

Family Trees

Objectives:

- Learning the basics of an organizational chart
- Inserting boxes in a organizational chart
- Formatting text in different fonts
- Putting borders around boxes



Program Needed:

There are several programs one can use to make a family tree. The two examples shown were done in *PowerPoint*. *PowerPoint* has an organizational chart feature which can be used to make family trees or flow charts. However, there are programs specifically designed to make family trees which can be purchased as well.

Instructions:

1. Students need to research their family genealogy as least 2-3 generations back.
2. Students will open *PowerPoint* and choose a blank presentation.
3. The computer will ask the user which layout to use. Choose the organizational chart layout.
4. Students will click on the top box and put their name in it.
5. Students will click on the boxes going down and type their parents. To delete boxes, click on the box one time and press delete on the keyboard.
6. Students can add more boxes going across or down by clicking on the co-worker (box will go across) or subordinate (box will go down).
7. Students should continue adding their family tree information until all necessary boxes are filled.
8. To change font, font color, and box color, have the students select all of the boxes (Edit, Select All). Then go to the Menu bars and make changes.
9. Once the family tree is completely finished, have the students click on File, then Close. The computer will ask you if you want to update or save. Click Yes.
10. The family tree will automatically be put in on the *PowerPoint* page. Students can resize it by clicking on the black handles and pulling out.
11. Add pictures and title.
12. Print.

Extension Ideas:

Family trees make nice gifts to parents or grandparents. Making flow charts is also a great way to perfect these skills. If improving skills is the goal, choose a subject which the students already know the steps involved, such as "The Steps to Make a Peanut Butter and Jelly Sandwich."

My Family Tree

