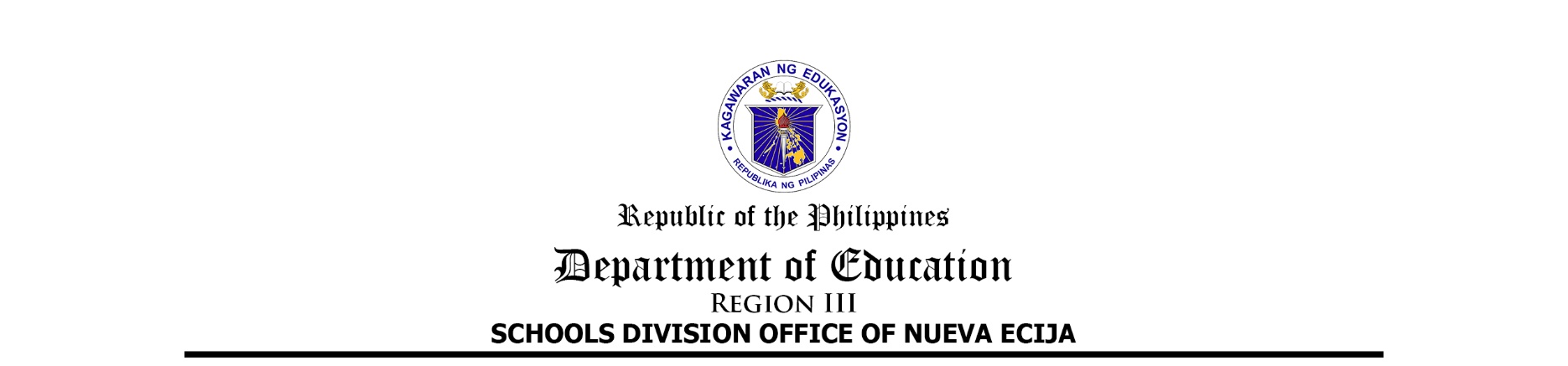
**

**LEARNING ACTIVITY SHEET**

**SPECIAL PROGRAM IN ICT 7**

**OFFICE PRODUCTIVITY 7**

*Fourth Quarter, Week 8*

**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 ACTIVITY SHEET**

**SPECIAL PROGRAM IN ICT 7**

**OFFICE PRODUCTIVITY 7**

*Fourth Quarter, Week 8*

Name of Learner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level /Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**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 it easy/ difficult?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCES FOR LEARNERS**

To learn more, try to visit the link below:

* **Working with Tables**

**Link:** https://bit.ly/3ge1MZD

Prepared by : **LEMUEL-KIM A. GARCIA**

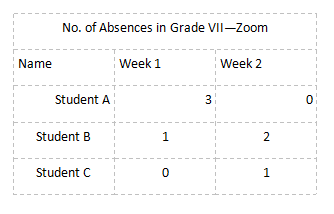
Name of Writer

Noted: **LABERNE A. LADIGNON, JR**

Division ICT Coordinator/ OIC EPS

**KEY TO CORRECTIONS**

The output of the student in the activity should be like this:



**Guide for Scoring:** Every error committed by the student will be deducted to his points by 1 point. The perfect score is 13.