

My Personal Dictionary (4R2)

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.

AppleWorks 6 - [personal dictionary gr 5.cwk:1 (DB)]

File Edit Format Layout Organize Window Help

B I U A Z A

Records: 3
Unsorted

My Personal Dictionary

Word:

Tell what the word means.

What kind of word is this? Noun (Person, place or thing) ▼

What is the root word?

Is there a prefix or suffix?

Related words:

Antonym

Synonym(s)

Is this word related to another subject area? None ▼

Use the word in a sentence to show what it means.

100

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