Creating a T-chart on Word

1. Open a new document.
2. Click on Insert.
3. Click on Shapes.
4. Click on second shape, a back slanted line.
5. Use it to draw the top of the Tchart.
6. Repeat Steps 3 and 4.
7. Use it to draw the perpendicular line of the Tchart.
8. Click on Shapes.
9. Click on first shape, the text box.
10. Draw the box for the topic sentence of the Tchart.
11. Repeat Steps 8 and 9.
12. Draw the box for the left hand side of the Tchart.
13. Repeat Steps 8 and 9.
14. Draw the box for the right hand side of the Tchart.
15. Begin filling in the boxes with your handwritten Tchart information.
16. Once you are finished filling in the info, right click on the outside of the text boxes and click on no outline.