

Grids to create fluency reading sheets

Instructions for use:

This document contains grid templates for fluency reading sheets of various numbers of letters, words, phrases, and story sentences. To create a table different from these options, familiarize yourself with the following commands, which is the way these grids were created.

“Insert > Table”, and choose the number of columns and rows desired.

You can change the number of rows or columns by deleting or inserting rows and columns, and then re“distribute” – ing cells across the sheet. (Place the cursor in the table and you will see “Table tools – click “Layout” to make these changes).

To set the **font**, select the whole table and set (in the Home tab) the font and font size, i.e. Comic Sans 16

To set the cell size “Table Tools > Layout” tab (which appears when the cursor is in the table); set the alignment within the cell by clicking on the preferred pictures; and the heights of the cells by entering a number into the box; the width of the cells can also be set here, by number or by “distribute columns” to distribute them equally across the page.

To display invisible characters, i.e. to see where the text should be typed (the “cell” marker character),

 click the paragraph mark in the tool bar . The characters you see show where in the cell the text will be positioned and, if the grid lines are invisible, where the cells are. Don’t worry, these invisible characters don’t show up in print (or when their display is turned off, on screen either).

To make the grid lines visible or invisible, select the entire table and click Table Tools > Layout. Find (on the left side) “Properties” and click it. In the dialog box, click the “Borders and shading” button and then on the left side, in Settings: click “None”. The table grid lines are then also invisible and will not show up on screen or in print. You then need to rely on displaying the table cell character shown above to know where the text should go in the cells.

To create a sheet from any one of these pages, select the entire page (click and drag the cursor from the beginning top left to the bottom top right of the page), copy it, and paste it in a new document where you want the new sheet to be. Type in the sheet title including the lesson number, and name the sheet according to its content (you can erase the dimensions). Then insert the letter, word, phrase, or sentence into each cell of the table or, for stories, line of the page. Insert the word count periodically.

Save your file frequently so you don’t lose your work!

The following sheets look empty but they’re not! Click the paragraph mark in the tool bar to see grids.

Good luck!

Fern

Lesson X
Single letter grid (9 columns, 8 rows)

Lesson X

Word grid (5 columns, 10 rows)

Lesson X

Two-word phrase grid (4 columns, 8 rows)

Lesson X

Three-word / four-word phrase sheet (3 columns, 8 rows)

Lesson X

Story

Story Title