Create a Labeling Worksheet

By Lorrie Jackson

WHY A TECHTORIAL?

What will I learn today?
You will learn how to create a labeling worksheet in Microsoft Excel.

What hardware and/or software does the techtorial apply to?
The techtorial applies to newer versions of Excel.

Which National Educational Technology Standards for Teachers does the techtorial address?
The techtorial will help teachers accomplish standard II.a. in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to NETS for Teachers.

CREATE A LABELING WORKSHEET

A labeling worksheet contains vocabulary words and a picture; students must correctly place each word near the part of the picture it refers to. Examples might include:

- The layers of the atmosphere
- Spanish words for the parts of the human body
- State capitals on a U.S. map
- Parts of a military uniform
- Features on a map of your school campus

Almost all K-8 students can use labeling worksheets. And, because creating such worksheets requires only three simple steps, most students in upper elementary grades and above can create their own labeling worksheets as well. Let's get started!

INSERTING IMAGES

Before beginning your labeling worksheet, decide on a topic for the activity. For the

purposes of this techtorial, we'll label the major bones of the human skeleton, but you can substitute any topic you wish.

Next, choose an image to label. You can use photographs that you or your students have taken, graphics you've found on the Internet, or any other image you've saved to your computer. You even can have students draw a picture to be labeled.

Be sure you've saved the selected image to your computer. If the image is on the Internet, right click (or CTRL click on a Mac) and select Save or Download to save it to your computer's hard drive. For our sample techtorial, go to Clker.com and save the unlabeled skeleton image to your computer.

Whatever image you choose, follow the steps below to insert the image into the labeling worksheet.

- Open Excel.
- At the bottom of the spreadsheet, right-click (CTRL click on a Mac one-button mouse) on the tabs for Sheet 2 and Sheet 3 and select Delete.
- Right-click (or CTRL click) on the tab for Sheet 1 and select Rename. Type "Skeleton Labeling Worksheet." These deletions and edits will prevent students from getting "lost" on the worksheet.
- Click View > Page Layout (or Print Layout).
- Click View > Header and Footer > Customize Header.
- Click in the Center Section, and then click the Picture icon.


- Browse your Desktop for the skeleton image, click the image, and then click Insert.
- Click the Format Picture icon.

- On the Size tab, increase the height to 10 inches. (Do not adjust the width blank. Excel automatically will adjust the width to make sure the aspect ratio stays the same.) We want the image to be as big as the page -- which is 8.5" x 11" -- so 10 inches is a good height.
- Click the Picture tab, make sure Automatic is selected, and then click OK twice. (Note: If this will be printed on a black and white printer, change the Image Control to "Black and White." Both grayscale and color print poorly on a black and white printer.)
- Save your work. (Note: You might need to type text into a cell, or even go to File >

Page Preview, to actually see the skeleton.)

Your page should look like something like this:
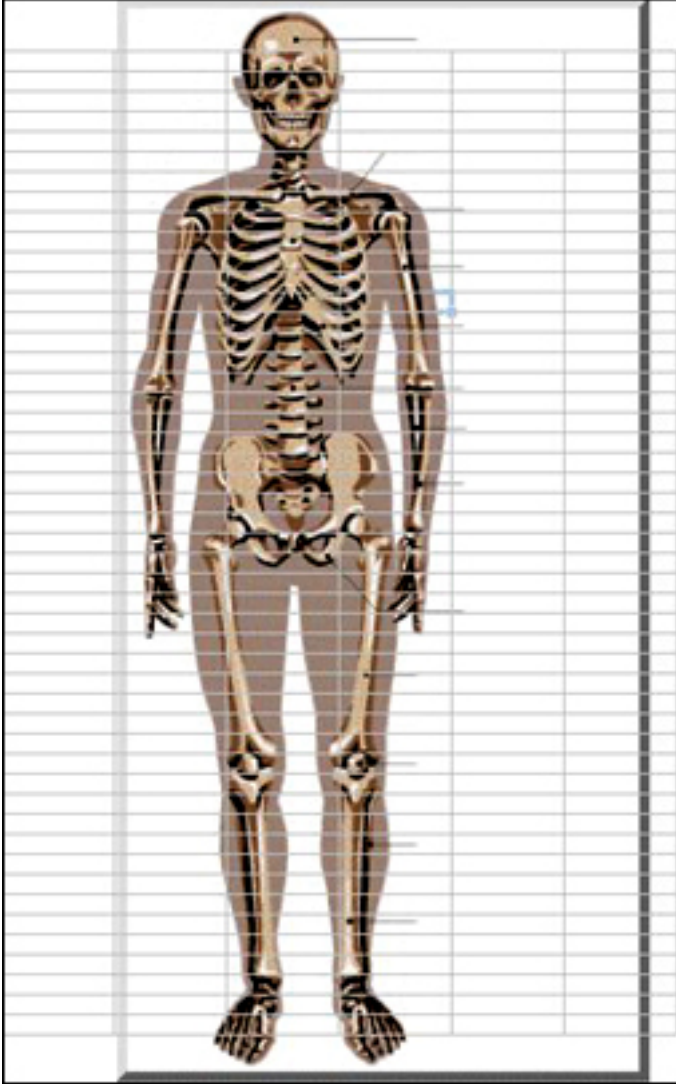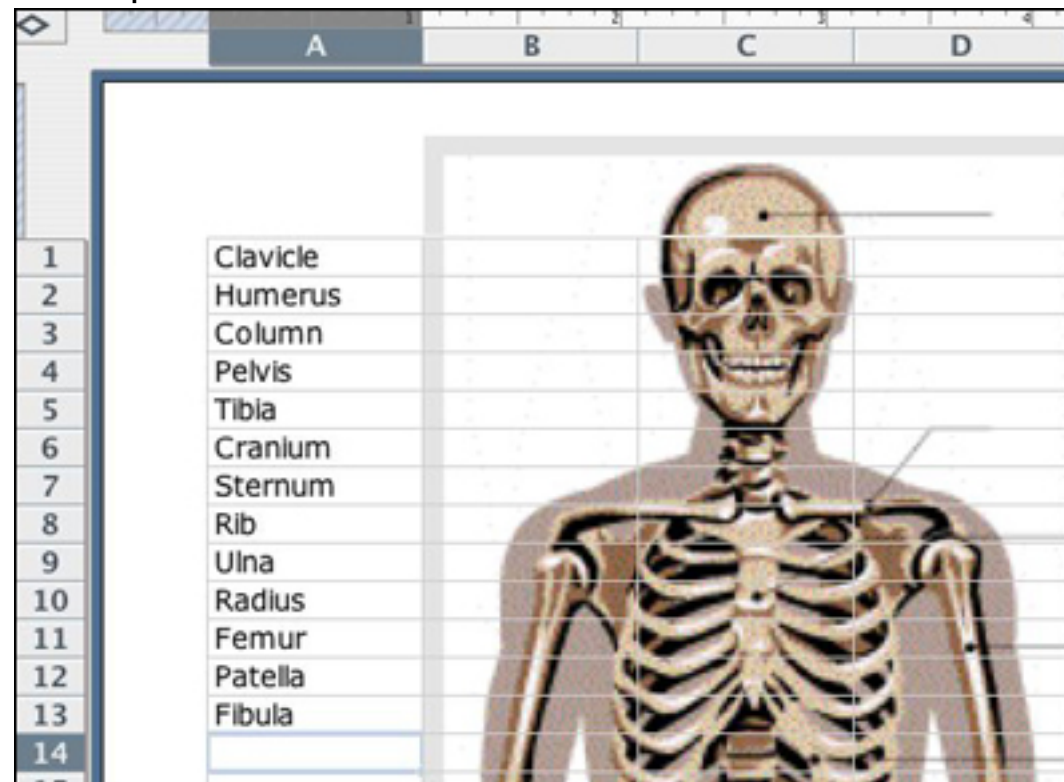

ADDING LABELS

We now need to type the labels that students will later drag to the correct bone on the skeleton.

In cells A1 to A13, type the following bone names:

- Clavicle
- Humerus
- Column
- Pelvis

- Tibia
- Cranium
- Sternum
- Rib
- Ulna
- Radius
- Femur
- Patella
- Fibula

Your spreadsheet should look like this:

Be sure to save your work!

FINISHING AND USING THE WORKSHEET

Save the file to your Desktop: Go to File > Save As and choose Template as the file format. Name the file "SkeletonActivity.xlt" and save it to your Desktop. That makes the file a template, meaning students can use, but cannot permanently change, the file. Students can save their work as a new file, but the original activity stays just as you created it.

Save the file to each student computer.

When students are ready to use the file, show them how to "grab" cell A1 containing the word Clavicle, and move it to the location of the clavicle on the skeleton. To grab a cell, students click it once, move the mouse over it until a white glove icon appears, and then drag the cell to wherever they want to place it. Have students repeat those steps to move each word to its correct location on the skeleton.

When students are finished, have them type their names in cell E1, and print or save their work.

TELL ME MORE!

Where can I find more information?
For more exciting ways to use Excel, check out Education World's additional Excel techtorials.