

## My Personal Dictionary (6R2)

**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 + R**). 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 Z A [icons]

**My Personal Dictionary**

**Word:** [text box]

*Tell what the word means.*

[text box]

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

*What is the root word?* [text box]

*Is there a prefix or suffix?* [text box]

*Related words:*

Antonym [text box]

Synonym(s) [text box]

*Is this word related to another subject area?* None ▼

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

[text box]

100 [start] [EXP\_PDF] [Grade Five] [5rpersonal dictionary]

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