

# How to Use an Almanac

7<sup>th</sup> Grade

Knox Middle School

# What is an Almanac?

- A reference book of factual information that comes out every year
- Contains charts, tables, graphs, and lists
- Has information that can be located quickly
- A place to find answers to questions
- Tells who, when, where, how much, how many, names, dates, places, etc.

# Index in an Almanac

- Found in the front of the almanac
  - Is **NOT** specific to all topics
  - Instead uses **key words** or phrases to find information
  - Key words** and phrases are listed in ABC order
- If you are looking up the population of Illinois, you have to think that Illinois is a state so you look up "**States, U.S.**"
  - If you are looking up who won the Super Bowl, you have to know that the Super Bowl involves professional football, so you look up "**Football, professional**"

# Use of Key Words

- ☞ There is more than one way to look up key word information in the index
- ☞ You want to find the **population** of **Illinois**, so think that Illinois is a state in the US and you want the population of that state

## for example

- ☞ Look up "**Illinois**" and then look for the sub-topic "population"
- OR**
- ☞ Look up "**Population, US**" and then look for the sub-topic "states" since Illinois is a state

# Subtopics in the Index

- Once you have found the key word or phrase, then look at all of the sub-topics listed under it
- Use the sub-topic wanted to find your page number
- To find the “**Super Bowl**” look under “**Football, professional**”

<b>Football, professional</b> .....	912-24
Addresses, teams.....	1003
All-time records.....	922
Awards and honors.....	920
Champions.....	912
Coaching victories.....	921
Hall of Fame.....	923
Player draft.....	919
Stadiums.....	924
Standings, final.....	912
Super Bowl.....	48,816,915-916, 924

# Finding the Correct Page

- Once you have found the exact information you want in the index, look at all of the page numbers
- Look for the most page numbers together - ...48,816, **915-916**, 924
- If that doesn't work, then you will need to check each of the page numbers listed in the index to find your information

<b>Football, professional...912-24</b>	
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Super Bowl..48,816, <b>915-916</b> ,	924

# Finding the Correct Chart, Table, Graph, or List

- Go to the page or pages listed in the index
- Look at all of the **heading** listed on those pages
- Find the **heading** that best fits the information you want
- If you want to know who won the Super Bowl last year, try the heading **Super Bowl Results**

**Super Bowl Single Game  
Statistical Leaders**  
**Super Bowl Results**  
**Super Bowl MVPs**  
**American Football  
Conference Leaders**  
**National Football  
Conference Leaders**

# Finding the Correct Information

- Look at the chart, table, graph, or list under your heading
- You will need to actually read the chart, table, graph, or list to get your information
- If you want to know who won the Super Bowl last year, look for that year under the **Year** column

## Super Bowl Results

#	Year	Winner
I	1967	Green Bay Packers
II	1968	Green Bay Packers
III	1969	New York Jets
IV	1970	Kansas City Chiefs
V	1971	Baltimore Colts
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
XLIII	2009	Pittsburgh Steelers
XLIV	2010	New Orleans Saints
XLV	2011	Green Bay Packers
XLVI	2012	New York Giants

# Finding Information in an Almanac

- The index is in the front of an almanac.
- All words in the index are listed in ABC order.
- Use **key words** or phrases in the index (there are not a lot of specific topics listed in the index).
- Look at the **sub-topics** listed under the key words.
- You may need to check several different pages listed in the index before you find the pages you need.
- Look at the **headings** on the page to find the chart, table, graph, or list that you need.
- Read the chart, table, graph, or list to get the exact information that you want.

# Bibliography

“General Index.” World Almanac and Book of Facts, 2001, p. 4-32.

“Super Bowl Results.” World Almanac and Book of Facts, 2001, p. 915.