

Using tables in MS Word to link NETS standards with activities

1. Create a 4 column table with 2 rows in MS Word.
2. Merge all 4 columns in the top row.
3. Write in the top row the following title: **NETS Standards and Activities for Grades ____** (fill in the appropriate grade). Center the text. Next shade the row dark gray and change the font color to white.
4. Label the first column: **NETS Standards**
5. Label the second column: **Activities**
6. Label the third column: **Considerations**
7. Label the fourth column: **Assessment**
8. Center the labels in each of the columns.
9. The first two rows of your table will look like this:

NETS Standards and Activities for Grades ____			
NETS Standards	Activities	Considerations	Assessment

10. Now, you're ready to add content. Use the tab button to create a new row (just keeping hitting Tab until a new row appears).
11. In the column under NETS Standards, copy and paste one of the proficiency standards for students.
12. In the column under activities, write down two possible activities your class might do in order to meet these proficiencies. Think about the types of projects you have done (or have seen done) with students in the past where students might demonstrate their competency – for example:

NETS Standards	Activities
Use technology tools (e.g., multimedia authoring, presentation, Web tools, digital cameras, scanners) for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside the classroom.	

13. You should have of three of the proficiencies from the NETS standards pasted, each in its own cell. You should have 2 activities for each of these standards. You will have a total of 5 rows and 4 columns. Your table will look a bit like the example provided on the following page:

