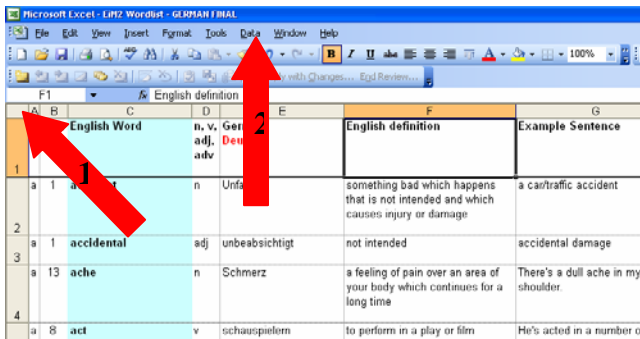


How to manipulate the *English in Mind* Wordlists

The wordlists are currently in alphabetical order for the whole book. You can change this to show the words unit by unit, as they appear at the back of the Student's Book:

- To sort wordlists unit by unit:
 - ◇ Highlight whole document (click the beige box to the left of A in the top row – the document will go blue)
 - ◇ Click **Data** from the top toolbar
 - ◇ Select **Sort** from the drop down box
 - ◇ In the **Sort by** section, select **Unit number** and **Ascending** from drop down box
 - ◇ Tick **Header Row**
 - ◇ Click **OK**



	A	B	C	D	E	F	G
			English Word	n, v, Ger adj, Deu adv		English definition	Example Sentence
1	a	1	accidental	adj	unbeabsichtigt	not intended	accidental damage
2	a	13	ache	n	Schmerz	a feeling of pain over an area of your body which continues for a long time	There's a dull ache in my shoulder.
3	a	8	act	v	schauspielen	to perform in a play or film	He's acted in a number o

- To sort wordlists alphabetically through the whole book:
 - ◇ Highlight whole document (click the beige box to the left of A in the top row – the document will go blue)
 - ◇ Click **Data** from the top toolbar
 - ◇ Select **Sort** from the drop down box
 - ◇ In the **Sort by** section, select **English word** and **Ascending** from drop down box
 - ◇ Tick **Header Row**
 - ◇ Click **OK**
- You can use the same method to sort the document in any way. For example, by unit and then by part of speech which will group all the nouns together, all the verbs together etc.
 - ◇ Highlight whole document (click the beige box to the left of A in the top row – the document will go blue)
 - ◇ Click **Data** from the top toolbar
 - ◇ Select **Sort** from the drop down box
 - ◇ In the **Sort by** section, select **Unit number** and **Ascending** from drop down box
 - ◇ In the **Then by** section, select **n, v, adj, adv** from the drop down box
 - ◇ Tick **Header Row**
 - ◇ Click **OK**

- To print the whole wordlist, or just a section of it without making any further changes:
 - ◇ Highlight the area to be printed (eg. All of Unit 3 or *Actually* to *barefoot* including definitions and examples)
 - ◇ Click **File** from the top toolbar
 - ◇ Select **Print Area** from the drop down box
 - ◇ Select **Set Print Area** from the menu
 - ◇ Select **Print** from the top toolbar
 - ◇ In the **Print what** section, select **Selection**
 - ◇ Click **OK**

	A	B	C	D	E	F	G	H
			English Word	n, v, adj, adv	German Deutsch	English definition	Example Sentence	
1	a	1	accident	n	Unfall	something bad which happens that is not intended and which causes injury or damage	a car/traffic accident	
2								
3	a	1	accidental	adj	unbeabsichtigt	not intended	accidental damage	
4	a	1	Actually ...		eigentlich	used when you are saying what is the truth of a situation; used when you are saying something surprising; used when you are disagreeing with someone or saying no to a request	He didn't actually say anything important; She sounds English but she's actually Spanish.	
5	a	1	ancient	adj	antik	from a long time ago	ancient Greece/Rome	
6	a	1	attack	v	angreifen	to use violence to hurt or damage someone or something	He was attacked and seriously injured by a gang of men.	
7	b	1	barefoot	adj	barfuß	not wearing any shoes or socks	They ran barefoot along the wet beach.	
8	b	1	bloke	n	Kerl	a man	Jake seems like a nice bloke.	
9	b	1	bottom	adj	unten	the lowest part of something	Click on the icon at the bottom of the page.	
	b	1	brilliant	adj	hervorragend	very good	We saw a brilliant film.	

- To make a test, an exercise or a dictionary for students to complete, it is easier to copy the selected area into Word. You may want to sort the document first, to put it in unit order (see above):
 - ◇ Highlight the area you want to use in your test (eg. *Actually to barefoot*)
 - ◇ Click the right button on your mouse
 - ◇ Select **Copy** from the menu
 - ◇ Open a new document in Word
 - ◇ Click the right button on your mouse
 - ◇ Select **Paste** from the menu
 - ◇ You can now delete any of the text from the table for your students to complete:
 - ◇ Print

		eigentlich	used when you are saying what is the truth of a situation; used when you are saying something surprising; used when you are disagreeing with someone or saying no to a request	He didn't actually say anything important; She sounds English but she's actually Spanish.	
		adj	antik	from a long time ago	ancient Greece/Rome
attack		v			
barefoot		adj			