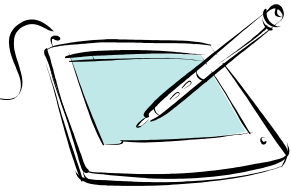


Teacher Notes



Activity 3.3 Information Gathering in the City 4 Class Periods

Introduction

What to do, what will be our earning power? These questions cannot be answered unless one more factor is addressed...where to live. In this activity, students will explore one city a day for four days, using the links provided to predetermined websites. Each day they will create a table in MS Word containing active links.

Teacher Resources

Knowledge of:

- MS Word
- Research using Internet and ability to print from an Internet browser

Materials:

- Tutorial for creating tables on MS Word
- Big6© Graphic Organizer
- Unit 3.2 Information Link Table

LOTI

- Level3
- CategoryInfusion
- Description - Technology-based tools including databases, spreadsheets, graphing packages, probes, calculators, multimedia applications, desktop publishing, and telecommunications augment selected instructional events (e.g., science kit experiments using spreadsheets or graphs to analyze results, telecommunications activities involving data sharing among schools).

Activity Objectives

- ✓ Complete a Big6© Graphic Organizer
- ✓ Students will research four cities using MS Internet Explorer and the Link Table
- ✓ Students will create a table in MS Word with active links on it

Motivate and Engage

Explore a website together of a city in a foreign country

Activity 3.3
Information Gathering in the City
4 Class Periods

Instructional Procedures

	Classroom Activities	Classroom Discussion
Admin Tasks	<ul style="list-style-type: none">• Distribute copies of the Big6© Graphic Organizer• Distribute the Unit 3.2 Information Link Table electronically to all students• Become familiar with The Creating a Table Tutorial, and distribute a copy to students	

Teacher Notes -

Activity 3.3

Information Gathering in the City

4 Class Periods

	Classroom Activities	Classroom Discussion
Teacher Tasks	<ul style="list-style-type: none"> • Guide students through a Big6© Graphic Organizer • Revisit using links to complete an internet search (using the Link Table) • Using the Tutorial for Creating a Table, instruct students in creating a table 	<ul style="list-style-type: none"> • What is the information problem? • What information do we need? • Where will we get it? • How will you review and put it together? • What did you learn? (after activity) • How does this relate to our decision making process?

Teacher Notes -

Activity 3.3

Information Gathering in the City

4 Class Periods

	Classroom Activities	Classroom Discussion
TEKS	<p>TEKS 1 (Foundations) Demonstrates knowledge and appropriate use of hardware components, software programs, and their connections.</p> <p>F. Perform basic software application functions including, but not limited to, opening an application program and creating, modifying, printing, and saving documents;</p> <p>H. Use terminology related to the Internet appropriately including, but not limited to, electronic mail (e-mail), Uniform Resource Locators (URLs), electronic bookmarks, local area networks (LANs), wide area networks (WANs), World Wide Web (WWW) page, and HyperText Markup Language (HTML); and</p> <p>TEKS 2 (Foundations) Uses data input skills appropriate to the task.</p> <p>D. Develop strategies for capturing digital files while conserving memory and retaining image quality.</p> <p>TEKS 3 (Foundations) Complies with the laws and examines the issues regarding the use of technology in society.</p> <p>B. Demonstrate proper etiquette and knowledge of acceptable use while in an individual classroom, lab, or on the Internet and intranet</p>	

Teacher Notes -

Activity 3.3

Information Gathering in the City

4 Class Periods

	Classroom Activities	Classroom Discussion
TEKS	<p>TEKS 4 (Information acquisition) Uses a variety of strategies to acquire information from electronic resources, with appropriate supervision. use strategies to locate and acquire desired information on LANs and WANs, including the Internet, intranet, and collaborative software; and</p> <p>B. Apply appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies</p> <p>TEKS 6 (Information acquisition) Evaluates the acquired electronic information.</p> <p>A. Determine and employ methods to evaluate the electronic information for accuracy and validity;</p>	

Teacher Notes -

Activity 3.3

Information Gathering in the City

4 Class Periods

Extension

- Investigate other cities of interest.
- Make a travel brochure listing the people, places, and things for visiting tourist
- Teachers may utilize ancillary materials accompanying each unit

Materials



Activity 3.3
Information Gathering
in the City
4 Class Periods

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Activity 3.3
Information Gathering in the City
4 Class Periods

Materials
Creating a Table in MS Word

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Create a table in MS Word.....	44 - 54

Activity 3.3

Information Gathering in the City

4 Class Periods

Materials

Creating a Table in MS Word

For the Teacher

Before the start of the lesson, please take the time to familiarize yourself with this tutorial, and brush up on creating tables within MS Word.

Activity 3.3

Information Gathering in the City

4 Class Periods

Materials

Creating a Table in MS Word

For the Student

Open MS Word by finding the shortcut bar on the desktop and clicking on the Word icon

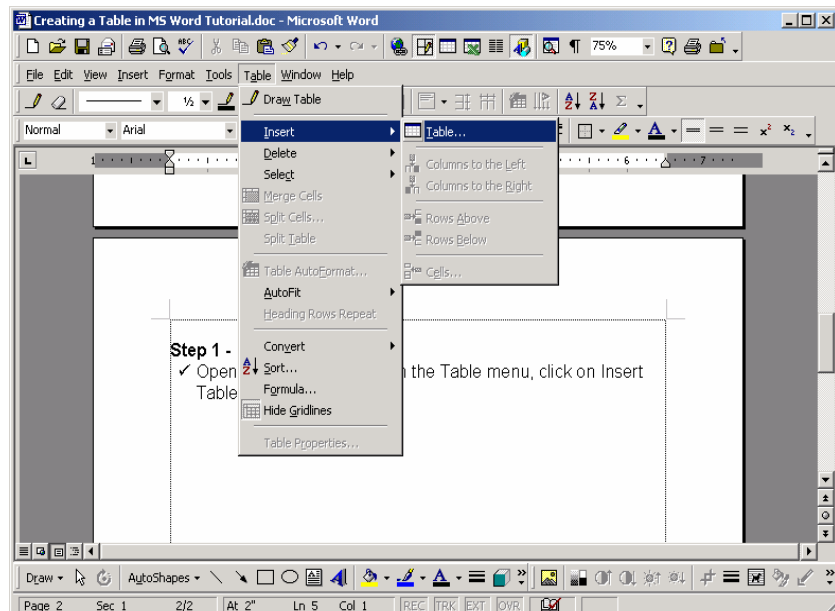


or by finding the shortcut to MS Word and clicking on it.



Step 1 -

- ✓ Open MS Word and click on the Table menu, click on Insert Table



Activity 3.3

Information Gathering in the City

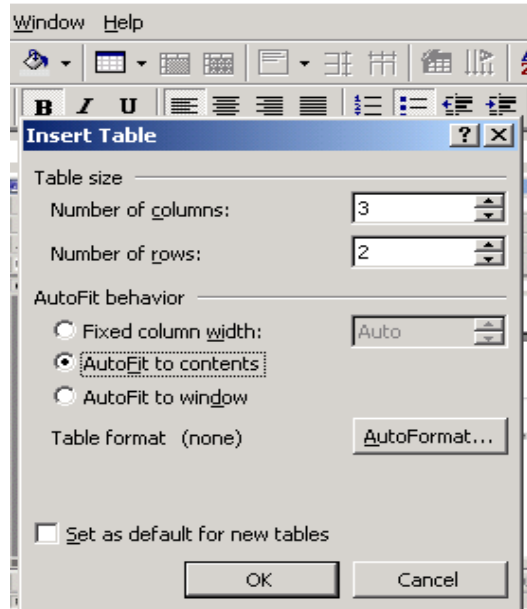
4 Class Periods

Materials

Creating a Table in MS Word

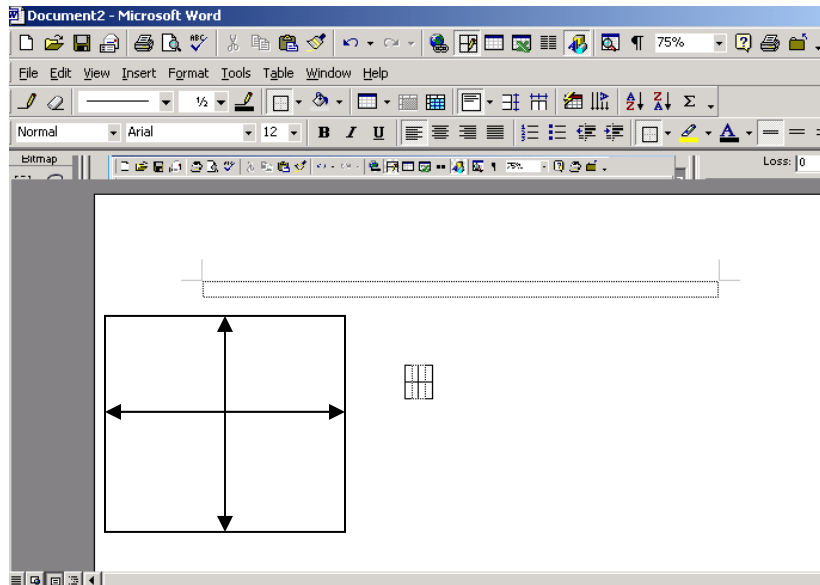
Step 2-

- ✓ A new menu pops open and asks how many rows and how many columns you want
- Decide how many **rows** (going across) you need based on the information you have to display.
- Decide how many **columns** (going down) you need based on the information you will place in the table
- Choose **AutoFit to contents**



Step 3-

- ✓ Move the table to the center where you can expand it.
- You can do this by moving your mouse to the center of the table and when you see the small cross made up of arrows, the table can be moved around on the page
- This is what the symbol looks like enlarged many times! This arrow is important (it is your friend!) because once you see it, you can select the table with it, by clicking on it. But it only shows up when your mouse is over the table.



Activity 3.3

Information Gathering in the City

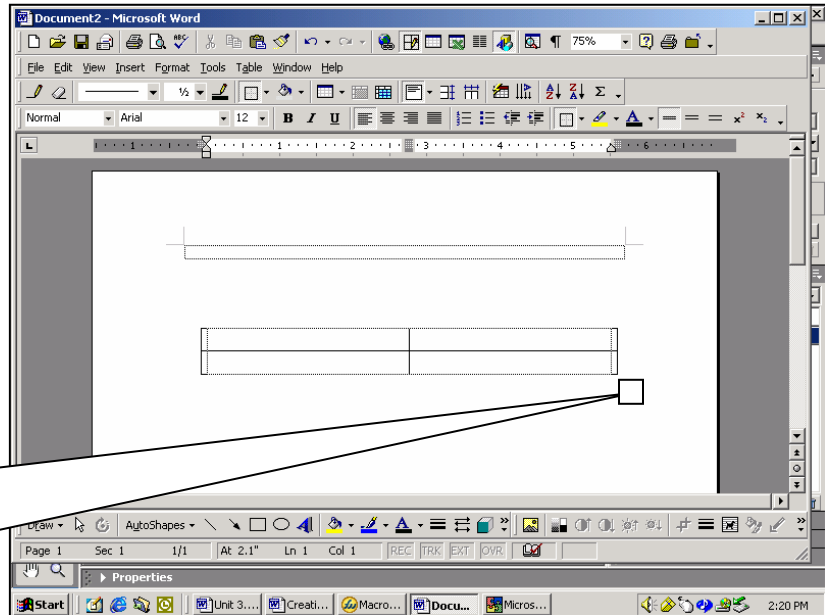
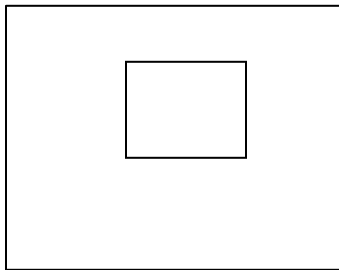
4 Class Periods

Materials

Creating a Table in MS Word

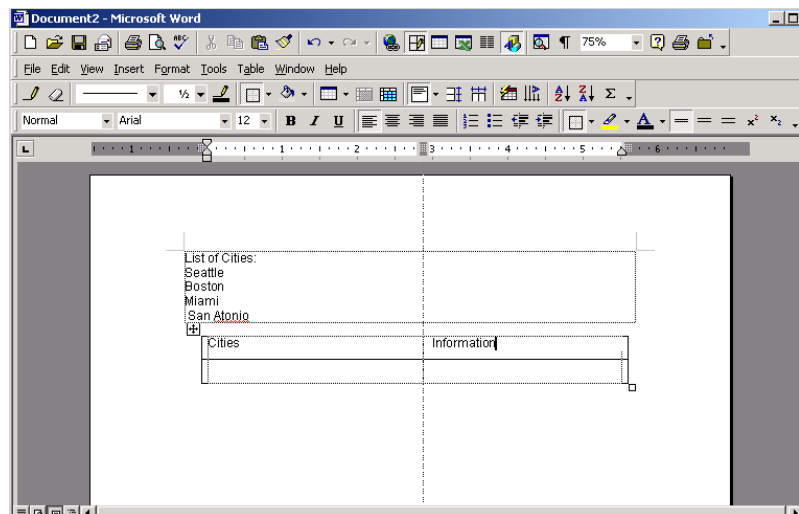
Step 4-

- ✓ Enlarge the table by pulling to the right on the square at the lower left corner of the table (called a handle)
- See enlargement of handle below



Step 5-

- ✓ Type the categories into the top two cells
- In this example, we will make a table of four cities and list information about each city in the cell next to it
- Place the **cursor** inside the top left **cell** and type “Cities”
- Place the cursor inside the top right hand cell and type “Information”



Activity 3.3

Information Gathering in the City

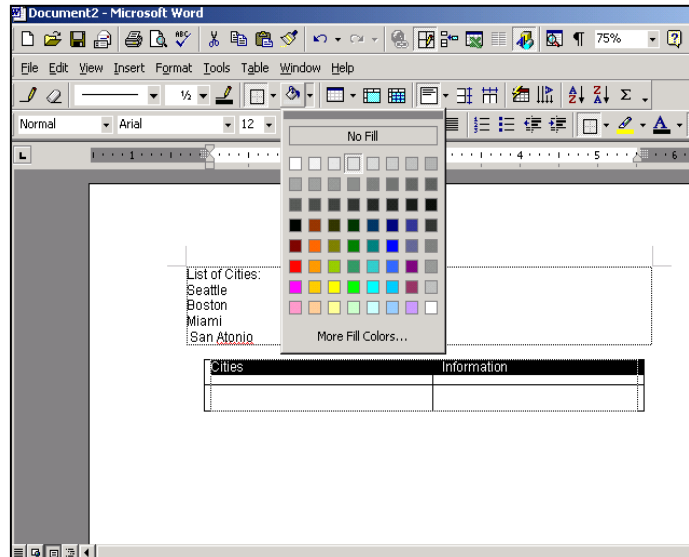
4 Class Periods

Materials

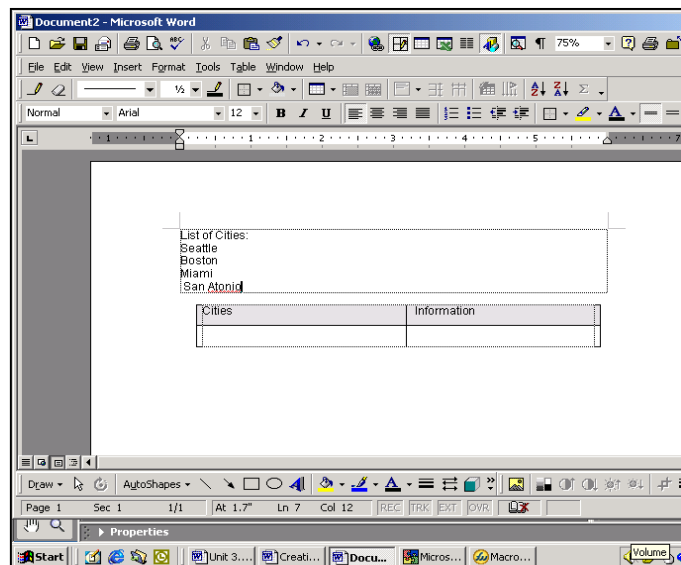
Creating a Table in MS Word

Step 6-

- ✓ To indicate that this is the category **cellblock**, you may darken that entire row to indicate that nothing else will be typed or written in that row.
- You may choose any color, as long as the words show up on it.



- Remember not everyone will be able to print out in color, so gray is a color that everyone will be able to see!



Activity 3.3

Information Gathering in the City

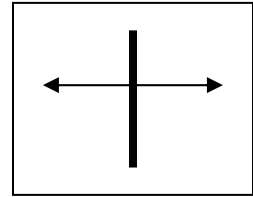
4 Class Periods

Materials

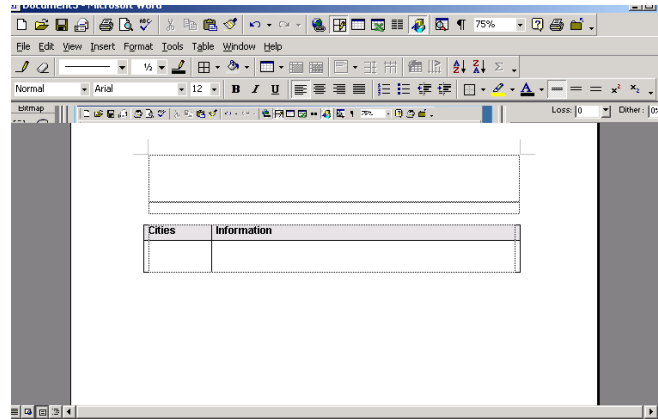
Creating a Table in MS Word

Step 7-

- ✓ Move the center line over toward the Cities so that there will be plenty of room to type in information on the information side. It can be moved by moving your cursor over it until you see this symbol:
(its enlarged!) This symbol means you can now move that line.

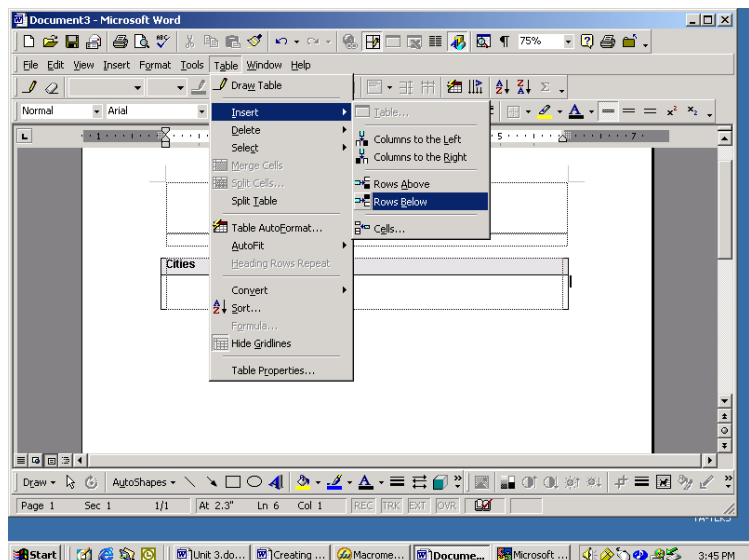


- So now your table looks like this



Step 8-

- ✓ Now you are ready to add rows and/or columns to the table for more cities
- Place the cursor to the right of the second row and pull down the table menu.
- It will ask you what you want to do and chose “add rows below” (or just click and it will add rows below)



Activity 3.3

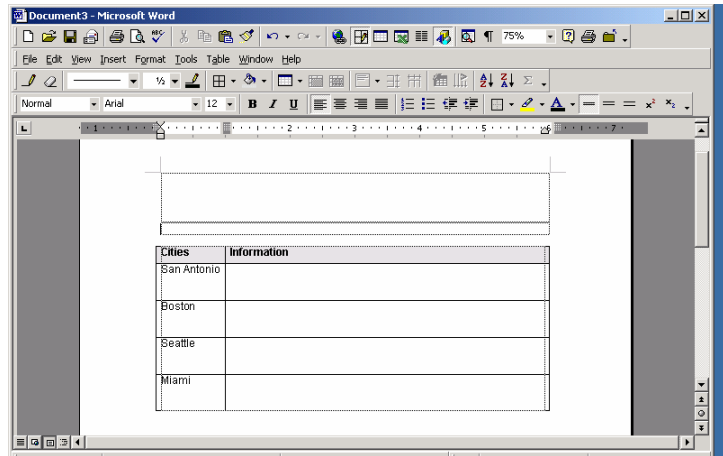
Information Gathering in the City

4 Class Periods

Materials

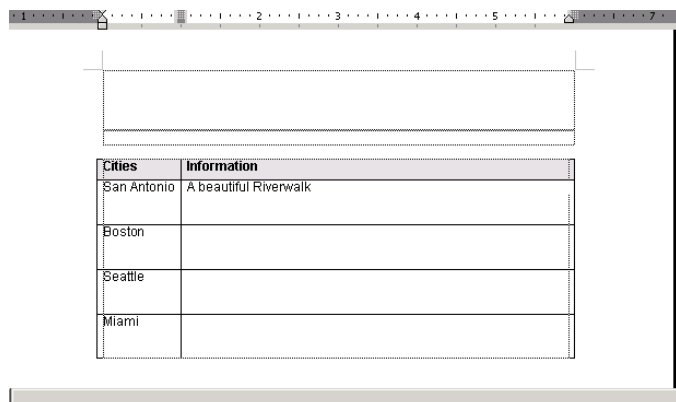
Creating a Table in MS Word

- Keep adding rows until you have enough for all the cities to be added that you need to get information on



Step 9-

- ✓ To add active links in the table do the following:
- First, type in a description of what the web page or document will tell you; for example, type in “A beautiful River walk” in the information column next to San Antonio, then, highlight only that text.



- We will make that phrase a **link** that will take us to the web page when clicked

Activity 3.3

Information Gathering in the City

4 Class Periods

Materials

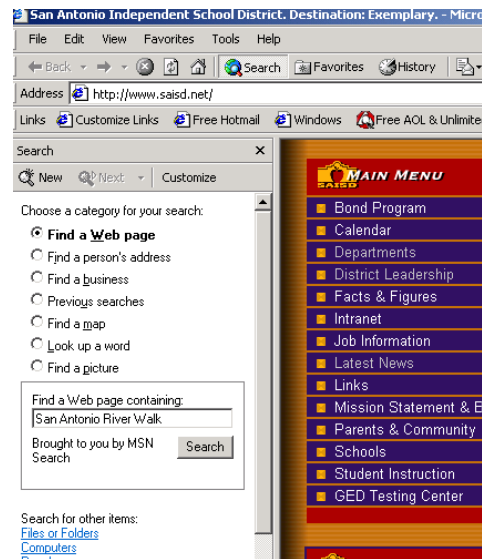
Creating a Table in MS Word

- Minimize your screen at this point by using the minus sign in the upper right hand corner of the screen:

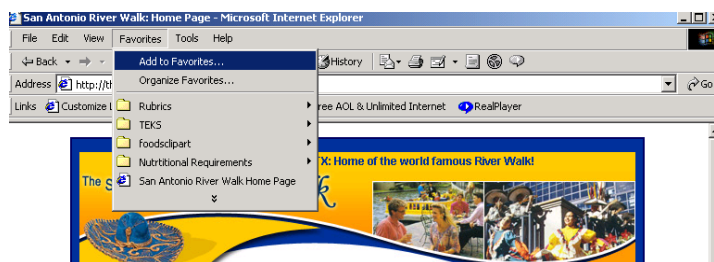


Step 10-

- ✓ Open up Internet Explorer or the **Browser** on your computer. Do a search that will bring you to a picture of the San Antonio River Walk



Save the website as a **bookmark** by adding to favorites



Activity 3.3

Information Gathering in the City

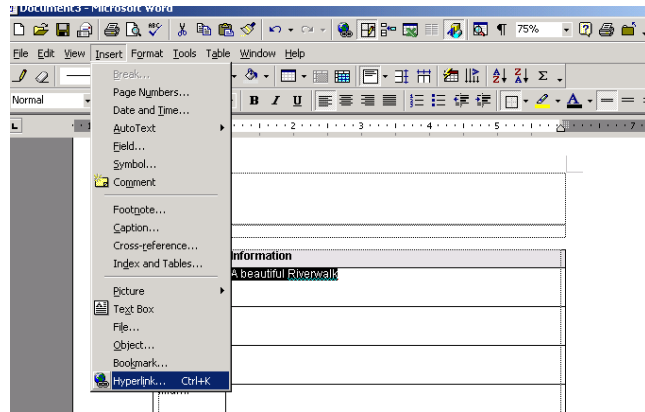
4 Class Periods

Materials

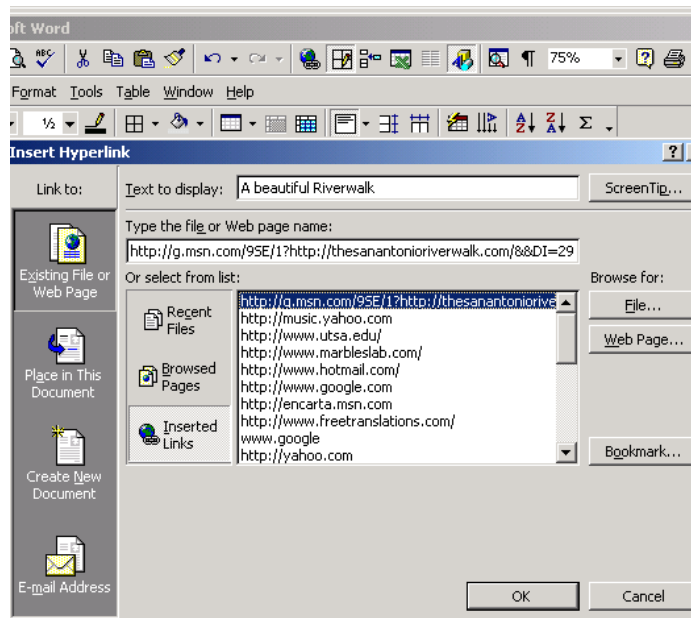
Creating a Table in MS Word

Step 11 -

- ✓ Open the Insert menu and click on **Hyperlink**



- This will bring up the next screen where it asks where you want to go once you click on the phrase “San Antonio Riverwalk.” This is called a “**Hyperlink**”
- Click on the top choice (because that is where the **website URL** is as a bookmark which you just made!), and then click **OK**



Activity 3.3

Information Gathering in the City

4 Class Periods

Materials

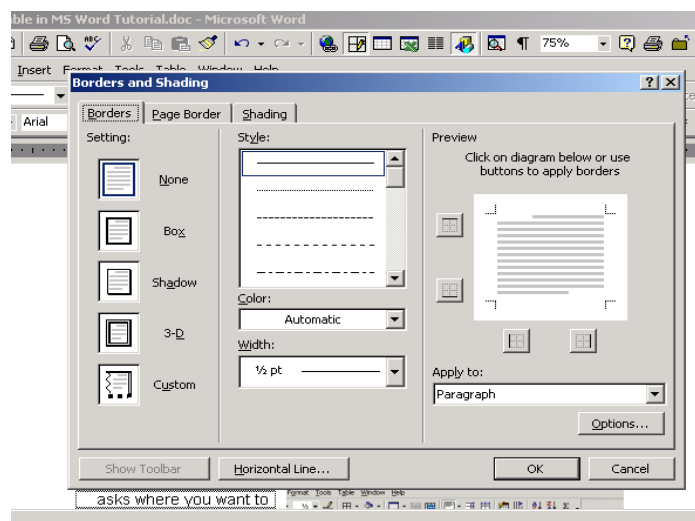
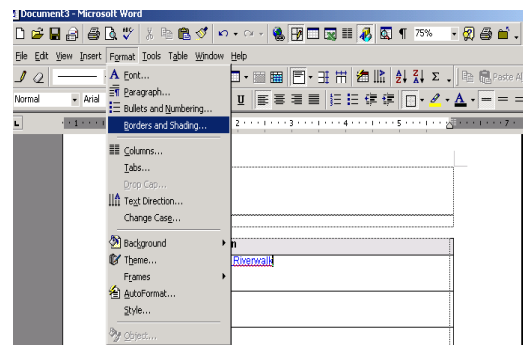
Creating a Table in MS Word

- Now the type is blue, indicating that this phrase is an **active link**. If you click on it, it will take you to the website with the information you want on it!

Cities	Information
San Antonio	A beautiful Riverwalk
Boston	
Seattle	

Step 12-

- ✓ Make some decorative and attractive **borders** for your table
- First, click on the symbol to select the entire table (shown in step 3). Open the format menu and choose borders and shading
- Select the Borders tab.
- Choose 3D



Activity 3.3

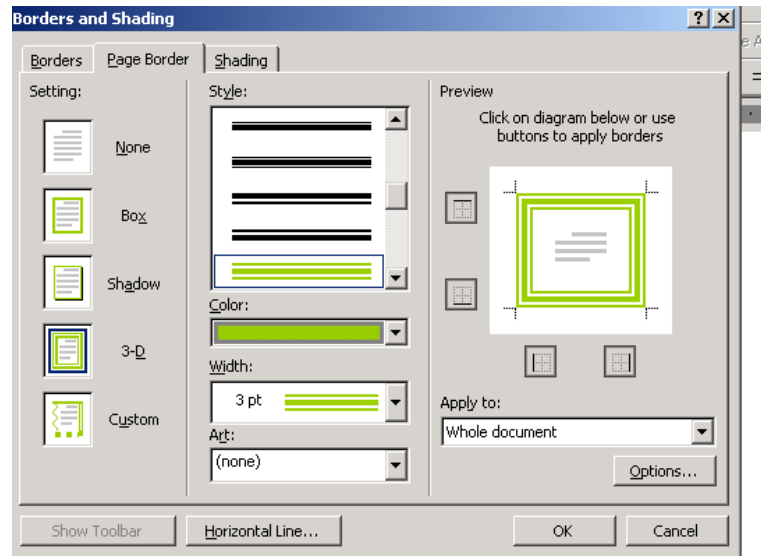
Information Gathering in the City

4 Class Periods

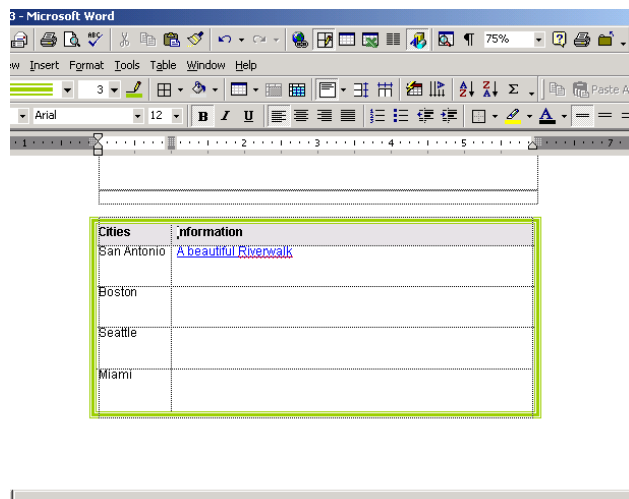
Materials

Creating a Table in MS Word

- There are a variety of choices you may play around with, i.e., pull down the arrow next to the color bar and choose a new color for the border.
- You may change the way the line looks by clicking on options under the Width menu
- The picture to the right in this dialogue box shows what it will look like before you close the box



- Here's how it turned out
- The rest is just personal preference...



Activity 3.3

Information Gathering in the City

4 Class Periods

Materials

Creating a Table in MS Word

- ✓ Save your Document according to the directions of your teacher, and close MS Word.

Activity 3.3 Information Gathering in the City

4 Class Periods

Materials

Name: _____

Class: _____ Date: _____

Super 3	Big6		Notes
1. Plan	I. Task Definition	a. What is the information problem? b. What information is needed to solve the problem?	
	II. Information Seeking Strategies	a. What are all the possible sources of information needed? b. Which of the sources are the best?	
2. Do	III. Location & Access	a. Where can you actually get or find the information sources? b. How will you get to the information?	
	IV. Use of Information	a. How will you review the information? b. How will you take notes on the information?	
	V. Synthesis	a. How will you put the notes and ideas together? b. How will you present the information you have gathered?	
3. Review	VI. Evaluation	a. How well did your product match the requirements set for the assignment? b. What did you learn—and how can you improve—the process you went through to solve the information problem?	

Activity 3.3 Information Gathering in the City

4 Class Periods

Materials

Links for Cities

Cities	Links to Cities	Colleges/ Universities/vocational training
Boston, Ma	http://www.mass.gov/portal/index.jsp City Information	Links to high education: http://www.50states.com/college/mass.htm
Miami, Fla	http://www.ci.miami.fl.us/City Information – Miami, Florida	Links to high education: http://www.florida-colleges-universities.org/ http://www.50states.com/college/florida.htm Florida is home to 28 Community Colleges , 10 State Universities as well as numerous Independent/Private Colleges and Universities .
Seattle, Washington	City Information – Seattle, Washington http://www.cityofseattle.net/	Links to high education: http://u101.com/washington.shtml http://www.online-college-education.com/washington.php http://isl-garnet.uah.edu/Universities/wa.html Vocational Colleges http://www.vocational-schools-guide.com/Washington_vocational_schools.html http://www.vocational-colleges.com/washington_vocational_colleges.htm http://www.technical-colleges-vocational-tech-schools.org/washington-technical-vocational-schools.htm http://www.vocational-school.net/washington.htm http://www.colleges-degrees-searches-online.org/washington-colleges.htm

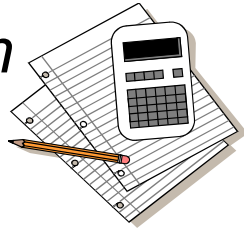
Activity 3.3 Information Gathering in the City

4 Class Periods

Materials

Cities	Links to Cities	Colleges/Universities/Vocational Training
San Antonio, TX	http://www.sanantoniocvb.com/index.shtml City Information – San Antonio, Texas	http://www.sacmda.com/ http://votech.texascolleges.org/ http://www.50states.com/college/texas.htm http://www.uthscsa.edu/ http://www.sanantoniocvb.com/visitors/ev_e_cul_coll.asp http://www.window.state.tx.us/scholars/schools/colleges.html

Evaluation



Activity 3.3 Information Gathering in the City 4 Class Periods

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Activity 3.3

Information Gathering in the City

4 Class Periods

Evaluation

Suggested Evaluations:

1. Consider giving a short quiz to question students about the terminology used for creating tables. Use the bolded words from the Table Tutorial for the questions.
2. Grade the finished product (tables). Consider the following elements when grading them:
 - a. Appearance
 - b. Functionality
 - c. Information contained in the table, is it correct, is it relevant?