Building Your Vocabulary

Everything You Need to Know to Create & Publish Your Final Product:

A Short Tutorial

1. Title your page "**Building Your Vocabulary**."

2. Add "**By your name**."

3. Now **save** your work in the correct folder or storage device as you were shown earlier this year. Continue to save your work (use the shortcut – "**Ctrl + S**") as you create your document.

4. Click and highlight all the above text. Find the "**Align Center**" icon (located above the word "paragraph") and click to place the text in the center of the page.

5. Find the "**Insert**" option in the upper left hand corner of the screen. Click "**Insert**."

6. Directly below the "**Insert**" option, you will see an icon and the word "**Table**." Click "**Table.**"

7. Now choose a "**4 x 3**" Table by simply dragging your mouse across the table to achieve the desired size. Once "**4 x 3**" has been selected, **click** on the table and it will be placed in your document.

8. Now add the **titles** to each column of the table – **Word, Sentence, Meaning, Strategy**.

9. Once the 4 words have been added, **left click** in front of **Word** to **highlight** the text and simply **drag** to the **right** to highlight all 4 words.

10. Return to the "**Home**" tab in the upper left corner of Word.

11. Above the word "paragraph" you will see a "**Paint Can**" icon. Click that icon to add a **background color** to the row containing the 4 words.

12. Also click the "**B**" button for bold to make the 4 words appear in bold text.

13. Now you are ready to add the required information (**Word, Sentence, Meaning, Strategy)** to each column.

14. Open the "**Google**" homepage.

15. Enter the first word from your **vocabulary** list in the search engine and click the **search** button.

16. You want an "**Image**" search, so you must choose that from the top of the webpage.

17. Once you see an image that depicts your vocabulary word, **click** on that image which will provide you with a pop-up that provides the option to "**View Image**." Click "**View Image**" and you will be taken to a different webpage.

18. To obtain the "**URL**" (website address), simply **left click** in the **address bar**. This will highlight the website address.

19. Now **right click** your mouse for the option to "**Copy**."

20. **Return** to your **Word** document. **Left click** in front of the word from your vocabulary list.

21. Return to the "**Insert**" option once again, **find** the "**Hyperlink**" button at the top of the page (it's almost centered) and **click** that icon.

22. A pop-up screen will appear with the option at add an "**Address**" in the empty field. **Right click** and choose "**Paste**" or **right click** and use the shortcut, "**Ctrl + V**," to paste the website address. Choose "**Ok**."

23. Now your vocabulary word should be **blue** and **underlined**.

24. To check the link, move your mouse over the word, **click** "**Ctrl**" on the keyboard and you will go directly to the website.

25. Make sure you **save** your work one final time.