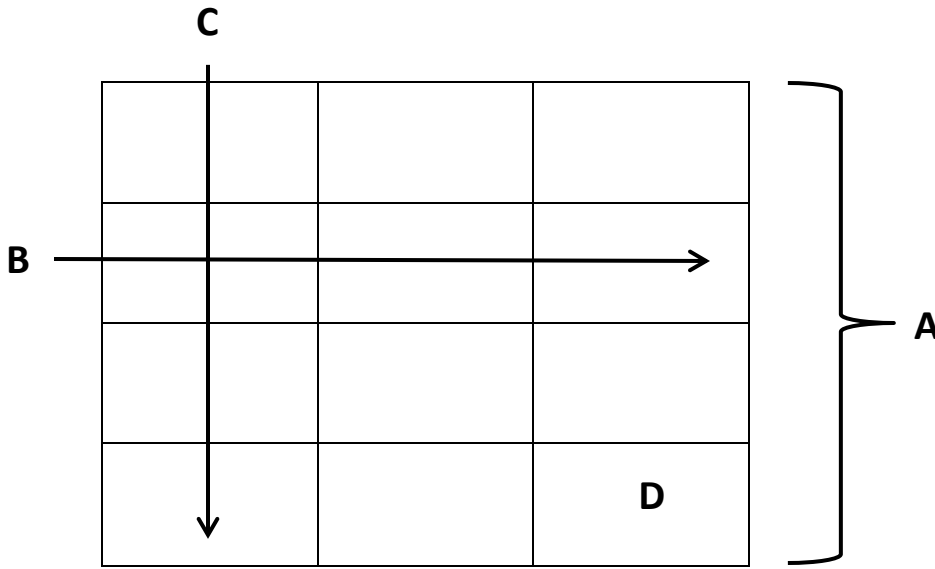


Unit 3: Formatting and Tables in Microsoft Word

Vocabulary 1

Match the words to the letters with your tutor.



1. _____ table

2. _____ cell

3. _____ row

4. _____ column

Vocabulary 2

How many rows do these tables have? How many columns?

_____ Rows _____ Columns

--	--

_____ Rows _____ Columns

_____ Rows _____ Columns

_____ Rows _____ Columns



Unit 3: A Birthday Calendar

Ask your tutor about his or her birthday. Ask each other about birthdays in your families.

A: When's your birthday?

B. My birthday is November 16th. When's your birthday?

A. My birthday is January 10th.

Think about your family. Complete the table.

Person <i>Ex. Your tutor</i>	Name <i>Ex. Jennifer</i>	Birthday <i>Ex. April 19th</i>
You		
Your tutor		
Your mother		
Your tutor's mother		
Your father		
Your tutor's father		
Your oldest child OR your oldest sibling		
Your youngest child OR your youngest sibling		
Your tutor's oldest child OR oldest sibling		
Your tutor's youngest child OR youngest sibling		

