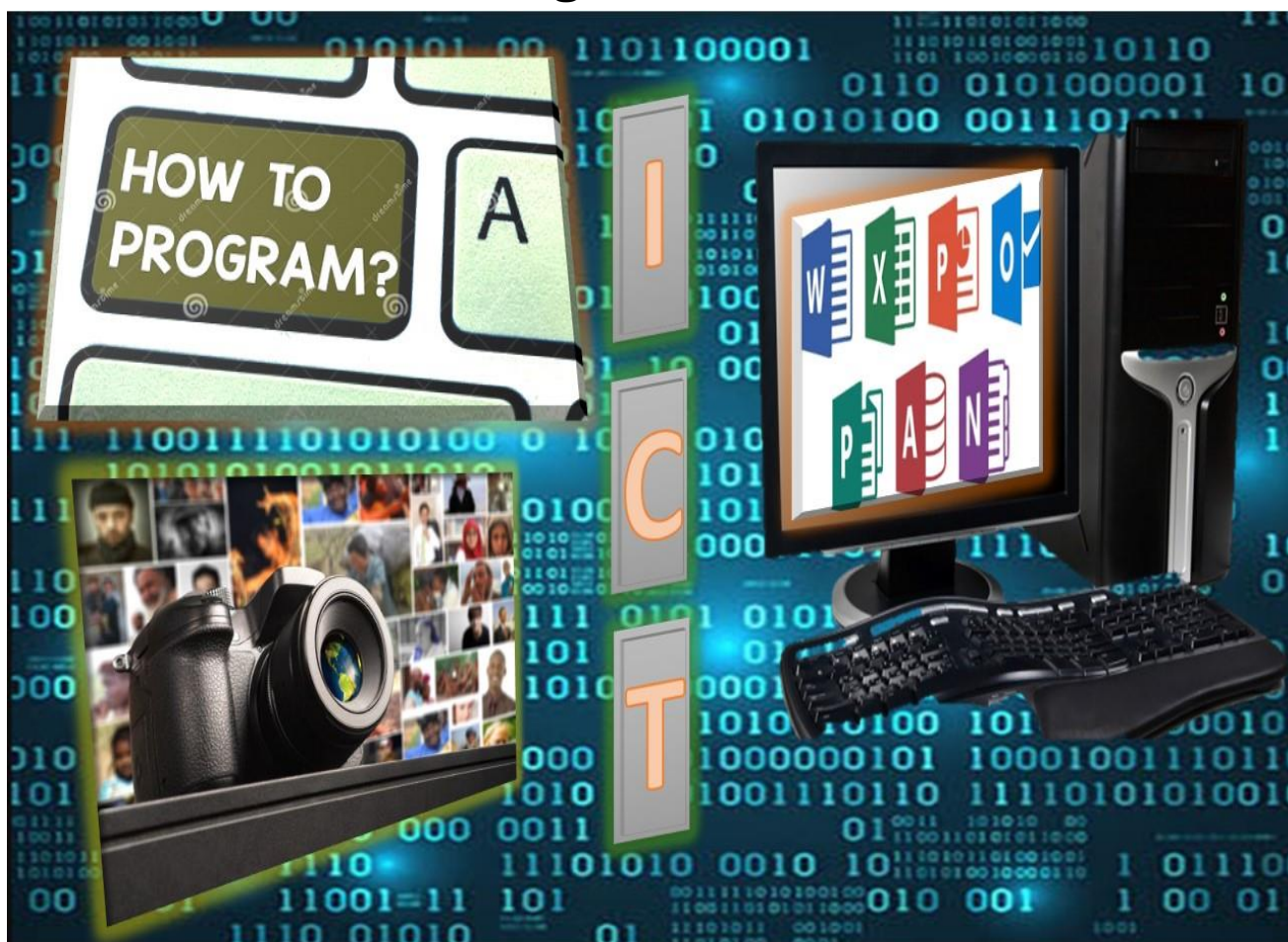**8**

ICT 8 Activity Sheet Quarter 4 |Weeks 3-4

Working with tables

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Introductory Message

Welcome to ICT 8!

The **Learning Activity Sheet** is self-directed instructional materials aimed to guide the learners in accomplishing activities at their own pace and time using the contextualized resources in the community. This will also assist the learners in acquiring the lifelong learning skills, knowledge and attitudes for productivity and employment.

For learning facilitator:

The **ICT 8 Activity Sheet** will help you facilitate the leaching-learning activities specified in each Most Essential Learning Competency (MELC) with minimal or no face-to-face encounter between you and learner. This will be made available to the learners with the references/links to ease the independent learning.

For the learner:

The **ICT 8 Activity Sheet** is developed to help you continue learning even if you are not in school. This learning material provides you with meaningful and engaging activities for independent learning. Being an active learner, carefully read and understand the instructions then perform the activities and answer the assessments. This will be returned to your facilitator on the agreed schedule.

ICT-8 ACTIVITY SHEET
Working with tables

Learning Competency:

Applying table in a publication.

Support Competencies:

1. Perform in adding a table.
2. Demonstrate in adding or deleting rows and columns in a table
3. Demonstrate in formatting a table.

Background information for the learners

In Publisher, tables are useful for organizing and presenting data. Publisher allows you to customize tables to match the look and feel of your publication.

In this lesson, you will learn how to **insert, modify,** and **change the appearance of tables**.
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Activity Proper.
## Activity 1. Using tables in your publication

A **table** is a grid of cells arranged in **rows** and **columns**. Tables are useful for organizing information in a concise and easily readable way. Text contained in tables is easy to space and align, which make them ideal for presenting lists of related information in Publisher, like store hours or products and their prices.

To insert a table:
1. Click the **Insert** tab, then locate the **Tables** group.
2. Click the **Table** drop-down command.
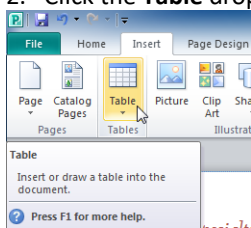
3. Hover your mouse over the diagram squares to select the number of **columns** and **rows** in the table, then **click** your mouse.
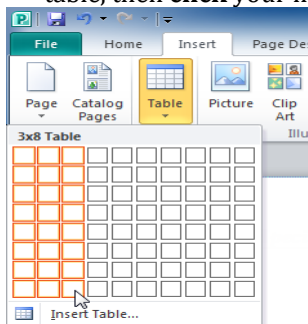

4. The table will be inserted

Modifying table layout
To add a row or column:
1. Place the insertion point in a cell **adjacent to** the location where you wish to add a row or column.


2. Select the **Table Tools Layout** tab, then locate the **Rows & Columns** group.
3. Insert your new row or column.
    o If you would like to insert a new **row**, select either **Insert Above** or **Insert Below**.
    o If you would like to insert a new **column**, select either **Insert Left** or **Insert Right**.
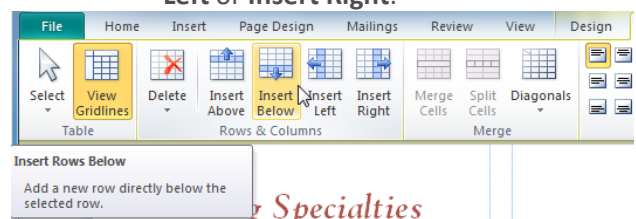
4. The new row or column will appear.

Delete row or column.
1. Select the row or column you wish to delete by placing the insertion point in any cell in that row or column.
2. Select the **Table Tools Layout** tab, then locate the **Rows & Columns** group.
3. Click the **Delete** drop-down command.
4. A drop-down menu will appear. Select **Delete Rows** or **Delete Columns**.
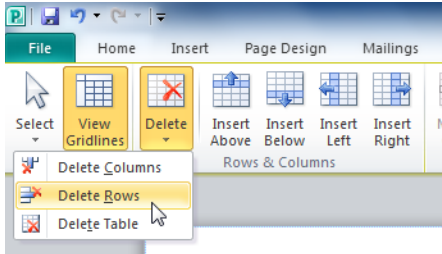
5. The row or column will be deleted.

Cell margins

Just like your pages, the cells in your tables have **margins**. By default, these are very thin. If you wish to add extra space between text and the cells surrounding it, you can make the cell margins thicker.

To modify cell margins:
1. Select the cells you wish to set margins for. To select the entire table, click the **gray box** surrounding the outer edge of the table.
2. Click the **Table Tools Layout** tab, then locate the **Alignment** group.
3. Click the **Cell Margins** drop-down command.
4. A drop-down list will appear. Select the desired margins.
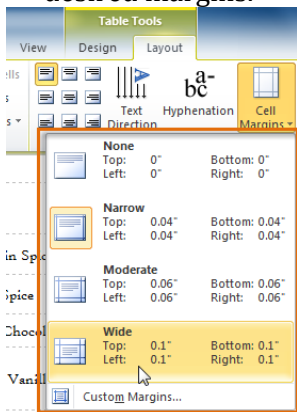
5. The new margins will be applied.

Answer the questions below:

1. What is the purpose of using tables in publication?

_____
_____
_____

2. What are the different tasks that you can do when modifying a table?

_____
_____
_____

Activity 2. Formatting tables

The quickest way to format your table is to apply a **table style**, which modifies your table's **borders**, **fill**, **alignment**, and **margins** in a visually appealing way. You can further customize your table's appearance by making your own changes to aspects like **border appearance** and cell **fill color**.

To apply a table style:
1. Click anywhere on the table, then select the **Table Tools Design** tab and locate the **Table Formats** group.
2. Click the **More Table Styles** drop-down arrow to see all available table styles.
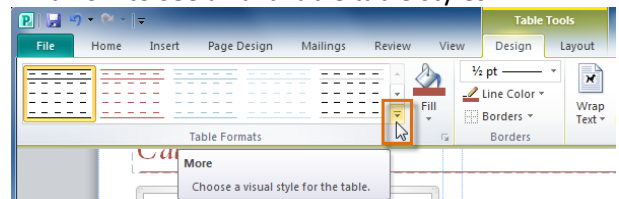
3. Hover the mouse over the various styles to see a live preview.
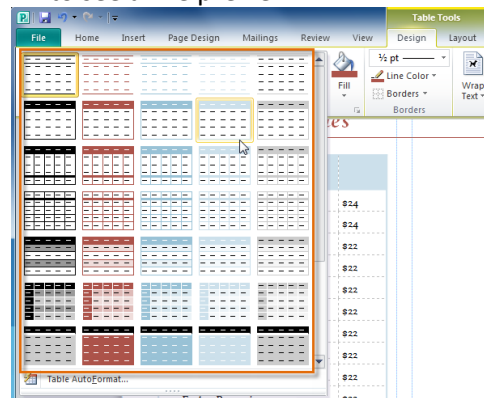
4. Select the desired style. The table style will appear in the document.

To add borders to a table:

1. Select the cells you wish to add a border to. If you wish to add a border to the entire table, click the **gray box** surrounding the outer edge of the table.

2. Click the **Table Tools Design** tab, then locate the **Borders** group.

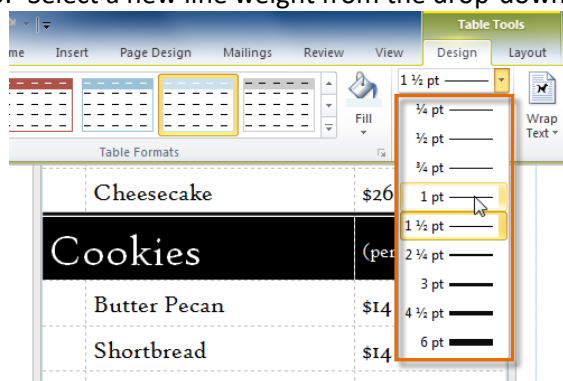3. Click the **Borders** drop-down command.
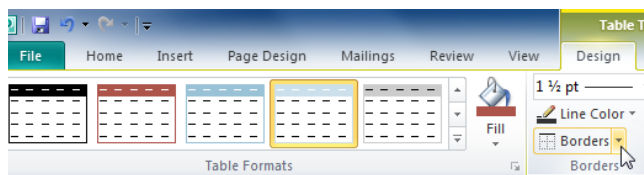
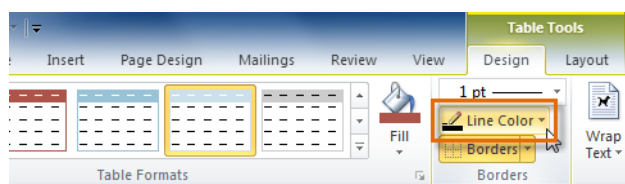4. From the drop-down menu, select the desired border.
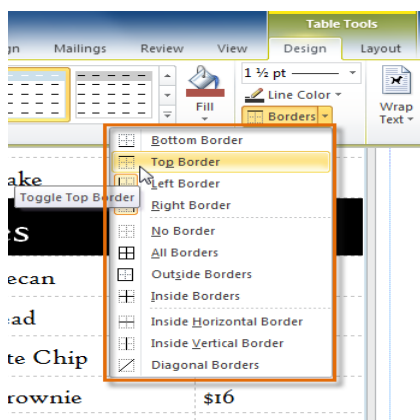
5. The border will be applied.

To change the appearance of borders:

3. Select the cells whose borders you wish to modify, then click the **Table Tools Design** tab and locate the **Borders** group.
4. Click the **Line Weight** drop-down arrow.
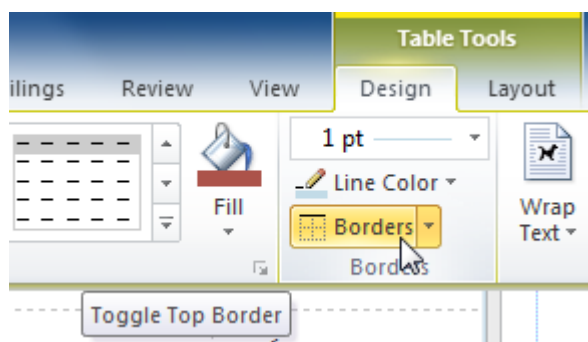5. Select a new line weight from the drop-down list.

6. Click the **Line Color** drop-down command.

7. Select a new line color.

1. **Double-click** the **Borders** command.

2. Changes to the border will be applied.

To add a cell fill color:

1. Select the cell or cells you wish to add a fill color to, then click the **Table Tools Design** tab and locate the **Table Formats** group.

2. Click the **Fill** drop-down command.
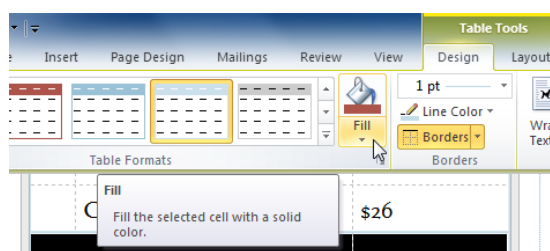
3. Select the desired cell fill color.
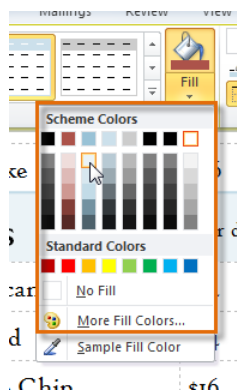
4. The fill color will be applied.

Answer the questions below:

1. What is the purpose of changing the appearance of our table?

   _____
   _____
   _____

2. What are the different tasks in formatting a table?

   _____
   _____
   _____

Activity 3.

Multiple choice. Write the letter of the correct answer.

1. This tab is use when you want to add table in your publication.
   - a. Design
   - c. Insert
   - b. Page design
   - d. Layout
2. What is the quickest way to format your table?
   - a. apply table style
   - c. design table
   - b. apply design style
   - d. none of the above
3. By default, publications are saved as Publication file with the file extension _____.
   - a. .pub
   - c. .pbl
   - b. .publish
   - d. .publ
4. What arrow do you look for when you want to add a column or a row to a table?
   - a. Black arrow
   - c. solid black arrow
   - b. Back arrow
   - d. double -sided arrow
5. Which of the following tab is use when you want to change the appearance of the border?
   - a. Home
   - c. Design
   - b. Page design
   - d. Layout

6. Which of the following task do not change the appearance of your border?
   - c. Modify line weight of a cell
   - d. Add cell fill color
   - e. Add border
   - f. Set the border line weight to 6pt
6. What does the blue dotted border represent on a publication?
   - a. Margin
   - c. Design
   - b. Border
   - d. Frame
7. By default, the cell margins are thick.
   - a. True
   - b. False
8. The following table style allows you in formatting your table, except
   - a. Borders
   - c. alignment & margin
   - b. Fill
   - d. add & delete row and Column
9. You can select Table Design Layout to add or remove rows and columns.
   - a. True
   - b. False

Reflection.

Complete the statements below.

I understand_____
_____

I don't understand _____
_____

I need more information about _____
_____

Links and/or OtherReferences

https://edu.gcfglobal.org/en/publisher2010/
https://www.proprofs.com/quiz-school/story.php?title=microsoft-publisher_128X

PERFORMANCE TASK
Q4 Weeks 3-4

1. Open the practice publication.
2. In page 1 (center page), create a table with **two columns** and **three rows**
3. Add the data below in your table.

Day	Closed
Monday-Friday	6am-6pm
Saturday & Saturday	8am-10pm

4. In page 2 (left side page), create a table with the number of column and rows as shown below.
5. Add the data below in your table.

Cakes	
Pumpkin Spice	24.00
Apple Spice	24.00
Fudge Chocolate	22.00
French Vanilla	22.00
Strawberry Swirl	22.00
Lemon	21.00
German Chocolate	23.00
Red Velvet	25.00
Carrot	20.00
Coconut	19.00
Black Forest	24.00
Italian Rum	25.00
Cheesecake	26.00

Cookies	(per dozen)
Butter Pecan	14.00
Shortbread	14.00
Chocolate Chip	16.00
Fudge Brownie	16.00
Gingersnap	16.00
Cranberry Orange	16.00
Macadamia	18.00

6. Remove all border lines in both tables.

7. Apply your own **table style** that will modify your table's **borders**, **fill**, **alignment**, and **margins to make it more appealing.**

8. Save the publication as Q4_W3-4_PT_***(where *** is your family name)