

Compose a 5 W's Poem: Making a Plan (4W7)

Task: Complete a chart to plan your 5 W's poem.

Step 1: Open the template file as directed by your teacher.

Step 2: Click the mouse in the empty cell under the heading "Who". Type your idea for "who".

Step 3: Click the mouse in the empty cell under the heading "What". Type your idea for "what".

Who	What	When	Where	Why

Step 4: Continue completing the chart by clicking in each cell and recording your idea.

Step 5: Each row represents the ideas for one 5 W's poem. Complete 2 or 3 rows.

Step 6: Save your file by selecting **File >> Save As** from the file menu. Follow your teacher's instructions about how and where to save your file.

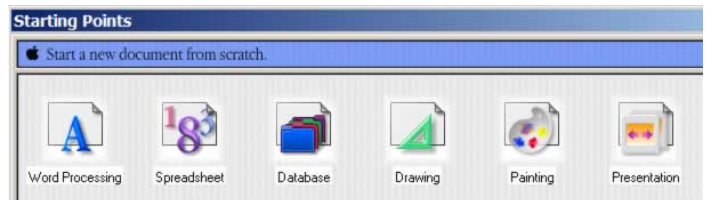
Step 7: Print your work.

ADDITIONAL INSTRUCTIONS:

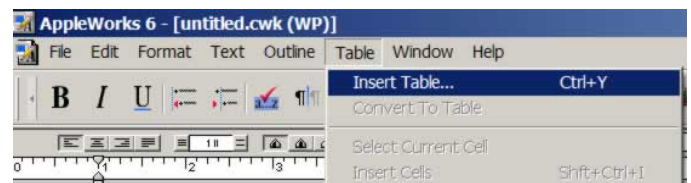
If you would like to create the chart on your own (instead of using the template file), here are the instructions for making a chart:

Step 1: Run *Appleworks*.

Step 2: In the *Starting Points* box, select **Word Processing**.

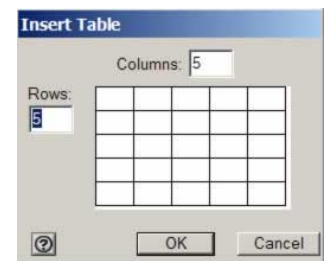


Step 3: From the file menu, select **Table >> Insert Table**.



Step 4: In the dialogue box, type the number of rows and columns you would like in the table.

Step 5: Click **OK**. The table will be created.



To add rows to your table:

Step 1: Click in the table. (A row will be inserted above the row you click in.)

Step 2: Highlight the row by clicking and dragging across it.

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

Step 3: From the file menu, select **Table >> Insert Cells**.

New row

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15