Chapter 11 Tables

Chapter Objectives

Discuss the Chapter 11 objectives with students:
- Create and print various kinds of tables.
- Change column widths and row heights in tables.
- Add and delete columns and rows in tables.
- Align cell contents and tables.
- Merge and split cells in tables.
- Apply borders and shading in tables.
- Sort information in tables.
- Use superscripts and subscripts.

Web Resources

Review the activities for Chapter 11 that are found on the website. Decide whether you wish to have students complete the games and activities.

- Data Files
- Vocabulary Flash Cards
- Beat the Clock, Tables
- *PowerPoint* Reviews
- More Activities
  - Chapter 11 Supplemental Activity, Table with Borders and Shading
  - Chapter 11 Supplemental Activity, Table AutoFormat

Slides

Preview the *PowerPoint* slides for Chapter 11 found on the IRCD. Decide which ones you will use for your presentations and demonstrations.

Assessment

Exam*View* test for Chapter 11

Lesson 74 Basic Tables

Lesson Objectives

Discuss the Lesson 74 objectives with students:
- Create a table.
- Insert and key information in a table.
- Change widths of columns in a table.

Data Files

- *DF 74D Table*

Software Features

The following software features are introduced in Lesson 74:

- Create table
- AutoFit to contents
- Set column widths in a table
- Table Styles

Document Formats

The following document format is introduced in Lesson 74:

- Table

Vocabulary Terms

The vocabulary terms from Lesson 74 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

table	Information arranged in rows and columns so readers can easily understand the information
column	Information arranged vertically in a table
row	Information arranged horizontally in a table
cell	Place where a row and a column cross each other in a table
gridlines	Mark the outline of the area for each cell in a table and are not printed
borders	Outline the cells in a table grid; are usually printed
main heading	Describes the content of a table
column heading	Appears at the top of a column and describes the data in the column
AutoFit	*Word* feature that allows you to change column widths in a variety of ways
AutoFit Contents	*Word* feature that adjusts the column widths to be just wide enough for all of the contents to fit within the cells
AutoFit Window	*Word* feature that adjusts column widths to fit within the left and right margins in your document

Table Column Width box	Allows you to set a column to an exact width
Table Styles group	A collection of features in *Word* that allow you to change table style
Table Style Options group	A collection of features in *Word* that allow you to change table style
Styles group	A collection of features in *Word* that allow you to enhance the appearance of the main heading or other text in a table

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 74.
2. Discuss the *Table Format* section with students. Have students complete activity *74A Learn: Create a Table.* Then have them complete activity *74B Practice: Create a Table*.
3. Discuss the *Changing Column Widths* section with students. Have them complete activity *74C Learn: Change Column Widths.* Then have them complete activity *74D Practice: Change Column Widths.* Make the data files needed for activity 74D available to students.
4. Discuss the *Table Styles and Heading Styles* section with students. Have them complete the activities in this order:

   74E Learn: Change Table Styles and Heading Styles

   74F Practice: Change Table Styles and Heading Styles

   74G Apply: Create a Basic Table

Lesson 75 Tables: Merging and Splitting Cells

Lesson Objectives

Discuss the Lesson 75 objectives with students:
- Center tables vertically and horizontally.
- Merge and split cells in tables.
- Add and delete rows and columns in tables.

Data Files
- *DF 75 F Table*
- *DF 75G Table*
- *DF 75H Table*
- *DF 75H Letter*

Software Features

The following software features are introduced in Lesson 75:

- Table horizontal and vertical alignment
- Select tables, rows, columns, and cells
- Merge cells in a table
- Split cells in a table
- Add rows and columns in a table
- Delete rows and columns in a table

Document Formats

The following document format is introduced in Lesson 75:

- Letter with table

Vocabulary Terms

The vocabulary terms from Lesson 75 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

merge	To join
split	To divide

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 75.
2. Discuss the *Table Alignment* section with students. Have students complete activity *75A Learn: Center a Table.* Then have them complete activity *75B Practice: Center a Table*.
3. Discuss the *Merging, Splitting and Selecting Cells* section with students. Have them complete the activities in this order:

   75C Learn: Merge and Split Cells

   75D Practice: Merge and Split Cells

   75E Apply: Center Table, Merge Cells, and Split Cells
4. Discuss the *Adding and Deleting Rows and Columns* section with students. Have them complete the activities in this order:

   75F Learn: Add and Delete Columns and Rows

   75G Practice: Add and Delete Columns and Rows

   75H Apply: Letter with Table

Make the data files needed for these activities available to students.

Lesson 76 Tables: Changing Row Height, Borders, and Shading

Lesson Objectives
Discuss the Lesson 76 objectives with students:
- Change row height.
- Vertically align text in cells.
- Format tables using borders and shading.

Data Files
- *DF 76A Table*
- *DF 76B Table*

Software Features
The following software features are introduced in Lesson 76:

- Set row height in a table.
- Set vertical alignment for cell contents in a table.
- Apply/change borders in a table.
- Apply shading in a table.

Document Formats
No document formats are taught in this lesson.

Vocabulary Terms
The vocabulary terms from Lesson 76 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

row height	The vertical amount of space in a row
borders	The printed lines around cells in a table
shading	A colored fill or background that can be applied to cells in a table

Teaching Strategies
Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 76.
2. Discuss the *Changing Row Height and Vertical Alignment* section with students. Have students complete activity *76A Learn: Change Row Height and Alignment.*

Then have them complete activity *76B Practice: Change Row Height and Alignment.* Make the data files needed for these activities available to students.

3. Discuss the *Borders and Shading* section with students. Have them complete activity *76C Learn: Change Borders and Shading*.

Lesson 77 Sort and Convert Tables

Lesson Objectives

Discuss the Lesson 77 objectives with students:
- Sort data in a table.
- Convert text to a table and a table to text.
- Research data and design a table.

Data Files
- *DF 77A Table*
- *DF 77B Table*
- *DF 77C List*

Software Features

The following software features are introduced in Lesson 77:

- Sort
- Convert to Table
- Convert to Text

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary terms from Lesson 77 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

sort	To arrange or group items in a particular order
ascending	In order from A to Z for words and from the lowest to the highest for numbers
descending	In order from Z to A for words and from the highest to the lowest for numbers
Convert to Table	*Word* feature that converts text separated by tabs into a table
Convert to Text	Word feature that converts a table into text that is separated by tabs, commas, or other separators

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 77.
2. Discuss the *Sorting in Tables* sections with students. Have them complete activity *77A Learn: Sort.* Then have them complete activity *77B Practice: Sort.* Make the data files needed for these activities available to students.
3. Discuss the *Converting Text to Tables and Tables to Text* section with students. Then have them complete activities in the following order:

   77C Learn: Convert Text to Table

   77D Learn: Convert from Table to Text

   77E Apply: Sort and Convert

   77F Apply: Research and Design a Table.

   Make the data files needed for activities 77C and 77D available to students. For activity 77F, students are to work in a team. Assign or let them choose teammates. Students need access to the Internet to complete this activity.

Chapter Review

Data Files

- *DF C11 Table 1*
- *DF C11 List*
- *DF C11 Form*
- *DF C11 Business*
- *DF C11 Message*

Vocabulary Terms

The vocabulary terms from the *Across the Curriculum* activities and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections.

check register	The form on which you record information about your bank account
bank statement	A report that lists all of the transactions in your bank account during the past month

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students complete the *Reviewing What You Have Learned* questions.
2. Have students complete the activity *Revise and Format a Table.* Make the data file needed for this activity available to students.
3. Have students complete the activity *Create and Format a Table.* Make the data file needed for this activity available to students.
4. Have students complete the activities in *Keyboarding Skillbuilding.*
5. Discuss the *Academic Connections, Math and Personal Finance: Checking Account Reconciliation* section with students. Have them follow the steps provided to complete the activity. Make the data file needed for this activity available to students. Students will work with a classmate to complete this activity.
6. Discuss the *About Business, Increasing Profits in the Short Term* section with students. Have them follow the steps provided to complete the activity. Make the data file needed for this activity available to students.
7. Discuss the *Life Success Builder, Demonstrate Communication Skills* section with students. Have them follow the steps provided to complete the activity. Make the data file needed for this activity available to students.
8. Discuss the *Career Exploration Portfolio* activity with students. Have students follow the steps provided to complete the activity. Students will work with a classmate to complete this activity.