Word Processing: Time for Tables

Aim:	Success Criteria:	Resources:
Select, use and combine a variety of software on a range of digital devices to design a range of programs, systems and content that accomplish specific goals in the context of creating rotas for a cake sale. I can insert and format a table in a word processing document.	I can insert a simple table. I can add and delete rows and columns. I can format the borders of the cells within a table. I can suggest ways to change a table.	**Lesson Pack** Desktop computers or laptops with word processing software (Microsoft Word or Google Docs) – 1 per pair where possible. Classroom whiteboard or flipchart Whiteboards
	Key/New Words: Microsoft Word, Google Docs, insert, table, border, cell, shading, colour, rota, toolbar, navigate.	**Preparation:** **Inserting and Formatting Tables Adult Guidance** – as required

Prior Learning: It will help if children have interpreted and created tables during maths lessons.

Learning Sequence

	Type, Edit, Manipulate: Give children 5 minutes to follow the instructions on the **Lesson Presentation**, challenging them to remember how to perform text formatting commands.	
	A Team Effort: Explain what a rota is using the **Lesson Presentation** and discuss the use of a table. Ask children to offer ideas about the types of jobs required to complete a cake sale.	
	Time for Tables: Choose either Microsoft Word or Google Docs. Use the whiteboard or flipchart to plan the table you will need for a rota of 4 children, deciding as a class upon the jobs you would like to complete for the cake sale. Use the **Lesson Presentation** to explain how to insert a table and then manipulate and edit it (you may wish to model this using your chosen software – see **Inserting and Formatting Tables Adult Guidance** for further help). Challenge children to insert a blank table and complete the challenges on the **Lesson Presentation**. Can children insert a table, add and delete rows and columns, and format the cells?	
	Create Your Rota: Children now need to insert and format a table in order to create their group's rota. Can children insert and format tables?	

★	Mixed ability groupings. Children work with a partner to design a rota for their cake sale group.	★★	Mixed ability groupings. Children work with a partner to design a rota for their cake sale group.	★★★	Mixed ability groupings. Children work with a partner to design a rota for their cake sale group.

	Fix My Table: Ask the children, on their whiteboards, to list instructions to improve the table on the **Lesson Presentation.** Can children suggest ways to change a table?	

Taskit
Collectit: Ask children to carry out a data collection survey to find out children's favourite cakes, and create a table of results.
  Findit: Ask children to list all the places in school where they can find a table, and what they are used for.
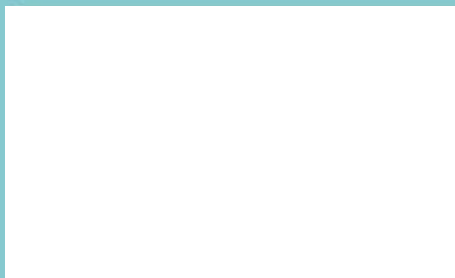
Computing

Word Processing

Time for Tables

Aim

- I can insert and format a table in a word processing document.

Success Criteria

- I can insert a simple table.
- I can add and delete rows and columns.
- I can format the borders of the cells within a table.
- I can suggest ways to change a table.

Type, Edit, Manipulate

Open up a blank document and follow the instructions below.

Type the words: **Cupcakes with Sprinkles**

Highlight the word **Cupcakes** and change the font size to 48pt.

Change the colour of the word **Cupcakes** to green.

Change the font size of the word **with** to 20pt.

Make the word **Sprinkles** blue.

Change the font size of the word **Sprinkles** to match the word **Cupcakes**.

Make the words **Cupcakes** and **Sprinkles** bold.

Finally, choose your favourite font type for the whole phrase.

A Team Effort

During a cake sale, everybody needs to know what job they are doing.

Its also important that everyone gets the chance to experience different jobs.

To help us organise when and who will be carrying out the different jobs at different times, we could create a **rota**.

A Team Effort

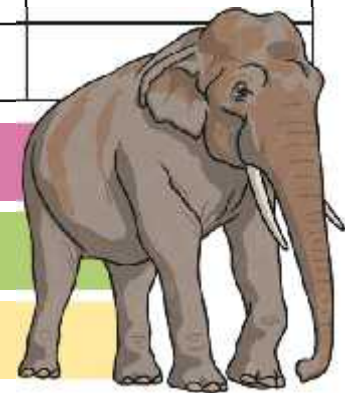A **rota** is a document that tells people what jobs they need to do and when they will be doing them.

	Cleaning Elephants	Feeding Rhinos	Gift Shop
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

What do you notice about the layout of the rota?

The information is shown in a **table**.

Do you have any rotas in your school?

A Team Effort

You will be working in groups of four.

Did you think about these tasks?

Advertising
Attracting customers.
Talking to customers.
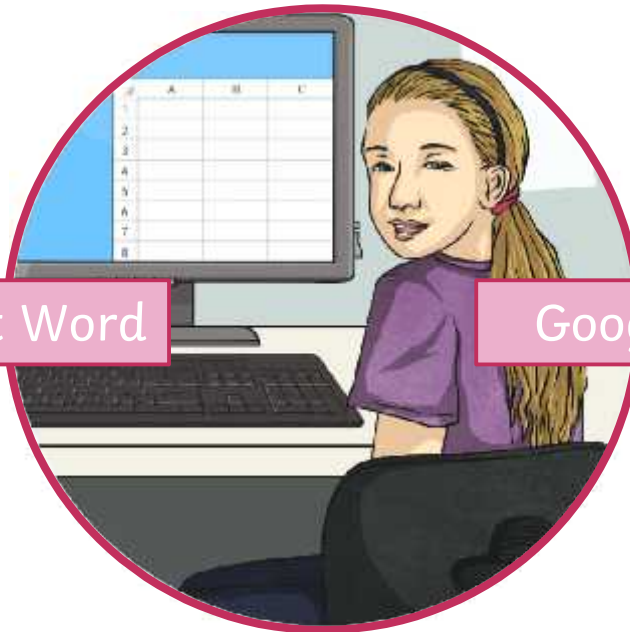Handing out leaflets.

Serving Customers
Receiving a customer's money.
Providing a customer with a cake.
Giving customers change.

Replacing Stock
Laying out the cakes.
Keeping the table tidy.
Removing empty cake tubs.

Inserting Tables

Microsoft Word

Google Docs

Time for Tables
Microsoft Word

On the toolbar there is an option to **Insert**. From the Insert menu, select **Table**.
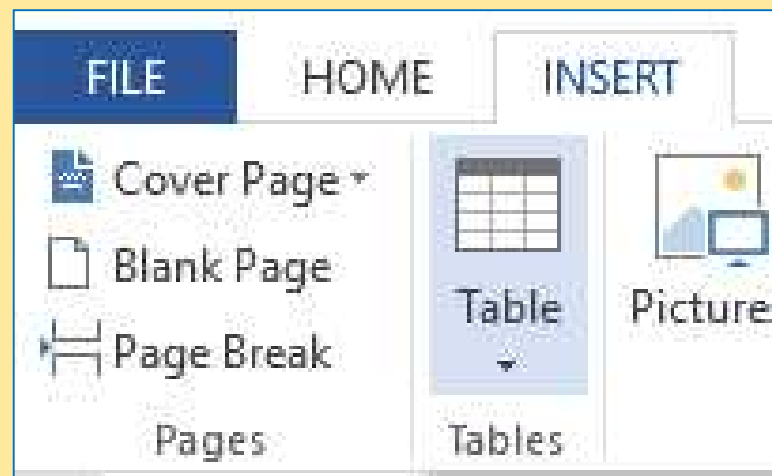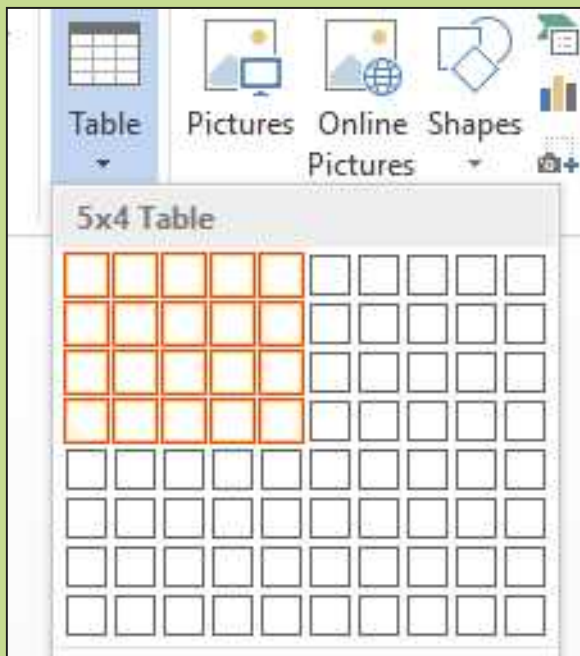
5x4 Table

FILE	HOME	INSERT

Cover Page
Blank Page
Page Break
Pages

Table
Pictures
Tables

Use your cursor to select the size of table you need. For example, 5x4 means 5 columns and 4 rows.

With your partner, can you insert a blank table that has 5 columns and 4 rows?

Time for Tables
Microsoft Word

This is what your blank table should look like.

Each little box is called a **cell**.

A set of cells that go from left to right are called **rows**.

A set of cells that go from top to bottom are called **columns**.

If you click and hold down this cross, you can move the table around your page.

You can type in each box by clicking inside it.

You can drag this button around to change the shape of your table.

You can change the size of your row or column by pressing and holding down the left mouse button over a vertical or horizontal table line.

Can you make the first column slightly wider than the other columns?
Can you type your group's jobs into your table?

Time for Tables
Microsoft Word
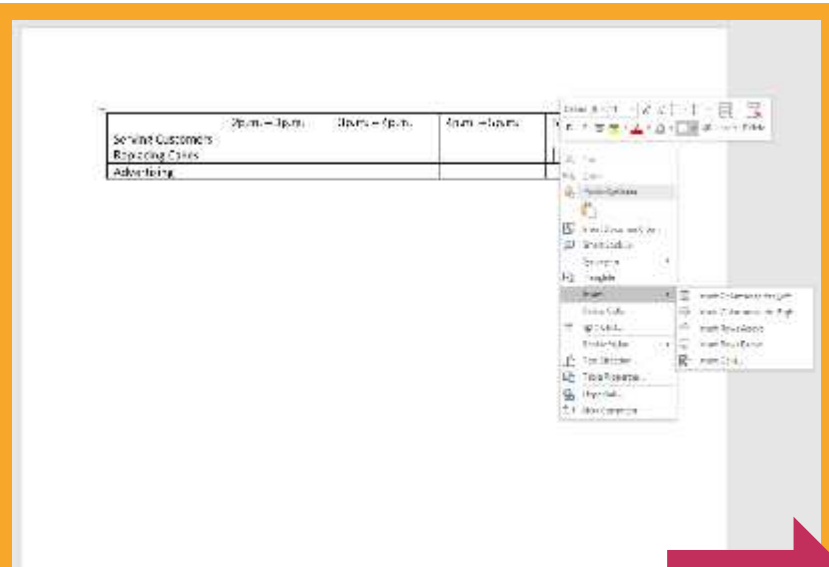
Now, fill in the information you will need for your rota. Here is an example:

	2p.m. – 3p.m.	3p.m. – 4p.m.	4p.m. – 5p.m.	5p.m. – 6p.m
Serving Customers				
Replacing Cakes				
Advertising				

Select 'Insert' from the menu, then select 'Insert columns to the Right' from the sub-menu.

Can you add a new column to your table?

Time for Tables
Microsoft Word

The headteacher also tells you that you aren't allowed to advertise during the sale.
We need to remove a row.

Right-click inside a cell on the row you want to delete.

Select 'Delete Cells...', then 'Delete entire row'.

Can you remove a row from your table?

Now, add the names of your group to the rota so that everyone gets a fair turn.

Time for Tables
Microsoft Word

We can change the colour of the cells, and also the style of the borders around the cells.

	2p.m. 3p.m.	3p.m. 4p.m.	4p.m. 5p.m.	5p.m. 6p.m
Serving Customers	James and Holly	Amelia and Jamal	James and Amelia	Holly and Amelia
Replacing Cakes	Amelia and Jamal	James and Holly	Holly and Jamal	James and Jamal

Use your cursor to highlight your table.
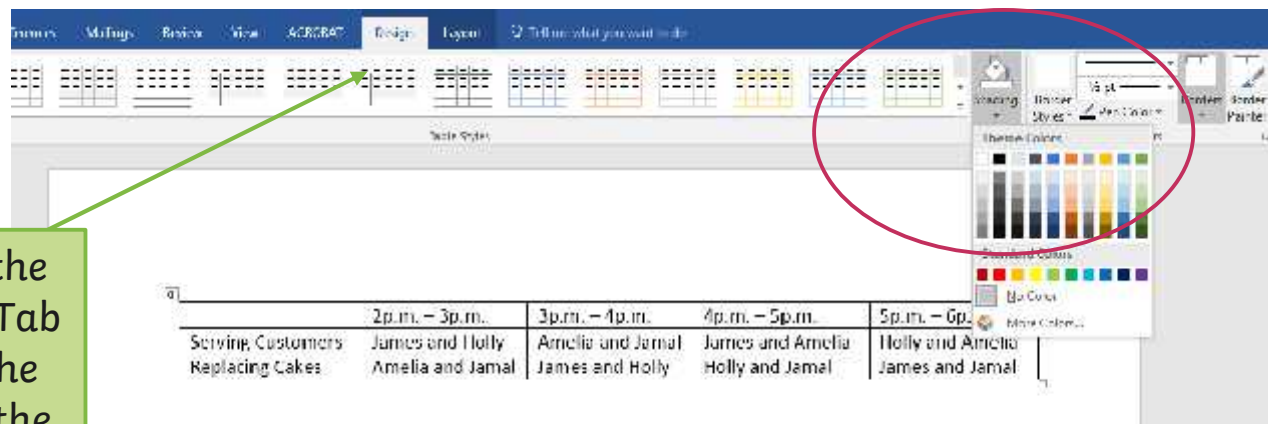
Select the Design Tab from the end of the toolbar.

Experiment with these tools on your rota.
You could also edit the fonts in your table.

Time for Tables
Google Docs
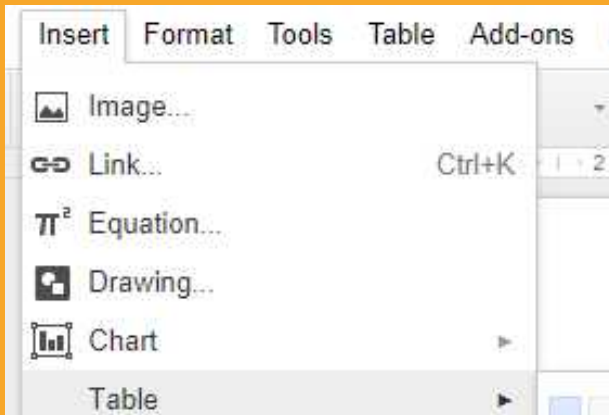
On the toolbar there is an option to **Insert**. From the Insert menu, select **Table**.

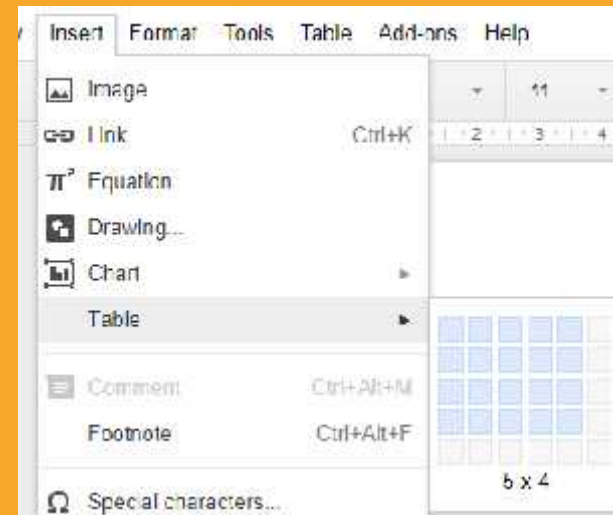Use your cursor to select the size of table you need. For example, 5x4 means 5 columns and 4 rows.

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Google Docs

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Can you make the first column slightly wider than the other columns?
Can you type your group's jobs into your table?

Time for Tables
Google Docs

The headteacher also tells you that you aren't allowed to advertise during the sale.
We need to remove a row.

	2p.m.- 3p.m.	3p.m.- 4p.m.	4p.m.- 5p.m.	5p.m.- 6p.m.	6p.m.- 7p.m.
Serving Customers					
Replacing Cakes					
Advertising					

Right-click inside a cell on the row you want to delete.

Select 'Delete row'.

Delete row
Delete column
Delete table

Distribute rows
Distribute columns

Table properties...

Can you remove a row from your table?
Now, add the names of your group to the rota so that everyone gets a fair turn.

Time for Tables
Google Docs
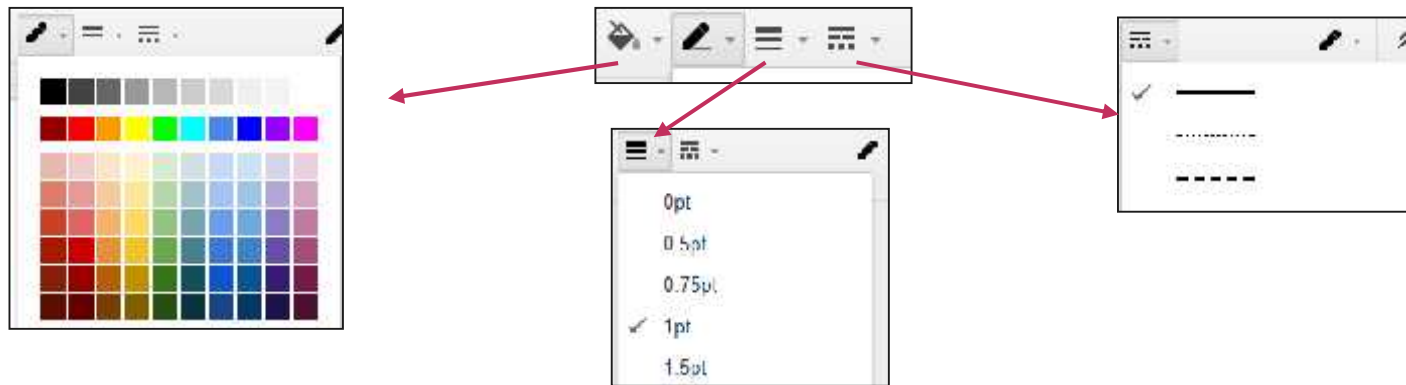
We can change the colour of the cells, and also the style of the borders around the cells.

	2p.m. – 3p.m.	3p.m. – 4p.m.	4p.m. – 5p.m.	5p.m. – 6p.m
Serving Customers				
Replacing Cakes				
Advertising				

Use your cursor to highlight your table.

0pt
0.5pt
0.75pt
✓ 1pt
1.5pt

Experiment with these tools on your rota.
You could also edit the fonts in your table.

Create Your Rota

Use all the things you have learned so far to create your own group's rota.

How will you make sure everyone gets a turn?

What kind of formatting choices will you make?

How will you make the rota easy to read?

Don't forget to save your work!

Fix My Table

I want to create a rota for four footballers who are playing different positions on each day Monday-Friday.

	Monday	Tuesday	Wednesday	Thursday
Defender	John	Kim	Amal	Chris
Striker	Kim	John	Chris	Amal
Goalkeeper	Amal	Chris	John	Kim
Midfielder	Chris	Amal	Kim	John

Write down a list of instructions which will help me to fix my table.

Did you think about...

...adding an extra column for Friday?
...making the columns wider?
...making the days all the same colour?
...making the football positions bold?
...making all the borders black?
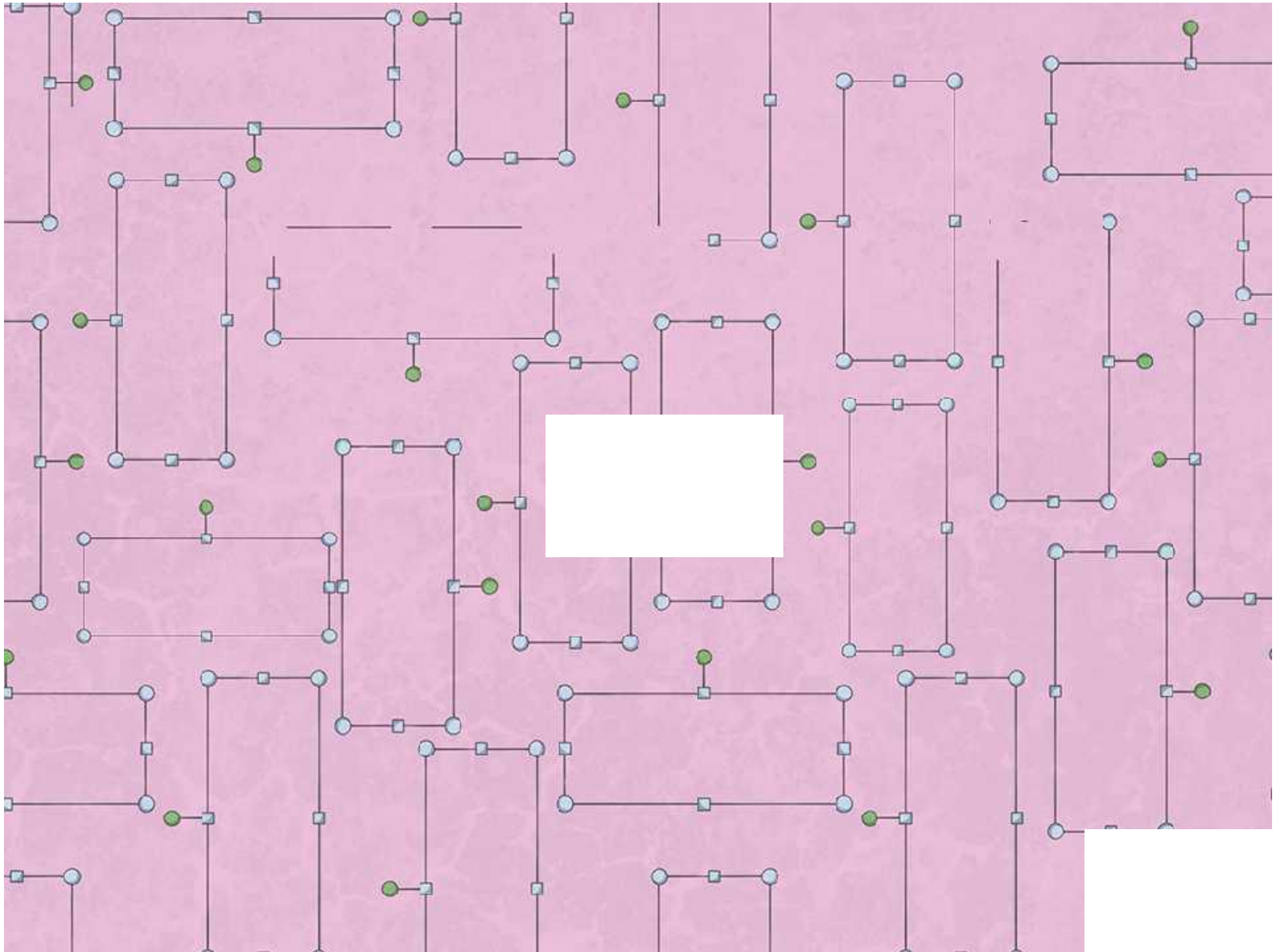...removing the extra row?

Aim

- I can insert and format a table in a word processing document.

Success Criteria

- I can insert a simple table.
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Inserting and Formatting tables

It is important to sketch the table on a whiteboard before revealing the instructions in the lesson presentation. Although the lesson presentation provides a step by step guide it is vital that you use your chosen word processing software to model how to perform the actions set out in the lesson presentation.
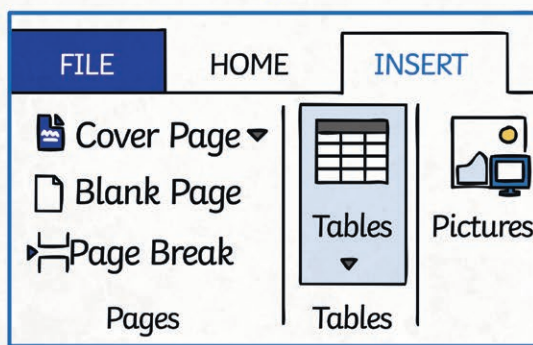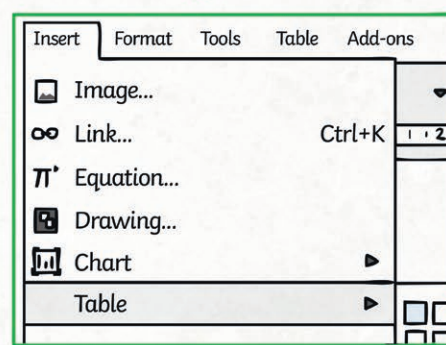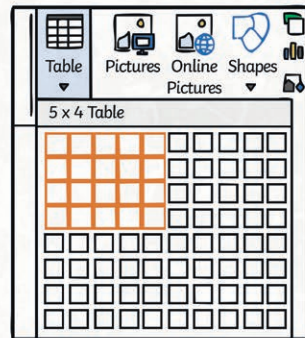
Inserting Tables
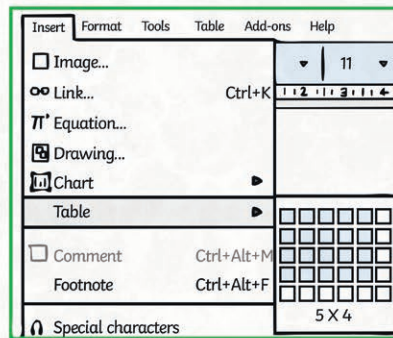
Formatting Tables – Adding and Deleting Rows and Columns

The lesson presentation introduces children to adding and deleting rows and columns by using the sub-menu that can be accessed by right clicking inside the table. It is possible to add rows and columns by hovering the mouse arrow over the top left hand corner of a cell. Doing this will reveal a + symbol, clicking on this symbol will add a row or column depending on which cell you have clicked on.
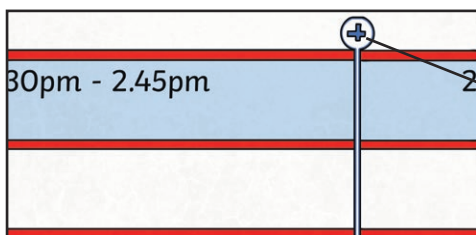
Adding Rows and Columns

We need to add new columns to our table. To do this we place our mouse icon over the table and right click the mouse. This will reveal a new menu.

Microsoft Word

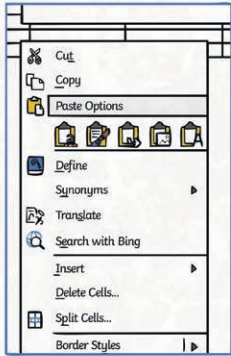Select 'Insert' from the menu, then select 'Insert columns to the Right' from the sub-menu.
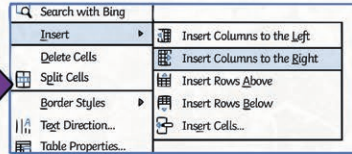
Google Docs

From the menu, select 'Insert Column to the right'.
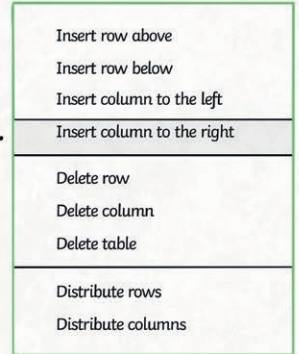
You can add rows and columns, but it will only add one at a time.

Deleting Rows and Columns

Microsoft Word

Right click inside a cell on the row you want to delete.
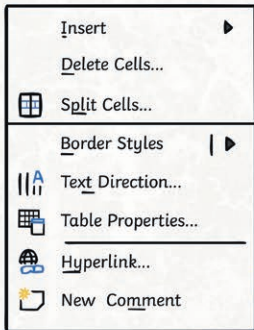
Select 'Delete Cells', then 'Delete entire row'
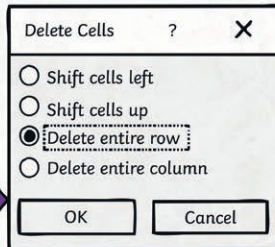
Google Docs

Select 'Delete Row'.
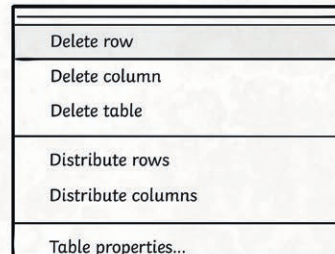
Did you find the correct tool?
Did you correctly edit the rota?

Formatting Tables – Borders and Shading

Borders

The lines surrounding and within a table are known as borders. There are 3 different effects that can be applied to borders:
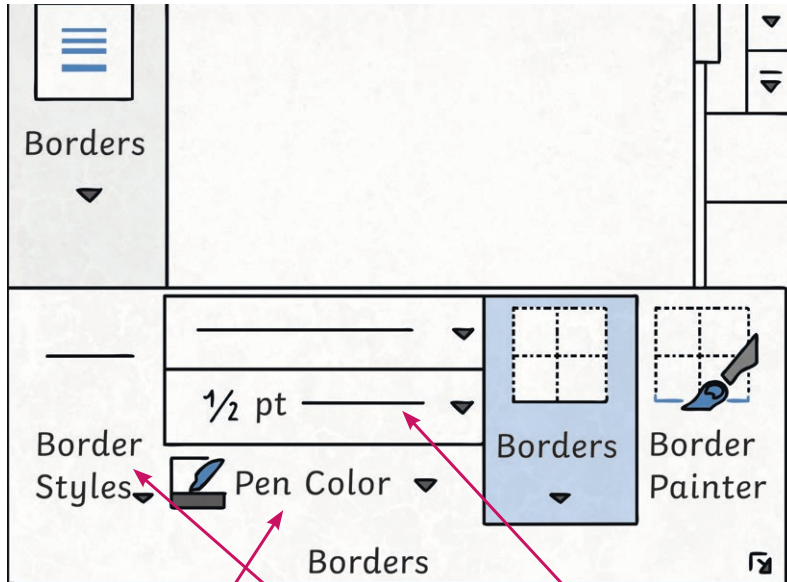
Colour   **Style**   **Weight**
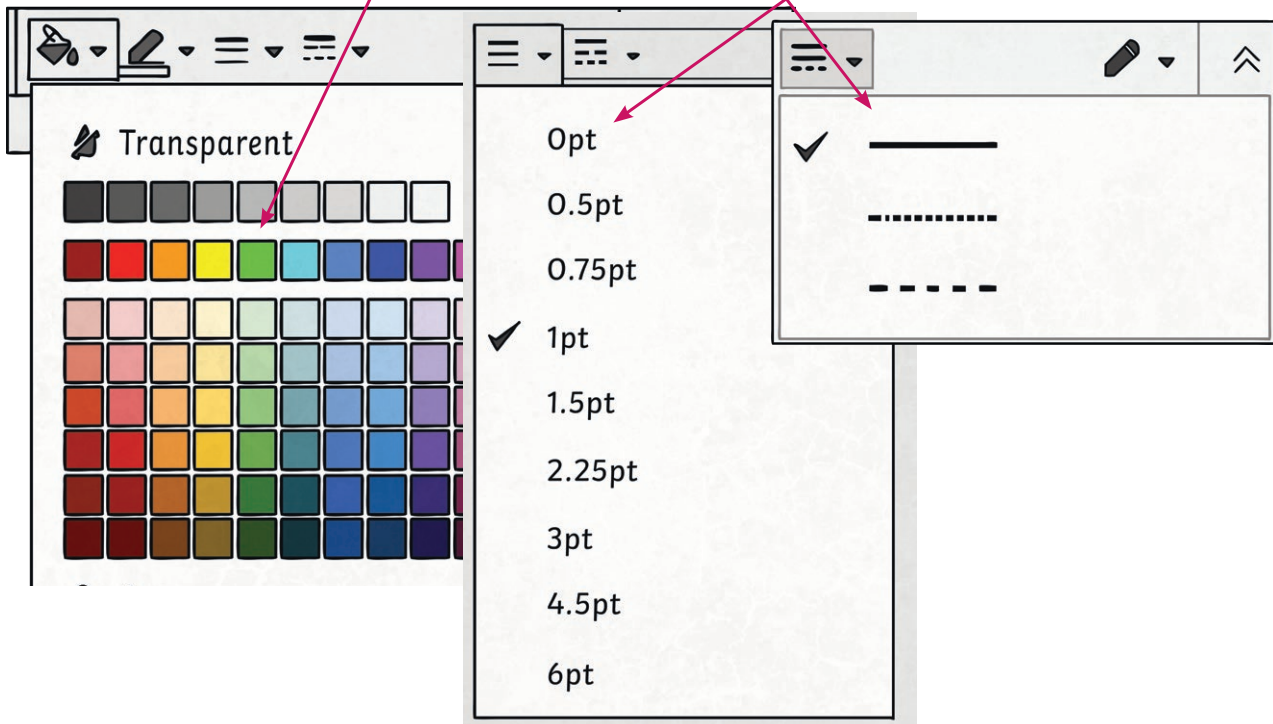
Formatting Tables – Borders and Shading

Shading

The colour of the cell is known as its shade. Both the border and the shade tools can be found on the design toolbar in Microsoft Word and at the right hand side of the toolbar in Google Documents.
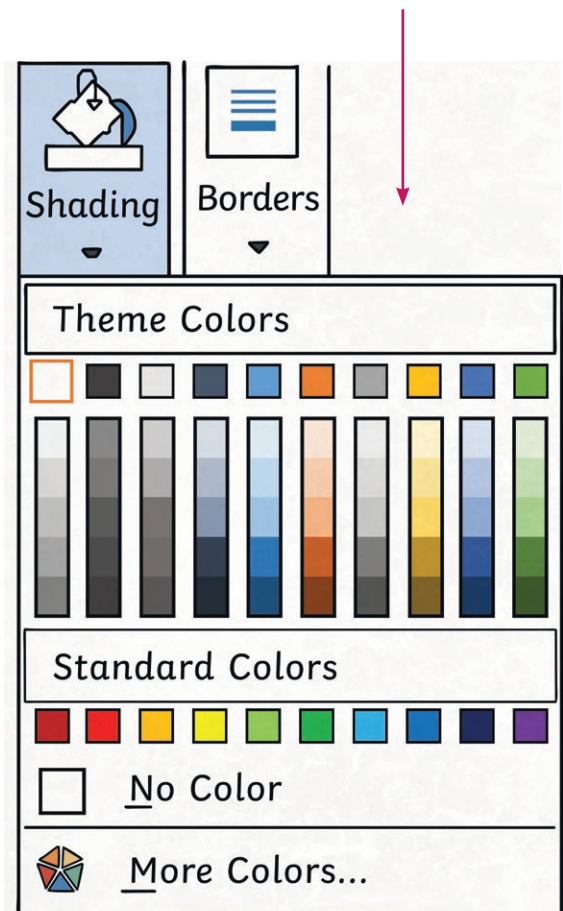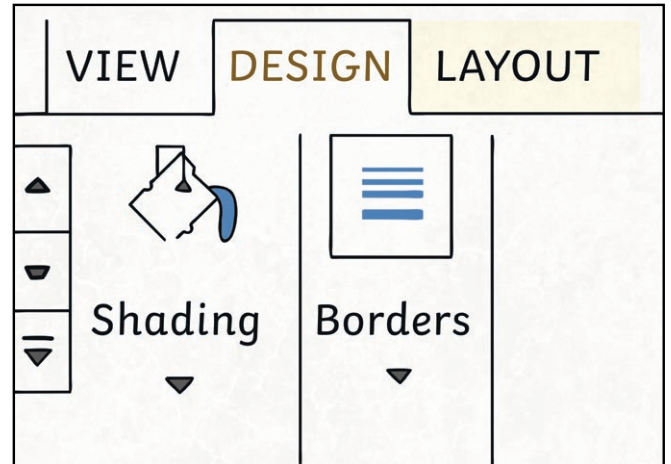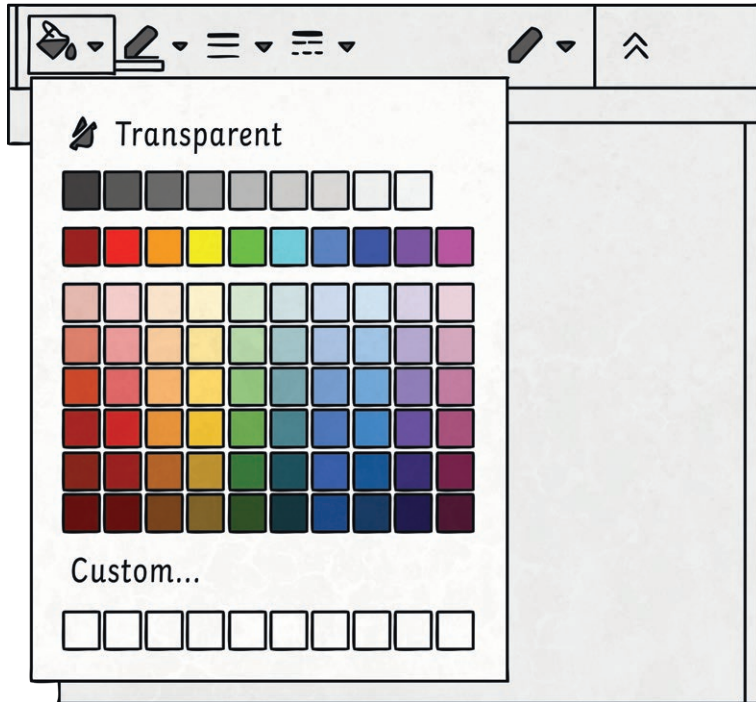
Time for Tables Challenge 1

I can insert and format a table in a word processing document.

1. Insert a table with 4 rows and 5 columns.
2. Now add another column.
3. Delete 2 rows.
4. Make the cells a light shade of blue.
5. Delete 1 column and add 2 rows
6. Type the different time slots within each cell along the top row of your table (starting with the 2nd cell).
7. Type the different jobs within the first column (starting with the 2nd cell).

Your finished table should look like this.

	Name	Name	Name	Name
Replacing Stock				
Serving Customers				
Advertising				

8. What else can you do to format this table?

Time for Tables Challenge 2

I can insert and format a table in a word processing document.

1. Insert a table with 4 rows and 5 columns.
2. Now add another column.
3. Delete 2 rows.
4. Give all the cells in the top a row and the first column a light blue shading.
5. Make all lines a red colour with a weight of 3pts.
6. Add 2 more rows.
7. Delete 1 column
8. Give the cell in the top left hand corner of the table a grey shading.
9. Now can you complete your rota? Type the jobs within the first column and the times along the top row.

Your finished table should look like this.

	2:00p.m. - 2:15p.m.	2:15p.m. - 2:30p.m.	2:30p.m. - 2:45p.m.	2:45p.m. - 3:00p.m.
Replacing Stock				
Serving Customers				
Advertising				

10. Finally, with the rest of your group, decide when each group member will be completing each job.

Time for Tables Challenge 3

I can insert and format a table in a word processing document.

1. Insert a table with 6 rows and 5 columns.
2. Your rota needs to include enough rows for 3 jobs and enough columns for 4 time slots – edit your table.
3. Any cell that contains a job or a time slot requires coloured shading.
4. All lines should be red and thick.
5. The cell in the top-left hand corner will not be needed. How can you show that this cell is not part of the rota?

Your finished table should look like this.

6. Now complete your table by typing in the time slots and the different jobs.
7. Finally complete your table by deciding with the rest of your group when you will be doing each of the jobs.

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