

Create Matching Worksheets with AppleWorks

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WHY A TECHTORIAL?

What will I learn today?

You will learn how to use [AppleWorks](#) to create matching worksheets for concept reviews.

What hardware and/or software does the techtorial apply to?

The techtorial applies to most recent versions of AppleWorks for Macs.

Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard IIIa 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](#).

CREATING MATCHING WORKSHEETS

Whether you're teaching math, social studies, health, or language arts, a matching activity, in which students connect a term from one list to a related term in another list, is a great method for making concept reviews exciting and engaging.

And creating your own matching activities is easy to do.

In this techtorial, you'll learn how to use AppleWorks to create two different matching activities:

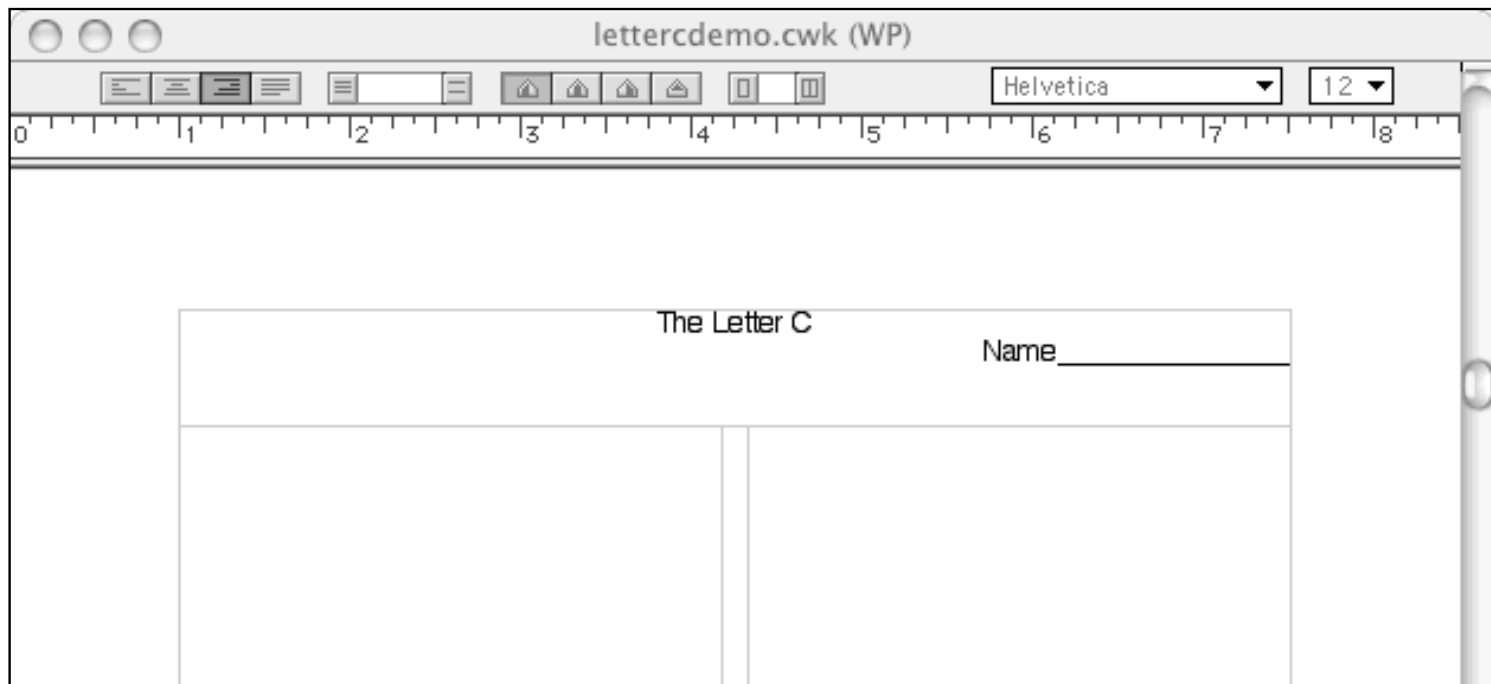
- The Letter C, in which students match clip art of animals that begin with the letter C to the letter "C" (grades preK-1st)
- Animal Groups, in which students match six animal groups (fish, mammals, etc.) to defining characteristics of each group (grades 4-6)

THE LETTER C BASIC LAYOUT

- Open AppleWorks.
- Choose Word Processing (not a Drawing or Painting document).
- Click the center align icon (the second icon just below the red, yellow, and green buttons used to close the document).
- Type "Letter C" as the worksheet title and hit RETURN.
- Click right align, type "Name _____", and hit RETURN.
- Click the command Format at the top of the page, and then click Insert Section Break. A dotted line should appear just beneath the title and the student name blank.
- You now need two columns on your worksheet. Find the two boxes just above the worksheet's title. One has a tall rectangle and the other has two tall rectangles. Click the box with the two

tall rectangles.

- You now should see two columns beneath the worksheet title and name blank; the worksheet should look something like this:



- Save your work.

THE LETTER C: ADD CLIPPINGS

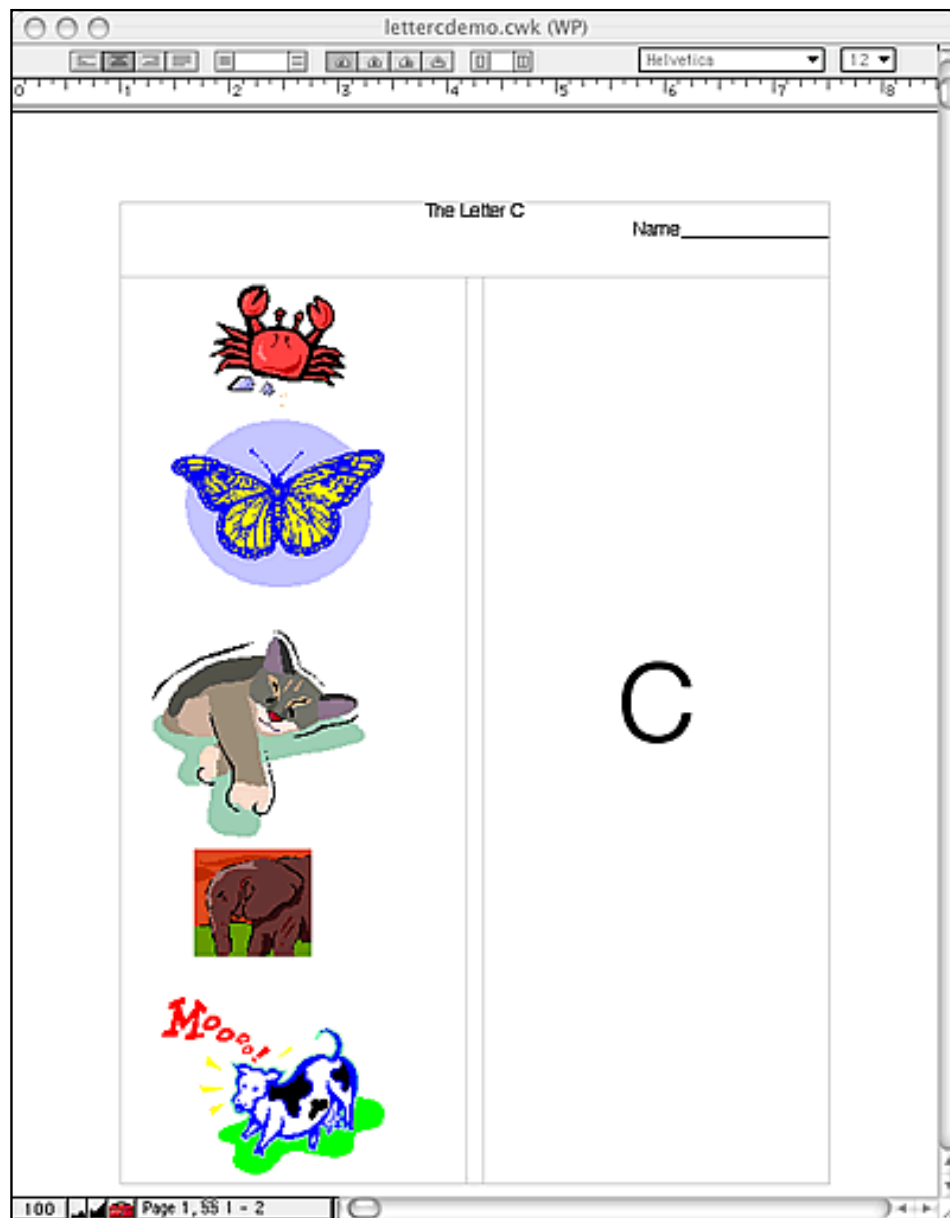
- Click File>Show Clippings. A small window will appear; this is where you'll get the images for your worksheet.
- Click the Windows command, then click Show Tools. A tall and narrow Tools bar will appear just to the left of the document
- Click the Arrow icon near the top of the tool bar; the pointer now will be an arrow.
- Go to the Clippings Window, click the Animal tab, and scroll to the butterfly image.
- Double-click the butterfly image; the image will appear in the middle of the worksheet.
- Repeat the steps above to insert images of a cat, cow, crab, and elephant. All the images probably will be in a jumble in the middle of the page.
- Resize each image to about a 1/3 the original size and stack them in the left column. Try to put the butterfly and elephant somewhere in the middle.
- Your worksheet should look something like this:



- Save your work!

THE LETTER C: FINISH THE WORKSHEET

- Click the top of the left column; the I-bar will blink. (The arrow will be gone.)
- Click the Insert command at the top of the screen and click Insert Column Break. The cursor now will appear at the top of the column on the right.
- Click the Center Align icon.
- Hit the RETURN key 20 times and type the letter "C."
- Highlight the letter C and change the font size to 72 (by changing the number in the drop down menu just above the name blank. (You can change the font style too.)
- Want a different font color? Go to Text > Text Color and click the color you want.
- Your worksheet should look like this:



- You're finished! Save your work.

THE LETTER C: TEACHING THE ACTIVITY

This worksheet can be used for independent, small group, or whole class instruction. Save it to any computer(s) students will be using.

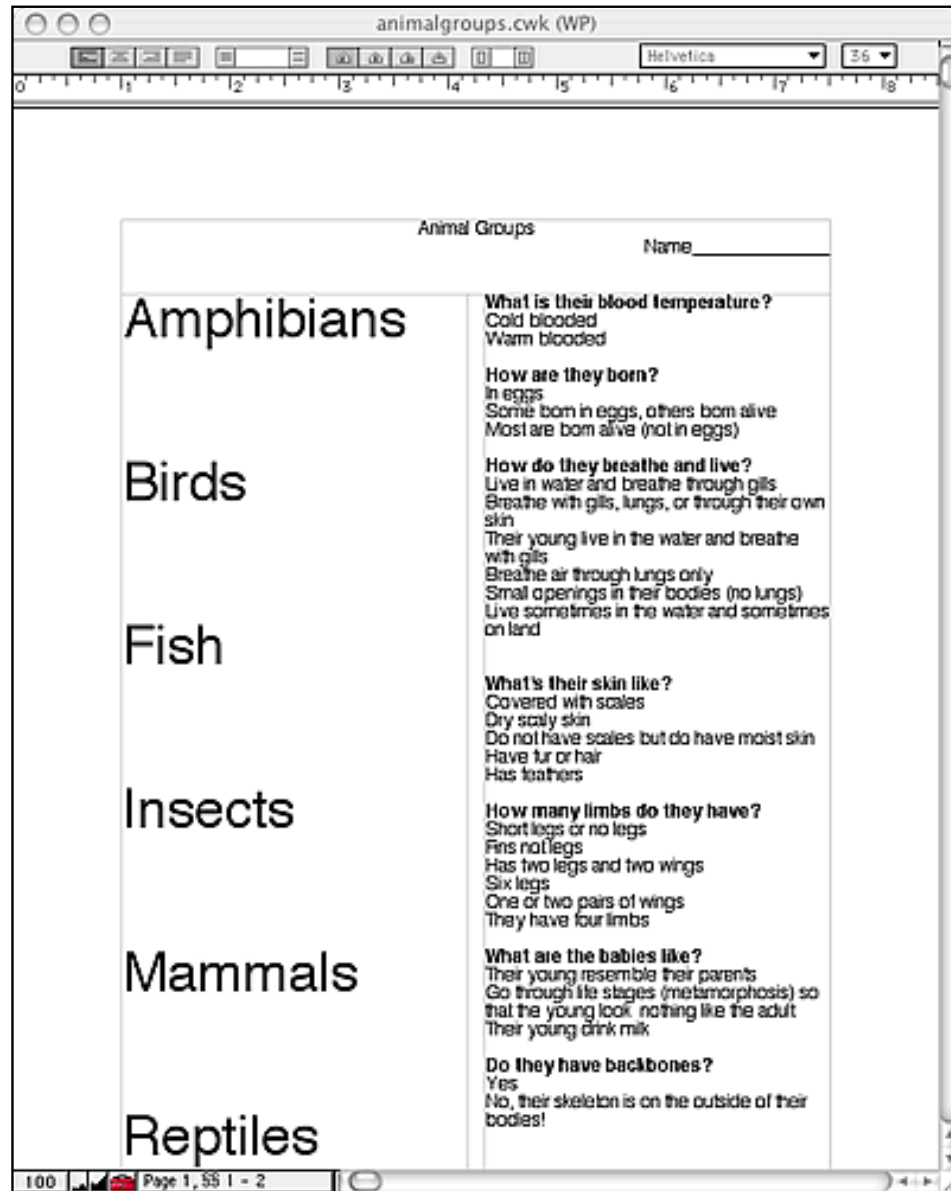
- Show students how to open the Tools bar (Window > Show Tools).
- Demonstrate how to click the line tool in the Tools bar (just below the Arrow), the cow image, and then the letter "C" to draw a line between the two.
- Have students repeat those steps to draw lines between the letter C and the other animals that start with C (the cat and the crab). If they make a mistake, just click the line and then click DELETE.
- Print students' completed work and have them write their names on their papers (or write them for them).

A MATCHING ACTIVITY FOR UPPER ELEMENTARY GRADES

This worksheet is designed for students in grades 4-6; students match six animal groups with their defining characteristics.

- Scroll back to The Letter C Basic Layout slide of this techtorial.
- Repeat the steps for creating the worksheet, except title this worksheet Animal Groups.
- Save the file as AnimalGroups.cwk.
- Click at the top of the column on the left.
- Type the list below, hitting return three times after each word.
 - Amphibians
 - Birds
 - Fish
 - Insects
 - Mammals
 - Reptile
- Click Format > Insert Column break; the cursor now should be on top of the column on the right. (Make sure the font size is set at 12 pt.)
- Type the following in the right column (Hit the tab key to indent the characteristics beneath each question.):
 - **What is their blood temperature?**
 - Cold blooded.
 - Warm blooded.
 - How are they born? In eggs
 - Some are born in eggs; others are born alive.
 - Most are born alive (not in eggs).
 - How do they breathe and live?
 - Live in water and breathe through gills.
 - Breathe with gills, lungs, or through their own skin.
 - Their young live in the water and breathe with gills.
 - Breathe air through lungs only.
 - Breathe through small openings in their bodies (no lungs).
 - Live sometimes in the water and sometimes on land.
 - What's their skin like?
 - Covered with scales.
 - Dry scaly skin.
 - Do not have scales, but do have moist skin. Have fur or hair.
 - Have feathers.
 - How many limbs do they have?
 - Short legs or no legs.
 - Fins, not legs.
 - Two legs and two wings.
 - Six legs.
 - One or two pairs of wings.
 - Four limbs.

- What are the babies like?
They look like their parents.
They go through life stages (metamorphosis); the young look nothing like the adult.
They drink milk.
- Do they have backbones?
Yes.
No, the skeleton is on the outside of the body.
- The worksheet is done. It should look like this:



ANIMAL GROUPS: TEACHING THE ACTIVITY

- Show students how to use the Line tool to connect a characteristic to an animal group. Be sure to tell them that a few characteristics are shared by two animal groups.
- Have students highlight the underlining after the word Name and type their own names before printing their work.

Does your class need a refresher on animal groups? Check out [Animal Groups](#), an excellent age-appropriate reference students can use to complete the worksheet.

Do you have students with advanced computer skills? Have them create a new worksheet that uses boxes, Venn diagram circles, or other images to link all the characteristics.

TELL ME MORE!

Where can I find more information?

For more ideas for creating classroom activities with AppleWorks, check out View from the Classroom's [Teacher Tools: AppleWorks](#) article.