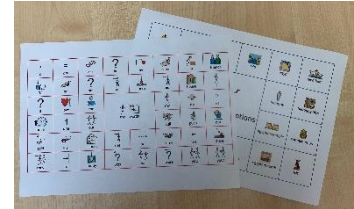




Creating Vocabulary Mats

Vocabulary Mats are a great resource to help the pupils gain independence. The symbols allow children to check the meaning of words, along with the spelling. They can be created for cross-curricular topics, or to aid learning of spellings (particularly statutory spelling lists).



✓ After making this resource you will be able to...

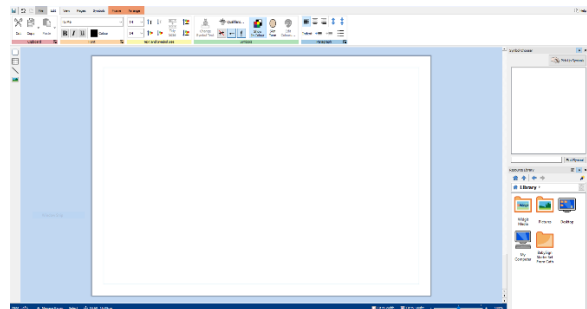
- Create a table
- Change the appearance of a table
- Write text with symbols
- Use the symbol chooser
- Merge cells
- Save and print.



This activity will take you approximately **10 minutes** to complete.

Set Up Your Document

1. Create a new blank document
2. Click on the **Pages** tab and set the **Orientation** to **Landscape**.



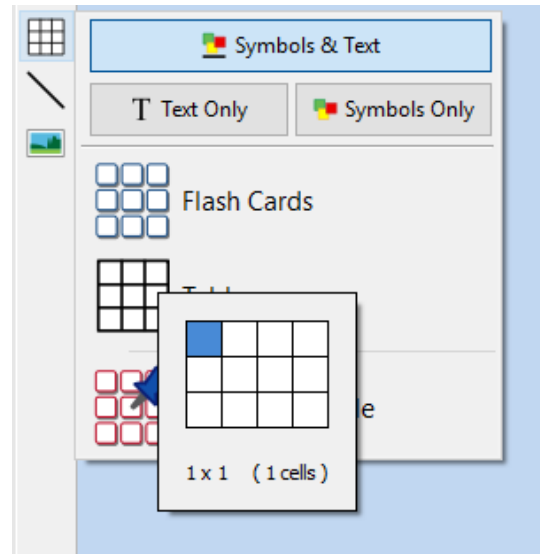
Make a Table

3. Click on the **Table** button in the **Create Toolbar**.

Select **Symbols & Text** and drag a 6 x 4 table.

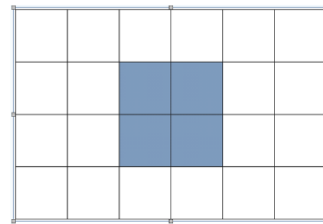
4. Click on the document to place the table

You can use the **Drag Points** to resize the table to fill the page.

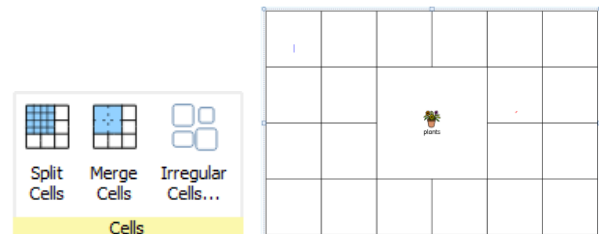


Enter Content

5. **Click and Drag** across the four middle cells to highlight them

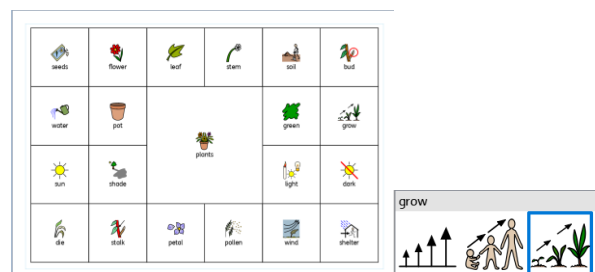


6. In the **Table Layout** tab, in the **Cells** group, click on **Merge Cells**. You now have a single, larger central box. Type your title / heading in this



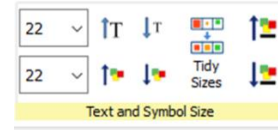
7. Click into each remaining cell and type the content you require. You can press **Tab** to move between cells.

As you type you will see alternative symbols for your words in the Symbol Chooser. Use this if you need to change the symbol.



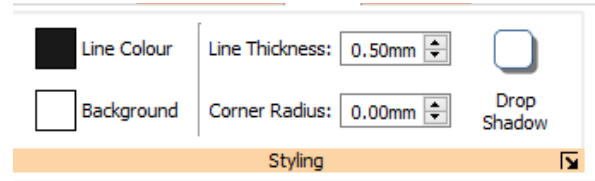
Styling the Table

8. You can change the content appearance by clicking the table (or an individual cell) and choosing an option from the **Text and Symbol Size** group in the **Edit** tab.



Note: **Tidy Sizes** is only available when multiple cells are selected, as it adjusts selected sizes to all be identical.

9. You can change the style of the table by selecting the table (or cells) and using the **Cells** tab and the **Styling** group.



Saving and Printing

Once you are happy with your document click the **File** tab and select **Save As** → **Save Document As**. Print the pages and laminate for extra durability.

