

CS 1 – FUNDAMENTALS OF COMPUTER SOFTWARE AND APPLICATION**Laboratory Exercise #6**
Tables

NAME: **DATE:**
CODE/SCHEDULE: **TERMINAL #:**

TOPIC(S) COVERED: Formatting Tables**ESTIMATED COMPLETION TIME:** 1 hour and 25 minutes (1 meeting)**OBJECTIVES:**

1. To be able to format and use tables.
2. To be able to understand the importance of formatting tables.
3. To be able to create table base from given specifications.

DISCUSSIONS:

Documents are used in presenting reports. Some reports are better presented using tables. Tables can be easily understood if they have good formatting.

PROBLEM:

Create tables similar to the provided examples on a single document.

Format the tables by changing the border style and color, putting shading color, indicating the text alignment, merging cells, using different text orientations and implement the average function.

Save the activity in your backpack and turn-in with Formatting Tables filename.

Salesperson	Region		Dolls	Trucks	Puzzles
Kennedy, Sally	N	S	1327	1423	1193
White, Pete	S	S	1421	3863	2934
Pillar, James	S	S	5214	3247	5467
York, George	S	N	2190	1278	1928
Banks, Jennifer	S	N	1201	2528	1203
Atwater, Kelly	S	N	4098	3079	2067

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1	Maths	Catering	Information Systems	History	Science
2	Science	Maths	Catering	Information Systems	English
3	English	Science	Maths	Catering	History
4	History	English	Science	Maths	Information Systems
5	Information Systems	History	English	Early Finish	Catering

<i>Student</i>	<i>Year Mark</i>	<i>Exam</i>	<i>Total</i>
Connery, S	24	29	53
Jones, C Z	37	40	77
Douglas, M	23	27	50
Barrymore, D	45	42	87
Sandler, A	24	22	46
Myers, M	28	35	63
Diaz, C	36	27	63
Damon, M	38	42	80
Crowe, R	30	34	64
Kidman, N	28	32	60
Pitt, B	46	48	94
Cleese, J	38	41	79
Lumley, J	31	29	60
Oh Wise One	50	50	100
Average	34.14	35.57	69.71

Laboratory Exercise Score Sheet

Criteria	Score	
1. Proper border styles and colors	20	<input type="text"/>
2. Proper color shading of cells	20	<input type="text"/>
3. Proper text alignment	10	<input type="text"/>
4. Proper cells merging	20	<input type="text"/>
5. Proper text orientation	10	<input type="text"/>
6. Finished the exercise within the time-frame	10	<input type="text"/>

7. Question and answer

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