



Making a Seating Chart

Technology for Classroom Teachers
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1. Open a New document (**File, New** or **Ctrl N**)
2. Make sure a **Drawing** Toolbar is visible (**View, Toolbars, Drawing**)
3. Click the **AutoShapes** button on the **Drawing** Toolbar (bottom of the page)
4. Select the shape that best fits students' desks.
5. Click and drag the shape in your document. Resize.
6. **Copy** (Ctrl C) and **Paste** (Ctrl V), drag the 'desk' to it's place in your 'room'
7. Continue to **Paste** as many desks as you have in your room.
8. On the **Drawing** toolbar, select the **Text box** button.
9. Click and drag a box on your first desk.
10. Type in the student's name.
11. Continue to add **Text boxes** to all desks, adding students' names.

