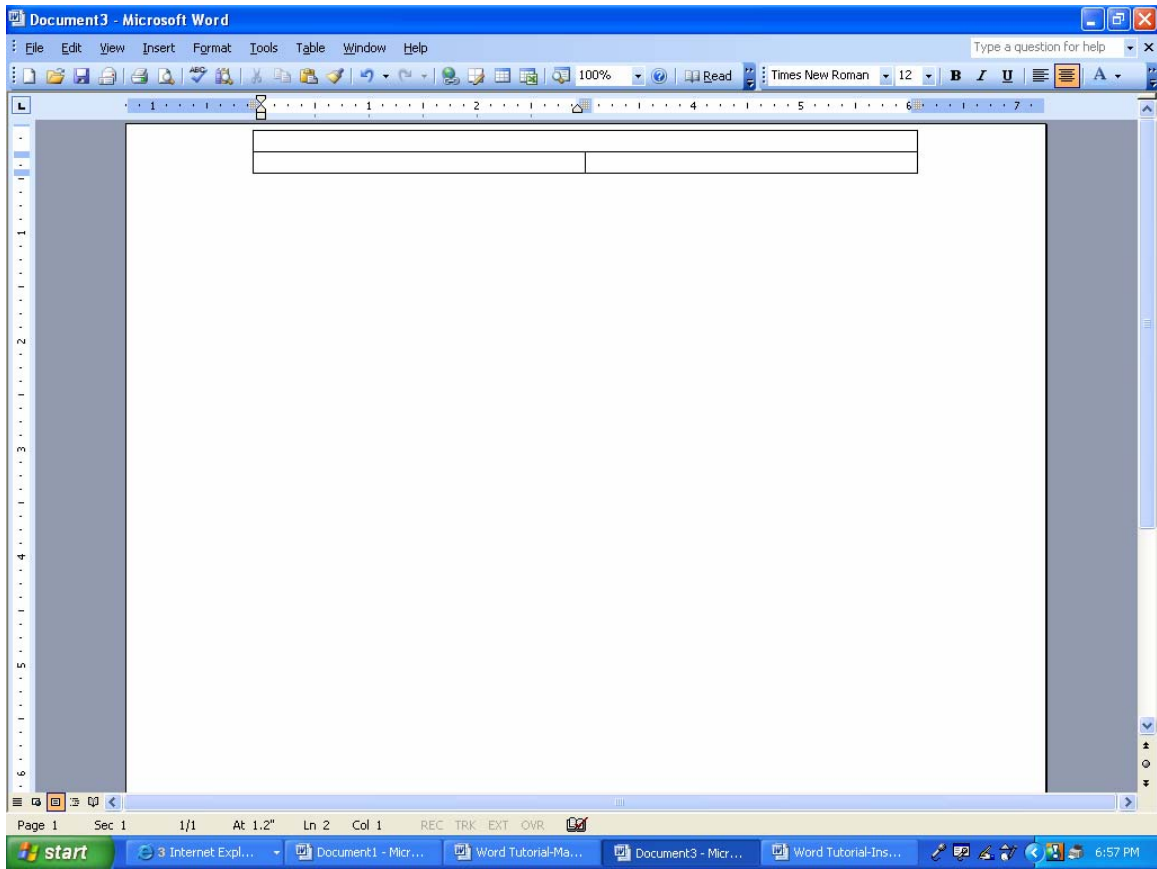
3. After clicking on the word "Table" highlighted above, you will come to a window asking how many columns and how many rows. Change both of these numbers to "1". This will give you an undivided area to type your "Activity Title".



4. Click on "OK" and you will have one row for text. Now, click out of the undivided row and repeat the process, only this time select "2" columns and "1" row.

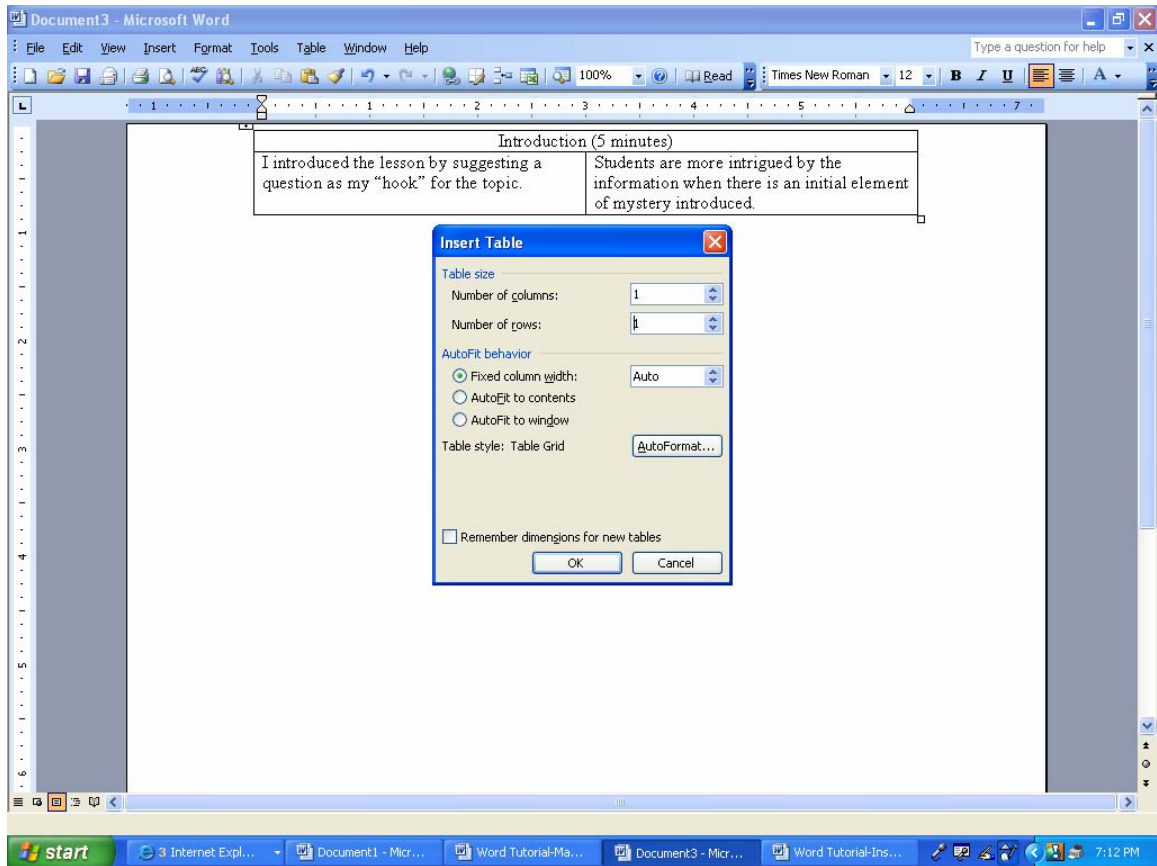


5. Click "OK" and you will have one undivided row and one divided row.



6. You may now type in the first area, ("Activity Title") being certain that you have selected "center" for alignment from your toolbar. This is highlighted in orange in the sample above.

7. After typing the "Activity Title", move your cursor to the next row, change to "Align Left", and begin typing your "description" and "explanation". The area will expand to accommodate your information. When you need to add another "Activity Title", simply repeat the process of selecting one column and one row, etc.



8. Continue in this manner until the Instructional Record is complete.

Document3 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

100% Read Times New Roman 12 B I U

Introduction (5 minutes)

I introduced the lesson by suggesting a question as my "hook" for the topic.	Students are more intrigued by the information when there is an initial element of mystery introduced.
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Page 1 Sec 1 1/1 At 1.7" Ln 5 Col 1 REC TRK EXT OVR

start Internet Expl... Document1 - Mic... Word Tutorial-Ma... Document3 - Mic... Word Tutorial-Ins... 7:17 PM