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| **4. Suite Tools QM5 Tables with Word for Microsoft Office 365**  |
| [***Thing 4 Suite Tools***](https://www.remc.org/21Things4Students/21/4-suite-tools/) | [***QM5 Tables***](https://www.remc.org/21Things4Students/21/4-suite-tools/microsoft-word-online/qm5-word-tables/)  |
| **Overview of this thing:** Life is sweet! It is especially sweet when you have all of the suite tools right at your fingertips to complete a project thus making you more productive! Learn to use word processing tools (Google docs or Microsoft Word). Students will learn to use formatting tolls, use shortcuts, do file management, add and edit graphics, share their files, use tables, headers and footers, and much more.**This Quest:** In this Quest, you will learn about tables, insert and format a table, and enter information into the table. Keep up the good work!***Learning Objectives (***[***PPTX file***](https://drive.google.com/file/d/1ALKkUlI7j52ivAb3u4kgPW29oAQmM_wb/view?usp=sharing)  ***or*** [***Google Slides***](https://docs.google.com/presentation/d/1feMj1g8fqIRoI0wG851_a17hw_cjIQ6ez63Smt0Auss/template/preview) ***)***1. understand how to use a word processing application [Empowered Learner]
2. know how to use advanced word processing features [Creative Communicator]
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| **Quizlet and link to pre-check***:* [*Quizlet- Tables Quiz*](https://quizlet.com/_2cl2v6)**How to use Quizlet**: [*tutorial video (4.54)*](https://www.google.com/search?q=quizlet+tutorial&oq=quizlet+tutorial&aqs=chrome..69i57.3262j0j7&sourceid=chrome&ie=UTF-8)**Vocabulary:*** **Columns**: Columns run vertically (up and down) in a spreadsheet or table
* **Row:** Rows run horizontally (left to right) in a spreadsheet or table
* **Cell:** Each rectangular box in a spreadsheet and table is referred to as a cell. In a spreadsheet, each cell has a specific name identifying its location by row number and column ID name.
* **End Rhyme:** An end rhyme is when a poem has lines ending with words that sound the same.
* **Near rhyme**: A near rhyme in when the words sound the same but do not rhyme perfectly.
* **Rhyme Scheme**: A rhyme scheme is the regular pattern of rhyming words in a poem.
* **Internal Rhyme:** An internal rhyme is a rhyme that occurs within a line, rather than at the end.
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| **Pre-Planning*** Consider a brief review of nouns, pronouns, verbs, and adjectives. This is a great time to demonstrate the use of Immersive Reader to identify parts of speech (built into Microsoft Word)
* As an alternative to the poem “Rain of Leaves” by Aileen Fisher, consider allowing students to complete this quest using a fable or alternative poem.
* Decide in advance if students will share their table results with a classmate and/or you.
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| ***Tools/Apps/Videos to be pre-checked for access by the student****:* All of the videos are embedded on the page and are linked to from the REMC Mistreamnet/eduvision server.**Websites/Apps*** [GCF Learn Free.org Word](https://edu.gcfglobal.org/en/word/) tutorials
* [Microsoft Word Help and Learning Support Center](https://support.office.com/en-us/word)

**21Things Videos*** [Introduction Video](https://eduvision.tv/l?emDDDye) (top of page)
* [Part 2 Create & Collaborate video](https://eduvision.tv/l?eggRLm)

**Linked videos from other sources*** [RhymeScheme video on SchoolTube](https://www.schooltube.com/media/Rhyme%2BScheme%2BLesson/1_jij36r9m)
* [RhymeScheme video on YouTube](https://www.youtube.com/watch?v=aAniUGvcrVE)
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| ***Helpful tutorial videos for the teacher for this Quest**** [GCF Learn Free.org Word](https://edu.gcfglobal.org/en/word/) tutorials
* [Microsoft Word Help and Learning Support Center](https://support.office.com/en-us/word)
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| **4.QM5 Student Checklist is located on the** [**QM5 page**](https://www.remc.org/21Things4Students/21/4-suite-tools/microsoft-word-online/qm5-word-tables/) |