

Adapted from the Microsoft Classroom Teacher Network <http://microsoft.com/education/mct>

Software:

Microsoft Word – to create a survey template and design a web page

Microsoft Access – to develop a database of favorite books

Internet – to research public opinion and read online book reviews

Hardware:

Scanner – to scan in pictures of book covers

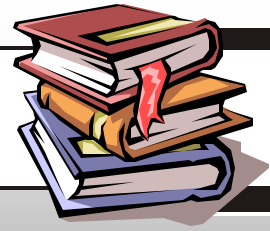
Overview: Students will determine which books are currently the most popular among their peers. This activity will help to encourage excitement about books and reading, introduce students to the mechanics of opinion polling, and allow students to share information about their favorite books.

Technology Skills: This lesson familiarizes students with forming templates in Word, creating a simple web page using Word, and developing a database using Access.

Step by Step:

Design a Survey

- Have students do some research on the online encyclopedia <http://www.encyclopedia.com> by entering “public opinion” in the search box. Ask the students, “What factors shape public opinion? How is public opinion measured?”
- Ask students how they might approach “favorite books” as a public opinion topic. What question should be asked of others about their favorite books? What information would be most useful to others?
- Have students think of some possible survey questions.
A sample survey would include:
Your name:
Your grade:
Your favorite book:
Who wrote it?
Why is this your favorite?
- Once students have agreed on a set list of questions, have students design the survey. Launch Microsoft Word and open a new Template. A survey can be designed by pulling down the View menu and selecting Toolbars and then Forms. Have students use this toolbar to add fields to their survey forms. Have students save the template as “Book Survey”.



Complete the Survey

- Have the students respond to the survey by completing the form one at a time and then saving the finished survey in their names. Make sure that students use “Save As” rather than “Save” so they don’t save over the original template file.
- Print out all of the surveys and then compile them. Ask students “Which books are the most popular? What are some common reasons for choosing these books?”

Create a Web Page

- In Microsoft Word, pull down the File menu, select New, and click on the Web Pages tab.
- Choose Web Page Wizard, click Simple Layout, then click Next. Choose a Style, then choose Finish.
- Grab your viewers’ attention by adding scrolling text. Choose Scrolling Text on the Insert menu. Type in the desired text (could be quotes from students about the books), then click OK.
- Use the scanner to scan covers of the books. Save them in a file on your hard drive. In your Word web page design, go to the Insert menu, choose Picture, click on From File, and add the scans to your page.
- To preview your web site, choose Web Page Preview on the File menu.

Create a Database

- Start Microsoft Access, click the File menu, and click New. Click on Database Wizard and then OK. Choose the Databases tab, then click on Book Collection. Save this database as “Favorite Books”.
 - The Access Database Wizard will help you catalog all of the favorite books named by the students. After you click Finish, you can simplify the database by clicking on Enter/View Books, choosing View from the menu bar, selecting Design view, then deleting unnecessary items.
 - Open Microsoft Word, copy needed data from surveys, and paste into Access records. Fill in remaining fields, and Save.
 - Invite the students to continually add more favorite books to their databases.
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