



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF NUEVA ECIIJA

LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
Fourth Quarter, Week 8

Name of Learner: _____ Date: _____

Grade Level /Section: _____

Creating Tables

BACKGROUND INFORMATION FOR LEARNERS

Aside from inserting a text to a *Text Box* and *Word Art*, using *Tables* is one of the ways to present your data well in publisher.

The *Table* has rows and columns which may help you organize your data or content. To insert a *Table*, do the following:

- Go to the *Insert* tab.
- Click *Table*. Then, a drop-down will appear.
- Choose the desired size of your *Table*. (Remember: the size is *Column x Row*)

The *Tables' Design* can be edited, so also its *Layout*. In *Design*, you can change its format, its fill colors, its line colors, and its borders. In *Layout*, you can add/ delete columns or rows, split or merge cells, and change the alignment of its text.

LEARNING COMPETENCY

After accomplishing this activity, you would be able to use the menu bar and be familiarized with its functions by creating a table.

ACTIVITIES

ACTIVITY 1

Directions/Instructions: Let us try to organize data using tables! Follow the instructions given in each number.

- 1. Create a 3 x 5 Table.
- . Starting on the second row of the Table, in the first column, insert these texts (from top – down):
 - a. Name
 - b.Student A
 - c.Student B
 - d.Student C
- 3. Starting on the second row of the Table, in the second column, insert these texts (from top – down):
 - a.Week 1
 - b.3
 - c.1
 - d.0
- 4. Starting on the second row of the Table, in the third column of the Table, insert these texts (from top – down):
 - a.Week 2
 - b.0
 - c.2
 - d.1
- 5.In the first row, select all the cells. Merge them.
- 6.After merging the first row, type “No. of Absencesin Grade VII – Zoom.”
- 7.Align the text in the first row to theCenter.
- 8.The texts in the second row should beAligned Left.
- 9.The texts in the third row should beAligned Right.
- 10.The texts in the fourth and fifth row should be intheCenter.

Note:In case that there is no desktop or laptop available,you may do this in a sheet of paper.

REFLECTION

1.Did you find the activity easy? Why did you find iteasy/ difficult?

2.What were your learnings as you accomplish the activities?

REFERENCES FOR LEARNERS

To learn more, try to visit the link below:

- Working with
Tablets <http://bit.ly/3ge1MZD>

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