

QuickSteps 3: Creating a KWL Chart

Brainstorming is a technique used to review content, gather ideas, being research, or survey a class full of students to see what they already know about the topic! The KWL chart helps with these types of activities. Creating KWL charts is really simple. First, there is an online KWL chart generators (see http://www.teach-nology.com/web_tools/graphic_org/kwl/) and many, many online templates for KWL charts. Just run a Google search for “create a KWL chart” and you’ll find multiples!

Plus, creating one in MS Word is a piece of cake! Just follow the directions below:

Step 1. Open a MS Word document.

Step 2. Set your margins. Use Format>Document (MAC) or File>Page Setup (PC)>Click the Margins tab and set top, bottom, left, right margins to .5 " or 1.27 cm.

Step 3. Set the Page Orientation to Landscape. Use File>Page Setup (MAC) or File>Page Setup>Click the Martins tab and look in the orientation area of the box. Set the orientation to Landscape. Click OK


Step 4. Type a title for the activity. Make the text of the title larger than 20 point, bold, and center the title. Type a subtitle for the activity if needed.

Step 5: Press “Enter” two times to move down the page in preparation of inserting a table to hold your chart!



Step 6: Insert a table. Use Table>Insert>Table from the menu bar. In the dialog box that comes up, type in the number of columns and rows you need for the chart you are designing. (You will need 3 columns for a KWL chart and four if you plan to use create a KWLH chart (**K** - Stands for helping students recall what they **KNOW** about the subject, **W** - Stands for helping students determine what they **WANT** to learn, **L** - Stands for helping students identify what they **LEARN** as they read, and **H** - Stands for **HOW** we can learn more. You may also see KWLW with the last W standing for WANT TO KNOW MORE.) As you can tell, there are many variations!)

Step 7: Insert headers and footers to help you identify and manage the chart.

1) Insert a header with the name of the chart on the left and a date code on the right:

- Header is inserted using View>header and footer from the menu bar
- Select “insert date” button  from the tool bar that pops up! This inserts a “date code.” Date codes automatically change this date to the current date. Date codes can also be inserted using the Insert>Date and Time command from the menu bar.

9. Insert a footer with the page number centered:

- Footer is inserted using View>header and footer from the menu bar.
- Scroll down to the footer (use the  button to toggle back and forth between the header and footer), and using the AutoText feature from the Header/footer menu that pops up when the header/footer is viewed, insert the page number or use the insert page button . Be sure it is centered.

KWL charts can also be created using Microsoft EXCEL because the “table” or “chart” format is already set up in EXCEL. No table needs to be inserted!

Directions for creating a KWL chart using Microsoft EXCEL:

First setup page orientation by going to **File** on the menu bar and selecting **Page Setup**.

Under the **Page** tab change to **Landscape**.

Under the **Margin** tab put a check beside **horizontally** and **vertically** underneath center on page.

Type the letters **K** in A1, **W** in B1 and **L** in C1.

Highlight cells **A1**, **B1** and **C1**. Select **Format** on the menu bar and chose **column**.

Select column **width** and change to 34.

Next change the font size to **72**, select **bold** and change justification to **center**.

In A2 type, "**What Do I Already Know?**"

Press tab and type, "**What Do I Want to Know?**" in B2.

Press tab and type, "**What Have I Learned?**" in C2.

Highlight cells **A2**, **B2** and **C2** and change the font size to **14** and style to **bold**.

Highlight cells A1 to C3 so that all nine cells are highlighted in blue.

Select format on the menu bar and click the border tab.

Select a line style, then click inside and outline under the preset options. Click OK.

Next select the 4 in the row header. Change the row height by selecting Format on the menu bar.

Select Height in the pop-up menu and type in 360.

Save the chart in an appropriate folder.

View the finished chart by selecting the magnifying glass on the standard toolbar.

Your page will look like:

K	W	L
What do I already know?	What do I want to know?	What have I learned?