

BTT10 - TERM TABLE ASSIGNMENT



(This is an ongoing assignment worth 5% of your final portfolio grade)

HOW TO CREATE YOUR TERM TABLE:

1. Open a blank word document by Double-clicking on your **Microsoft Word icon**.
2. On the grey menu bar at the top, choose "**File**" and then choose "**Save As**". Save the file as "**Your name_TermTable_Topic**" into your terms folder on the "H" drive.
3. On the menu bar, choose "Table" then choose "Insert"; move the mouse right and choose "Table". Change the number of columns to 4, then click "OK". You should have something that looks like this:

4. Add the following headings to the top row from left to right: "Date, Term, Meaning, Example" . After each heading, hit the "Tab" key to move to the next box, or use your mouse to click on the desired box. You can make the columns wider or narrower by clicking and dragging the line between the columns. When you get to the last box, hit "tab" and a new row will appear.
5. Add the term table definitions to your table. Save your file often.
6. Add a "footer" to your reference manual so that your name and course information appears on each page. Choose "Insert" from the menu bar, then choose "Footer" and move right to click "Default". Click in the blank space at the bottom of the page and type in your name, course code and class period. You may go back and add additional formatting (such as center, bold, change font, etc.) as you learn these techniques.

Example:

Date	Term	Definition	Example (Optional)
Tues., Sept. 4	Peripheral	An external device that is attached to the computer	Printer