

My Personal Dictionary (5R2)

Task: Record new and unfamiliar words into the dictionary database.

Step 1: Open the template file. Your teacher will tell you where to access the file.

Step 2: Create a new record (select **Ctrl + N**). This will open a new, blank form to enter your information.

Step 3: Click on each field and type the appropriate information.

The “record book” shows there are three entries. Each entry is called a “record”. To view the entries, click on the top of the record book to go back, and on the bottom to go forward in the database.

Each empty box is called a “field”. To complete your entry, click in each field, and fill in the information. In this field, tell what the word means.

This is a different kind of field. It has a drop-down menu. Click on the arrow, and select the subject area from the list.

Step 4: Save and print the record. (optional)