Project #96: A Biomes Table in Word. Create a three-column table in Word with the biome type, an example and a picture. Or select a topic that collaborates with a classroom unit of inquiry.

Higher-order thinking skills	Technology-specific:	Subject Area/ Learning-specific	Standard: NETS-S
Analyze parts, identify components, organize	*Using tables: formatting/editing Adding pictures*	*Geography, science, spelling*	*3.b, 4.c*

Grade level: 4-7
Prior knowledge: Project 46 (Landforms Table)
Time required: 45 minutes
Software required: MS Word, internet browser
Vocabulary: biome, ecosystem, table, cell, row, column, copy-paste, resize, tab, handles, network, flash drive, format

Lesson Description

- When you use Word's tabs and spaces to line up columns of data, they're difficult to maintain and edit. A Word **table** aligns text/numbers perfectly, adds or deletes data without formatting errors, and incorporates multiple media types (i.e., pictures, links, etc.) in a snap.
- This project works well with #87 *A Picture is Better* (using graphic organizers to communicate ideas).

Computer Activity

- Before proceeding, discuss biomes (or whatever topic you want to support with a table) with students—what are they? How are they different from landforms? What are the characteristics?
- Center the title, font 16, bold, underlined.
- Add 3x5 table with table tool . Add extra rows as needed (see following pages) by tabbing from the last cell.
- Add column headings in font 14, bold, centered—'Biomes', 'Example', 'Picture'. Shade row so it stands out.
- Tab to move from cell to cell, and from last cell in a row to next row.

- As a biome is added in column #1, have students suggest national and international examples for column #2 learned in class or from experience. Add those to column #2.
- Discuss definitions of various biomes.
- Skip column #3, 'pictures', for now.
- When finished with column 1 and 2, use Google to find pictures of the examples, copy-paste to the correct cell. Adjust to fit.
- Everything must fit on one page. Go to print preview and resize pictures as needed.

- Save to network folder; save-as to flash drive for back-up. Print.

Extensions

- Go to Table Tools-Table Styles and format table (see inset)
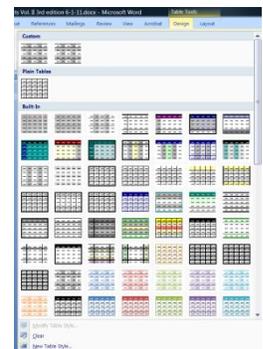
Troubleshooting Tips

1. *I ran out of rows (add another by tabbing from last cell in table)*
2. *I can't print (Ctrl+P)*

Biomes	Example	Picture
Fresh Water	Lake Michigan Nile River Ponds	
Oceans	Pacific Ocean Indian Ocean	
Deciduous forest	Redwood Forrest Canadian Forest	
Desert	Gobi Desert Sahara Desert	
Grassland	African Savanna Colorado prairie	
Rainforest	Amazon Southeast Asia	