Lesson 3: Tables and Editing Tools

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| Handouts | Class Prep | Agenda |
| * Day 3 Daily Agenda * Creating a Table Handout * Table Activity | * Sign-In Sheet * Handouts stapled * Day 1 ICS PPT on Smartboard * Microsoft Word minimized | * Day 1 ICS Intro PPT (5 mins) * Creating a Table in MS Word |

**Objective**: Explore and apply Microsoft Word formatting tools in order to create and edit tables.

ICS PPT \*IF THERE ARE NEW STUDENTS\* (5 mins)

1. Welcome to our Intermediate Computer Skills Course!
   1. Reminder: Take a break whenever you need to
   2. Practice makes perfect!

Intro to Creating Tables (10 mins)

**Say**: Creating and using **tables** is another way to stay organized and keep track of things, or to compare individual items or values with one another. Tables can be helpful for multiple different reasons.

**Ask**: What do you think someone would want to create a table for? *(Wait for class to respond)*

**Say***:* You could use a table to:

* Create a schedule for the week
* Create a roster for a team (whether it is at work or for sports)
* Create a list of things you need for a specific day or event

*Guided Practice, Creating a Table in MS Word (How to Create a Table handout) (15 mins)*

**Say**: First, we’ll create the first part of a table together. After we do that, you all will finish the activity on your own. Of course, if you need any help, don’t hesitate from asking! Please flip to the “How to Create a Table handout in your packet.

**Ask**: Great. Does everyone see the “Insert” tab at the top of the MS Word window, on the Ribbon?

**Say**: Like mentioned on your handout, to create a table, you have to click on the “**Insert**” tab, then click the “**Table**” tab. When you’ve done that, you can create a table for however big or small you’d like.

1. So first, I’m going to create a 5\*3 size table:

1. Change the size of the table by click and drag the white box on the bottom right of the table.
2. Move the table by clicking and dragging the box on the top left corner of the table.

**Say**: Now, please turn to your computer and do the same! *(Walk around class and support anyone who needs help)*

2. Next, I’m going to type each weekday in the first row of my table – Monday-Friday

**Ask**: How do you *move from box to box*?

**Say**: There are three options. You can:

1. *Click inside the box* with your mouse
2. Press “*Tab*”
3. Use your *arrow keys*

Great. Now, please turn to your computer and do the same!

**Say**: If you wanted to insert a new row or column to your table you would *right-click in the cell adjacent to where you would like your column or row to be inserted.* When you right-click, a small menu pops up. Once that menu pops up, you click “Insert” and select the option you’d like. *(Show the class)*

*\*\*Remember: If you ever mess up, you can always click on the “Undo” button!*

**CLASSROOM COMFORT:** Ok!How’s everyone feeling? Any questions before we get into today’s topic?

*Independent Practice, Creating a Table Activity (Fruit Activity handout) (20 mins)*

**Say**: Excellent! Now, please turn to the other handout you have, with the fruit on it. *(Read the instructions for the activity out loud to the class).* Great. You all are going to create a chart with the information given. You can either insert new columns and rows to complete this activity OR you can delete the current table you have and create an entirely new one. It is up to you!

**\*\*Optional**: If you finish early, format your table a bit. Center the days of the week, make the days and fruits bold – make whatever formatting changes you’d like!

**Say**: If you see that there days when you don’t have any of those fruits, just type in the number 0.

*\*\*Remember: If you need help, just ask! We will go over it afterwards.*

The completed activity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Strawberries** | 5 | 9 | 0 | 5 | 9 |
| **Apples** | 7 | 0 | 5 | 7 | 8 |
| **Bananas** | 3 | 9 | 7 | 3 | 0 |
| **Oranges** | 4 | 1 | 17 | 0 | 7 |
| **Grapes** | 9 | 6 | 20 | 9 | 10 |
| **Apricots** | 0 | 0 | 5 | 0 | 0 |
| **Plums** | 0 | 7 | 0 | 4 | 3 |

**CLASSROOM COMFORT:** Ok!How’s everyone feeling? Any particular things you want to review?

**Say**: Great work, everyone! So just to review, we can makes tables for a lot of different reasons. Whether it’s keeping track of things like we just did for our activity, or keeping track or different jobs you are looking at, you can do a lot with tables!

**Review and Conclusion:**

*Review how to create a table and inserting new rows and/or columns.*

**Ask**: What tools did you like using? Did you explore any new tools? Any frustrations? Great job today!