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| **Course Code and Title: *INTRODUCTION TO COMPUTING (ITE 100)*** |
| **Lesson Number: Lesson 11 (Week 11)** |
| **Topic: CREATING AND FORMATTING ROWS AND TABLES** |
| **Introduction:**  Have you ever needed to use table to list an inventory of products and costs, items and descriptions? Before you start to work, think first whether to use a table in Microsoft Word or a spreadsheet in Microsoft Excel. Also, adding pictures to a document can provide visual appeal and help convey a message. |
| **Learning Objectives:**  At the end of the lesson, you should be able to:   * Create rows and tables. * Format rows and tables. * Define Microsoft Excel. |
| **Pre-Assessment:**  **Multiple Choice:** Choose the letter of the best answer. Write your answer on the sheet provided. (2 pts. each)  1. The first step to create a table.  A. Select the insert tab and then click the insert table button in the Tables group  B. Drag the mouse down and cross grid until the correct number of columns and rows are selected  C. Release the mouse button. Word creates the table at the insertion point.  D. Position the insertion point where you want to insert the new table    2. You can combine two or more table cells located in the same row or column into a single cell to create a heading.  A. Format Cells C. Insert Table  B. Merge Cells D. Insert Columns  3. What is the first step to format a table?  A. Click the Insert Table command.  B. Select the insert tab and then click the insert table button in the Tables group  C. Position the insertion point where you want to insert your table  D. Specify the number of columns and rows you want to create in the Number of Columns and Number of Rows fields.  4. It is specially designed to perform calculations when you enter a formula.  A. Microsoft Excel C. Microsoft Word  B. Microsoft Power Point D. Microsoft Access  5. It can **spit** a **cell** with different parameters such as Space, Blank, Commas or any other criteria which breaks a **cell** into 2 or more **cells**.  A. Format Cells C. Insert Table  B. Merge Cells D. Split Cells |
| **Lesson Presentation:**  **When to Use a Word Table or Excel Worksheet**  If you will create forms, paragraphs with tons of words, insert diagrams or images; use Microsoft Word table. It is the easiest method to enter text. Many forms require customized layouts for every part, and Microsoft Word gives you options for working with inconsistent column widths and row heights. If it contains mostly words and phrases, Microsoft Word is the best option. Microsoft Excel is specially designed to perform calculations when you enter a formula.  For working with mostly numbers and making calculations, Microsoft Excel is the best tool.  **Inserting Blank Tables**   * **Using insert table button**  1. Position the insertion point where you want to insert the new table 2. Select the insert tab and then click the insert table button in the Tables group 3. Drag the mouse down and cross grid until the correct number of columns and rows are selected 4. Release the mouse button. Word creates the table at the insertion point.  * **Insert table command**  1. Position the insertion point where you want to insert your table 2. Select the insert tab and then click the insert table button in the Tables group 3. Click the Insert Table command.      1. Specify the number of columns and rows you want to create in the Number of Columns and Number of Rows fields.     **Formatting Cells, Rows and Columns**  **Insert Rows and Columns**  Microsoft Word offers various commands in the Rows & Columns group of the Table Tools Layout Tab.Users can expand a table by adding rows or columns; the rows or columns can be added inside the table or appended to any of the table's four sides.    Four commands in the Rows & Columns group make this possible: Insert Above, Insert Below, Insert Left, and Insert Right.  **Inserting Data on Cell**    **Merging and Splitting Cells**  **Merge Cells**  You can combine two or more table cells located in the same row or column into a single cell to create a heading.  Select the cells that you want to merge by clicking the left edge of a cell and then dragging across the other cells that you want.   * Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells.    Split cells  * Click in a cell, or select multiple cells that you want to split. * Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cells**. * Enter the number of columns or rows that you want to split the selected cells into.   **Adjusting Column and Row Size**  The Columns dialog box lets you adjust column width and the space between columns. The Distribute commands ensure that your tables have consistent column and row sizes. |
| **Synthesis:**  Tables are used to present information in an organized manner. Inserting images can be added to documents to enhance visual appearance. |
| **Evaluation: Lesson 11: Week 11**  Write True or False in the space provided: (2 pts. Each)   * 1. \_\_\_\_You can combine two or more table cells located in the same row or column into a single cell.   2. \_\_\_\_Use Word Table with Paragraphs with a lot of words.   3. \_\_\_\_Use Excel when making Calculations.   4. \_\_\_\_Users can add cells, columns, and rows in your Word tables.   5. \_\_\_\_Users can adjust the column and row sizes in your Word tables.   6. ­­­\_\_\_\_ To split cells, Under DesignTab, on the Layout tab, in the Merge group, click Split Cells.   7. \_\_\_\_Microsoft Office Word enables you to wrap text easily around pictures, shapes, and tables with any position or style that you want.   8. \_\_\_\_ MS Word allows you to insert pictures into a document.   9. ­­\_\_\_\_ To insert table, Select the insert tab and then click the insert table button in the Tables group.   10. \_\_\_\_ The Distribute commands ensure that your tables have consistent column and row sizes. |
| **REINFORCEMENT**  Using a long bond paper, Landscape orientation create a travel brochure.  Example: |
| **References:**  **ONLINE RESOURCES:**  Word: Pictures and Text Wrapping <https://www.youtube.com/watch?v=sqkEDw99szg> |