**Sample Script: How to Create a Table in Word**

**Follow these step by step directions to record this script**

1. Go through the Prerecording checklist to be sure you are set up for recording.
2. Practice going through steps so you feel comfortable with all the actions. If you have a different version of Word than 2007 you may need to alter the script.
3. Set your screen resolution to 1024x768.
4. Pull up the Sample PowerPoint and use the Camtasia Add In to record slides 1-3. Click on the Options icon to select the correct microphone. Be sure to click the icon that records your webcam and microphone. You can eliminate the webcam video for slides 2- 3 later in Camtasia.
5. When finished, save your video in the correct folder, choose to Edit your Recording and it will open up in Camtasia.
6. Click on the Camtasia Recorder. Set to record full screen and make sure your microphone is selected in the dropdown.
7. Hit the Record button and record rows 4-17 following the screen actions.
8. In the Preview window choose the Save and Edit button and save your video in the correct folder.
9. You're done with the recording. In the next class you will learn to edit it.
10. Before you close Camtasia, choose File/Save Project. Call it "Create a Table" and save it to the correct folder.

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| Step | Narration | Action on screen |
| 1 | Music  Hi I'm (your name) and welcome to "Creating your first Table in Microsoft Word" | **Record the following 3 rows in PowerPoint**  Title Screen. This will be recorded in PowerPoint with the Camtasia Add in and your webcam. |
| 2 | In our department you'll use tables to organize the health data for all employees. | This will be recorded in PowerPoint . |
| 3 | In this brief tutorial you’re going to learn how to create a table with shaded rows using Microsoft Word | This will be recorded in PowerPoint . |
| 4 | Begin by opening up the Microsoft Word Program | Start the screen recording here.  Show yourself opening up MS Word |
| 5 | **From the Menubar, click on the “Insert” tab and choose the Table icon** | Show |
| 6 | Click on the Dropdown arrow and choose “Insert Table” | Show |
| 7 | Choose the number of Columns and Rows you want in your table then click “OK” | Choose 3 columns and 5 rows |
| 8 | If you would like to add shading to your column titles drag your mouse across the entire top row to select it then right click. | Show |
| 9 | Choose Borders and Shading. | Show |
| 10 | Click on the Shading Tab. | Show |
| 11 | From the Dropdown choose a color for the “Fill Color” | Choose grey |
| 12 | Then Click OK. Now your table is complete. | Show completed table |
| 13 | If you would like more information on Tables you can head over to the Microsoft website at  http://www.microsoft.com | Pause Recording and go to the Microsoft Website. |
| 14 | Scroll down to Help and How to and choose "Office". | Show |
| 15 | Select the "Word" option and type in "Tables" in the search box. Click the magnifying glass to bring up all the topics related to tables. | Show typing in and doing a search. |
| 16 | Please answer the following question to test your knowledge. | **A quiz will be added later. Don't worry about recording any visual here.** |
| 17 | Now that you know how to create a table please click the button below to go to the next Lesson in this series. | **This will be added later using the plain title screen from the Library and adding a Hotspot button. Don't worry about recording any visuals here.** |