



Who's Who and Where's Where in the American Revolution?

Step 1: Preparation

- Open a new Microsoft Word document.
- From the **File** menu select *Page Setup*.
- Click on the Margins tab. Change the top, bottom, left, and right margins to .75
- Click on the Paper Size tab and change the Orientation to Landscape.
- Click OK to close the *Page Setup* window.
- From the **File** menu select *Save As...*
- Change the File name to "RevWarWW" (without the quotation marks). Be sure you save your document to your network folder!

Step 2: Web Site

- Launch your web browser software.
- If you are not at school, you will need to go the district's home page (<http://www.newark.k12.ny.us>). If you are at school, your browser will open to this page automatically.
- From the **Staff Pages** section, select *V*.
- Scroll down the V page until the see the link that has the same title as these directions. Click on that link.

Step 3: Header

- Word: From the **View** menu select *Header and Footer*.
- Browser: Highlight the title of the companion web page for this activity. Copy that text.
- Word: Paste the title into the Header box. Click the "Center" button to center the text in the Header box.
- Word: SAVE!

Step 4: Create a Table in Your Word Document

- Press the Enter key three times to move your cursor down the page.
- From the **Table** menu select *Insert*, and then *Table...*
- In the Insert Table window change the number of columns to 3 and the number of rows to 14.
- Click OK to close the Insert Table window.
- From the **Table** menu select *AutoFit*, and the *AutoFit to Contents...*
- SAVE!

- Type the word **People** into the first cell of row 1. (Font: your choice. Size = 18)
- Type the word **Picture** into the second cell of row 1. (Font: same as above. Size = 18)
- Type the word **Significance** into the third cell of row 1. (Font: same as above. Size = 18)
- Type the words **Places** into the first cell of row 8. (Font: same as above. Size = 18)
- Type the word **Picture** into the second cell of row 8. (Font: same as above. Size = 18)
- Type the word **Significance** into the third cell of row 8. (Font: same as above. Size = 18)
- SAVE!

Step 5: Create Your Organizer

- Copy the name of each person and place from the table on the website and paste it into a cell in the first column of your Word document table.
- SAVE!
- Select a picture of each person or place. Copy your choice from the web site and paste it into the appropriate cell in the second column of your Word document table.
- SAVE!
- Study the items in the table Significance on the web site. Determine which person or place each is describing. Copy the text and past it into the appropriate cell in the third column of your Word document table.
- SAVE!

Step 6: Print Your Organizer

- Congratulations! You are done with this activity. Spend any remaining time visiting the links on the companion web page.