First Grade Technology Course
Lesson A-1-6
Inserting Images and Tables

Note: Students should have saved story from Lesson 5 in their H: drives.

1. Image - Insert image in previously saved document.
    - Review how to open saved document.
    - Direct students to open document.
    - Point out Insert tab and toolbar.
    - Demonstrate how to insert clipart.
    - Direct students to locate picture and insert.
    - Demonstrate how to resize and move picture.
    - Direct students to resize and move their picture.
    - Direct students to save document, then close.

2. Table
    - Define a table – a way to organize information, a rectangle with columns and rows
    - Show examples. Use file named Sample Tables in the Technology Course Resources section on the Mayfield website.
    - Activity 1 - Fill in data on table that's already been created.   Use Birthday Table Activity on the Student Technology Courses webpage.
        - Direct students to Students Technology Courses webpage.
        - Direct students to open file.
        - Work together to complete the table by copying the smiley face at the top and pasting it in the appropriate birthday month for each child.
        - Save table to H: drive.
          Note: Can "save as" at beginning of activity, then periodically save during it.
        - Ask questions based on completed table.

        2014 Social Studies Standards
        History 1: Time can be divided into categories (e.g., months of the year, past, present and future).
        Discuss relationship of days, months, and years. Discuss birthdays on table in terms of past, present, and future.

        Note: Optional table activity named My Plate Table is also on Mrs. Carlson's webpage.

- ➢ Activity 2 - Create a table with data provided. Use David's Pets Activity on the Student Technology Courses webpage.
  - Direct students to Student Technology Courses webpage.
  - Direct students to open file.
  - Direct students to click Insert tab. Remind them that insert means to add.
  - Demonstrate how to insert a table that has 6 columns and 8 rows.
  - Direct students to insert a table of the same size.
  - Demonstrate how to label columns using the pet names.
  - Direct students to label columns.
  - Demonstrate how to copy a pet's picture and paste it the appropriate number of times in the appropriate column.
  - Work together to complete the table.
  - Save table to H: drive.
    Note: Can "save as" at beginning of activity, then periodically save during it.
  - Ask questions based on the completed table.

    Optional Table Activity
    2014 Science Standards
    Physical Science: Objects can be moved in a variety of ways, such as straight, zigzag, circular and back and forth. The motion of an object can be affected by pushing or pulling. A push or pull is a force that can make an object move faster, slower or go in a different direction.
    Insert into a document pictures of objects being pushed or pulled. Save as a template on a shared drive or post to teacher website. Students open document and insert a two column table, labeling the columns push and pull. They will cut and paste the pictures into the appropriate columns. Upon completion, discuss the results.

Classroom Station(s)

Inserting an image

1. Review how to open a saved document.
2. Demonstrate how to insert clipart.
3. Demonstrate how to save.
4. Direct students to rotate through computer station(s) completing this activity. Student should use his own login.

Completing a table – use this as a whole group activity

1. Define a table – a way to organize information, a rectangle with columns and rows
2. Show examples. Use file named Sample Tables.
3. Use file named Birthday Table Activity on Student Technology Courses webpage.
4. One by one, have each student copy the smiley face and paste it in his birthday month.
5. Ask questions based on completed table.
6. Optional: Save table to teacher H: drive.

Creating a table

1. Use document named David's Pets Activity. Show students how to access it on the Student Technology Courses webpage.
2. Demonstrate how to insert table with 6 columns and 8 rows
3. Demonstrate how to label columns.
4. Demonstrate how to cut and paste images.
5. Demonstrate how to save table to H: drive.
6. Direct students to rotate through computer station(s) completing this activity. Student should use his own login.