

Create a Labeling Worksheet

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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 any Mac or PC user with access to Microsoft Excel.

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

The techtorial will help teachers accomplish standard IIA 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 steps, most students in upper elementary grades and above can create their own labeling worksheets as well. Let's get started!

STEP ONE: INSERT THE IMAGE

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.

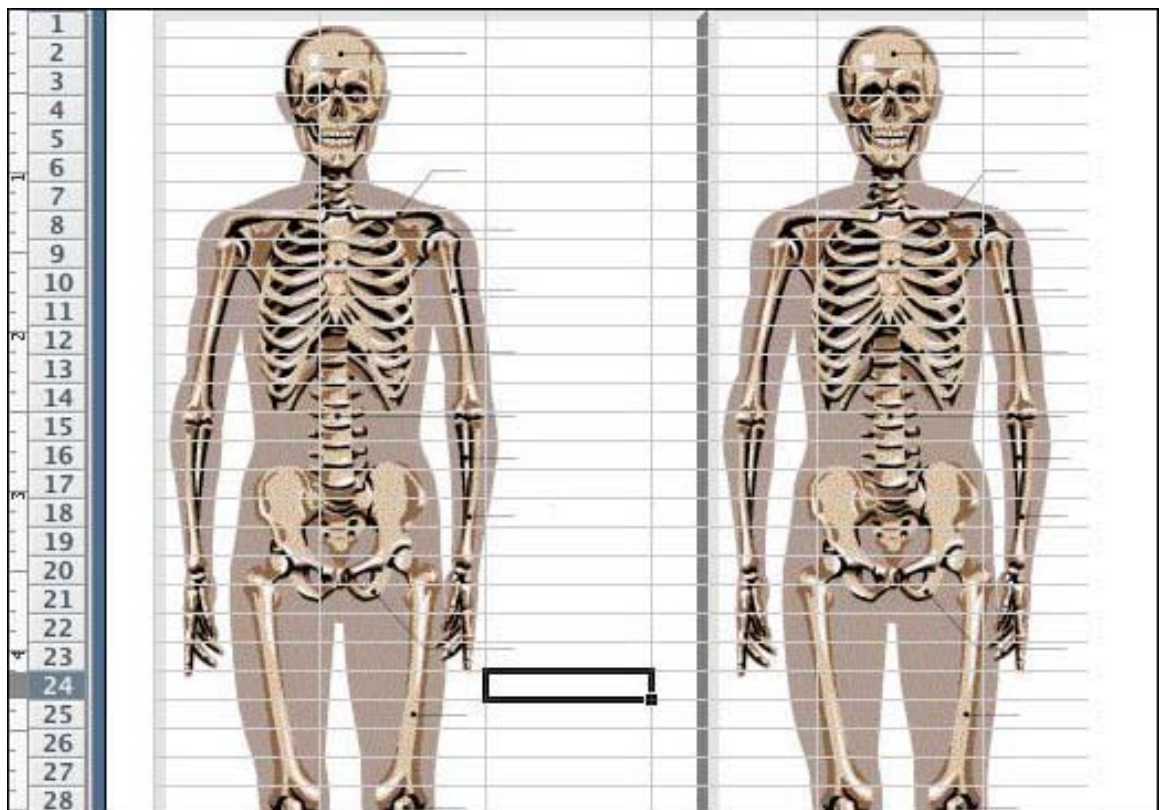
Next, choose an image to label. You can use photographs you or your students have taken, graphics you've found on the Internet, or any other image you've saved to your computer. You even can have students draw a picture to be labeled!

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 [O'Dem Bones](#), the Indianapolis Marion County Public Library's Bone Quiz and save the unlabeled skeleton image to your computer.

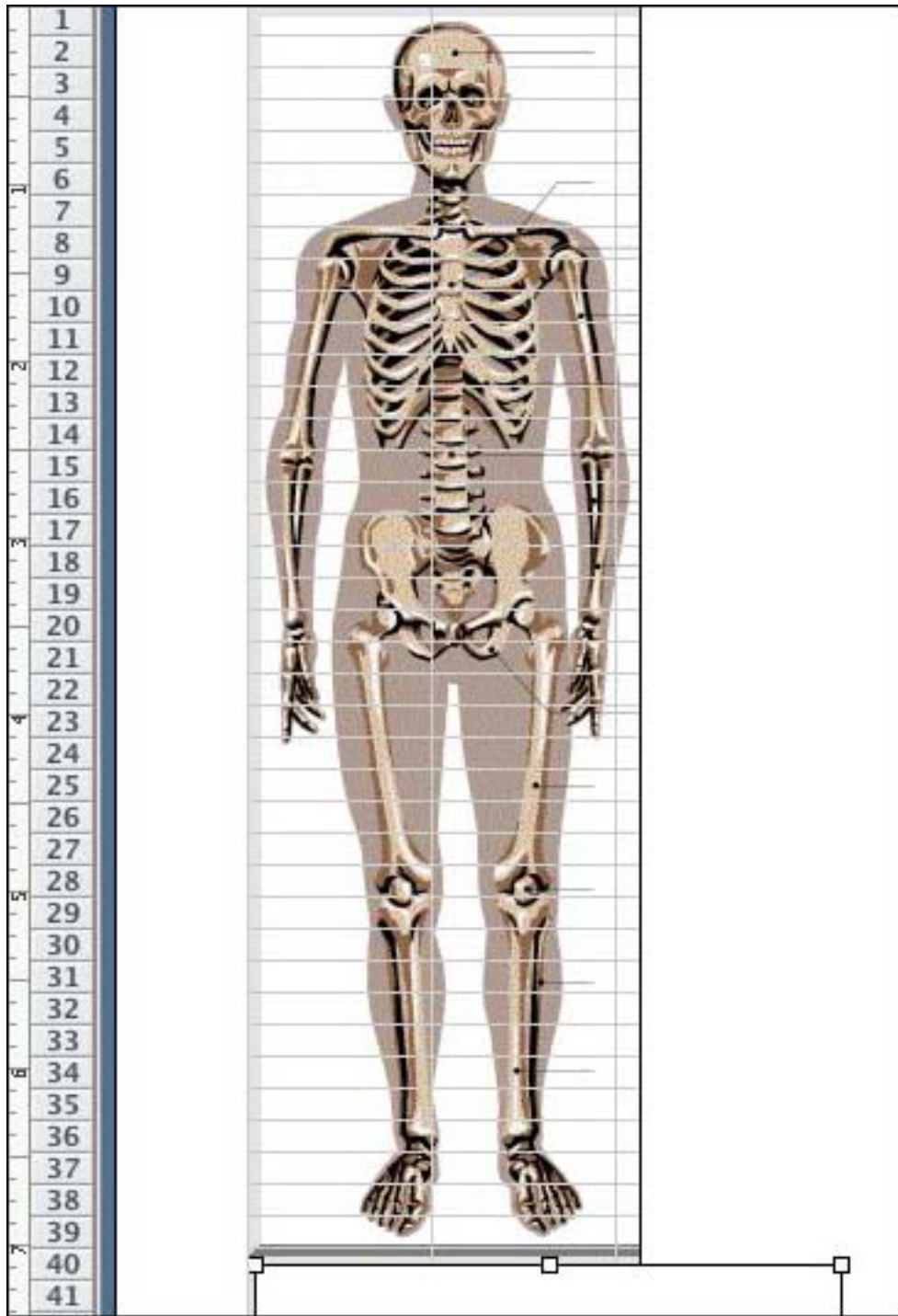
Whatever image you choose, you'll need to follow the steps below to insert the image into the labeling worksheet.

- Open a new Excel spreadsheet.
- Click Format>Sheet>Background, and then browse to find your image. Click **Insert** to insert the image into the spreadsheet.

Note: The image is inserted as a background so students cannot move or otherwise tamper with it. However, as you see, the image is duplicated over and over again on the spreadsheet. Depending on the size of the image, that duplication might occur once on every page, one-and-a-half times per page, or more! Here's what the skeleton image looks like:



- You'll need to hide the duplicated images on the first page of the spreadsheet. To do that, choose View>Page Layout and make sure the Drawing toolbar is visible. (If it isn't visible, click View>Toolbars>Drawing.)
- Click the square icon in the middle of the toolbar, and draw several rectangles to cover the extra skeletons on the first page of the spreadsheet. (Note: Color the rectangles with white ink from the paint can icon. If you choose another color, you'll waste a lot of ink when printing.)
- Highlight all the cells on the first page of the spreadsheet and click File>Print Area>Set Print Area. (That will prevent students from accidentally printing lots of pages.) Your first page should now look like this;



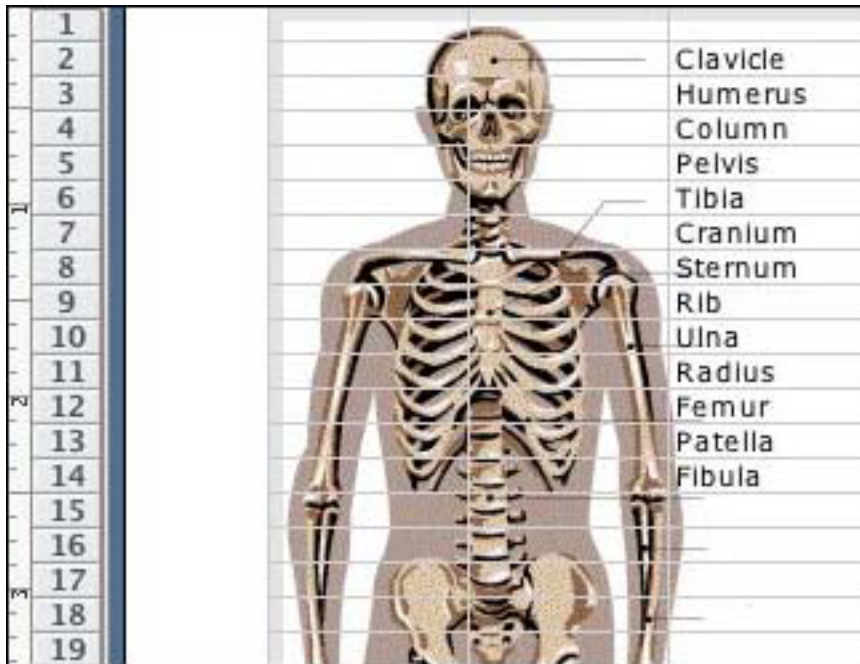
STEP TWO: ADD THE LABELS

Make sure you have enough blank cells to type the labels. You'll need one cell for each word. In this sample techtorial, you'll need to move the rectangle to the right of the skeleton to make room in the "C" column for the names of the bones.

In cells C2 to C14, type the following bone names (Don't worry if some of the image overlaps the terms.):

- 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!

STEP THREE: FINISH AND USE THE WORKSHEET

Now, let's remove some tools from view so students don't accidentally go to the wrong image!

- Click Tools>Options (on a Mac, click Excel>Preferences), uncheck Row and Column Headers, Vertical Scroll Bar and Horizontal Scroll Bar. Then click OK.
- Save your file, by going to File>Save As and choosing Template as your 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 C2 containing the word Clavicle, and move it to the location of the clavicle on the skeleton. To "grab" a cell, students click on it once, move the mouse over it until a white glove icon appears, and then click and drag the cell to wherever they want it. Have them repeat those steps to move each word to the correct location on the skeleton.

When students are finished, have them type their names in cell C21, and print or save their work.

TELL ME MORE

Where can I find more information?

For more exciting ways to use Excel, look at Education World's [Techtorial Table of Contents](#). (Scroll to the bottom of the page!). Happy labeling!