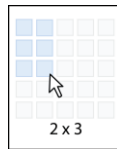
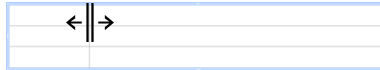


Categorize Findings into a Table Using Headings

- ▶ Click the *Insert* menu and select *Table*.
- ▶ Drag the cursor over the grid until the table is 2 x 3, then click.



- ▶ Rest the cursor over the middle border line. Drag to the LEFT to resize the column.



- ▶ In the first column type a **heading** to describe the fact. In the second column type the **fact**. Keep it brief!

TIPS:

- ✓ The heading tells what the fact is about.
- ✓ The heading might be an important word within the fact.
- ✓ The heading classifies the type of fact. For example, an amount (time, distance, number), type (material, breed, kind), or place.

For the paperless classroom, each assignment can be viewed as a digital file.




to the source in the Notes pane.

ing or interesting fact. Click on the table and pick *Insert row below*.

Find Cell

- ▶ Click and drag to select the cells in the table.

Add borders to ALL CELLS:

- Pick a border color. 
- Set a border weight. 
- Change the border dash style. 

- ▶ Click and drag to select the cells in Column 1 – it has the headings.

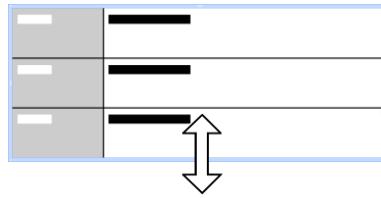
fill color. 

From the palette select an option.

- ▶ Use your skills to change the text color  or alignment. 

Adjust Table Size

- ▶ Drag the center table handle down to make it larger.



Pick One Point and Provide More Details in the Notes Pane

The audience will not want you to read all the facts in the table. They can do that for themselves! Instead, during your presentation, you will want to draw their attention to the most interesting fact in the table and then tell them more about it.

Illustrated step-by-step instructions make designing a presentation easy for elementary students.

...most? Why?

...in the table cell... people would want to know

...in the table but a VERY interesting fact.

...the URL... the Notes pane

...will remind you what you want to say during your presentation

...or type an... or fact in the Notes pane so you won't forget it.

Notes don't have to be in sentences. They can be bullet points.



Your speaker notes are for you. No one will see them. Make the font size large enough to read at a glance.

Complete the Table and Save it from Google Drive