

# Unit 4

## Working with Tables

### 4.1 Student Schedule

*Using Table Basics*

- Inserting Tables
- Changing Cell Alignment
- Adjusting Column Width and Row Height

### 4.2 Student Schedule 2

*Working with Rows, Columns, and Cells*

- Using the Select Tool
- Inserting and Deleting Rows, Columns, and Cells
- Merging and Splitting Cells

### 4.3 Best Small Towns

*Formatting Tables*

- Shading Cells, Rows, and Columns
- Applying Borders
- Using the Eraser Tool

### 4.4 Best Small Towns 2

*Enhancing Tables with Styles*

- Applying a Table Style

### 4.5 2013 Boston Red Sox Roster

*Working With Data in a Table*

- Changing Text Direction
- Sorting Within a Table

### 4.6 Top Retailers

*Reinforcement Lesson*



### Unit 4 Assessments

Performance and Written Assessments are located on the Instructor's Resource CD.

## Unit 4: Working with Tables

# Student Schedule

## Using Table Basics

### Lesson Overview

The Guidance Department has asked you to visit a few freshmen homerooms during the first week of school to explain how to read their first year schedules. Presenting data in a table format often makes a document easier to read. Your task is to create a sample student schedule table template to be used for all future schedules.

*In this lesson, you will create and edit a table to be used for the creation of student schedules next semester.*

### New Skills

- Inserting Tables
- Changing Cell Alignment
- Adjusting Column Width and Row Height

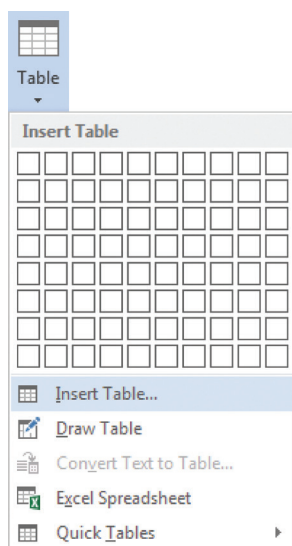
### Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



#### Table:

Use this icon to add a table to organize information within your document.



#### Cell Alignment:

Use this icon to vertically and horizontally align text in cells.



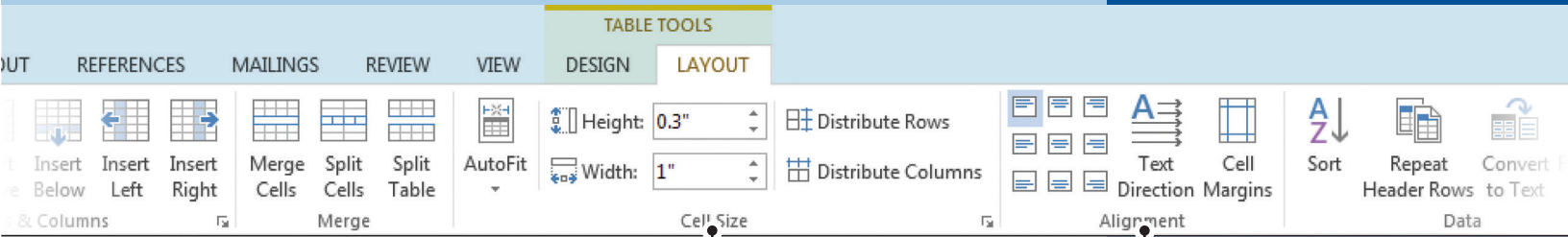
#### Row Height:

Use this icon to determine the row height of selected cells.



#### Column Width:

Use this icon to determine the column width of selected cells.

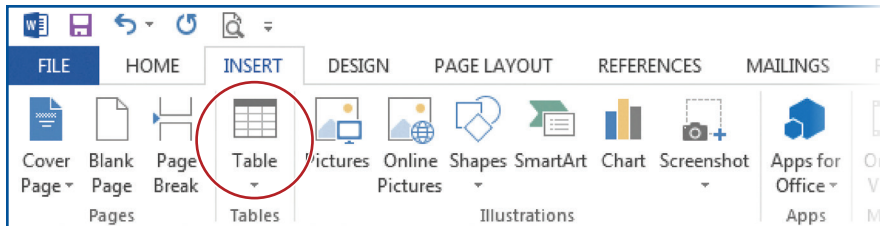


7.

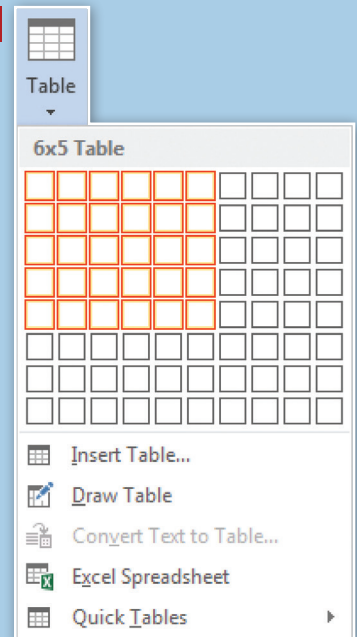
6.

## Instructions


- Using Microsoft Word 2013, create a new Blank document.
- Save the file as *4.1 Student Schedule* in your **My Word Projects** folder.
- At the top of the document, key the text [Sample Student Schedule].
- From the **INSERT** tab, **Tables** group (shown below), use the **Table** icon to do the following:



4a.



a. Insert a table with **6 columns and 5 rows**

- Key the text as shown in *4.1 Source Doc. A*.
- Click anywhere within the table, and from the **TABLE TOOLS, LAYOUT** tab, **Alignment** group, do the following:
  - Select column 1 and change the cell alignment to **align center** 
- Click anywhere within the table, and from the **TABLE TOOLS, LAYOUT** tab, **Cell Size** group, do the following:
  - Select the entire table and adjust the column width of all columns to **1.0"**
  - Select the entire table and adjust the row height of all rows to **.3"**
- Format the text [Sample Student Schedule] to Comic Sans MS, 16, bold, and center align.
- Proofread your document for accuracy and format, then resave the file.
- Print preview. Your document should look similar to *4.1 Source Doc. B*.
- Print a copy if required.

## 4.1 Source Doc. A

## Sample Student Schedule

Monday	Accounting	Biology	English	PE	Marketing
Tuesday	World History	Spanish	Accounting	Biology	English
Wednesday	PE	Marketing	World History	Spanish	Accounting
Thursday	Biology	English	PE	Marketing	World History
Friday	Spanish	Advisory	Study Hall	Early Dismissal	

## 4.1 Source Doc. B

**Sample Student Schedule**

Monday	Accounting	Biology	English	PE	Marketing
Tuesday	World History	Spanish	Accounting	Biology	English
Wednesday	PE	Marketing	World History	Spanish	Accounting
Thursday	Biology	English	PE	Marketing	World History
Friday	Spanish	Advisory	Study Hall	Early Dismissal	

## Unit 4: Working with Tables

# Student Schedule 2

## Working with Rows, Columns, and Cells

### Lesson Overview

After looking at your first draft, the Guidance Department has asked you to edit your student schedule template before distributing it to the student body. Changing the formatting of cells and adding more information to their schedule should help the new students to better understand how things operate at Jackson High School.

*In this lesson, you will use the Table Layout features to edit your previously created table.*

### New Skills

- Using the Select Tool
- Inserting and Deleting Rows, Columns, and Cells
- Merging and Splitting Cells

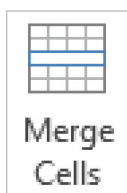
### Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.


**Select Tool:**

Use this icon to select the current cell, row, column, or entire table.

Select


**Merge Cells:**

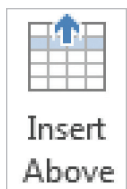
Use this icon to merge the selected cells into one cell.

Merge  
Cells


**Split Cells:**

Use this icon to split the current cell into multiple cells.

Split  
Cells


**Insert Above:**

Use this icon to add a new row directly above the current row.

Insert  
Above


**Insert Below:**

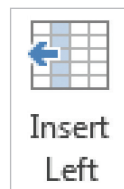
Use this icon to add a new row directly below the current row.

Insert  
Below


**Delete:**

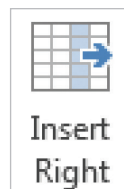
Use this icon to delete a cell, column, row, or table.

Delete


**Insert Left:**

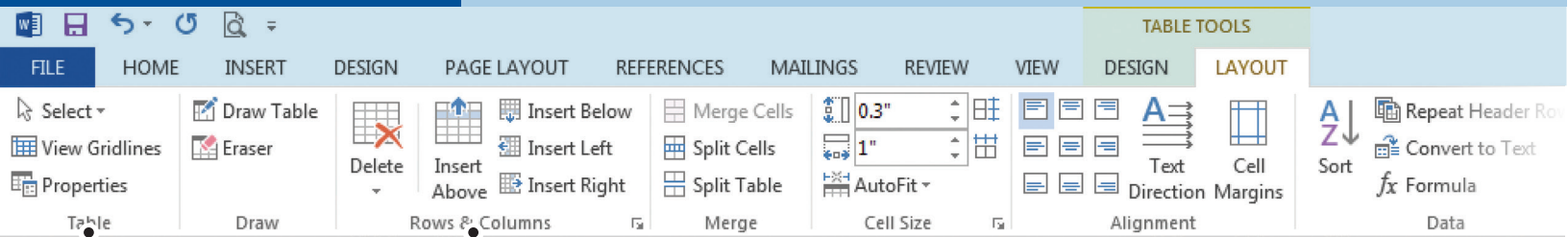
Use this icon to add a new column directly to the left of the current column.

Insert  
Left


**Insert Right:**

Use this icon to add a new column directly to the right of the current column.

Insert  
Right



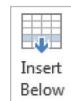
## Instructions

1. Open your existing document *4.1 Student Schedule*.
2. Save the file as *4.2 Student Schedule 2* in your **My Word Projects** folder.
3. Click anywhere within the table, and from the **TABLE TOOLS, LAYOUT** tab, **Table** group, do the following:

- a. Click the **Select** tool and choose **Select Table**
  - b. From the Alignment group, choose **Align Center**

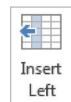
4. From the **TABLE TOOLS, LAYOUT** tab, **Rows & Columns** group, do the following:

- a. Place the cursor anywhere in the last row, and **Insert a New Row** at the bottom of the table and key the text [Lunch 11:35] in the first cell

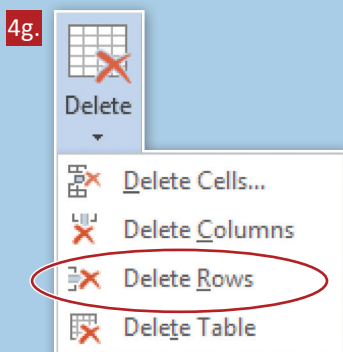
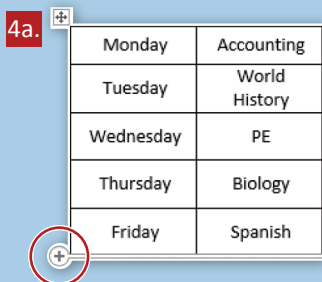
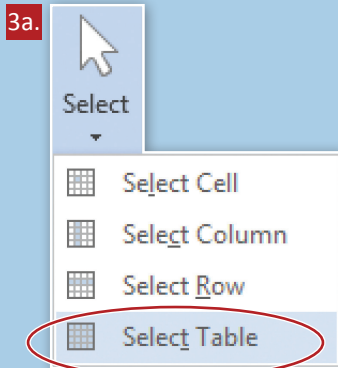


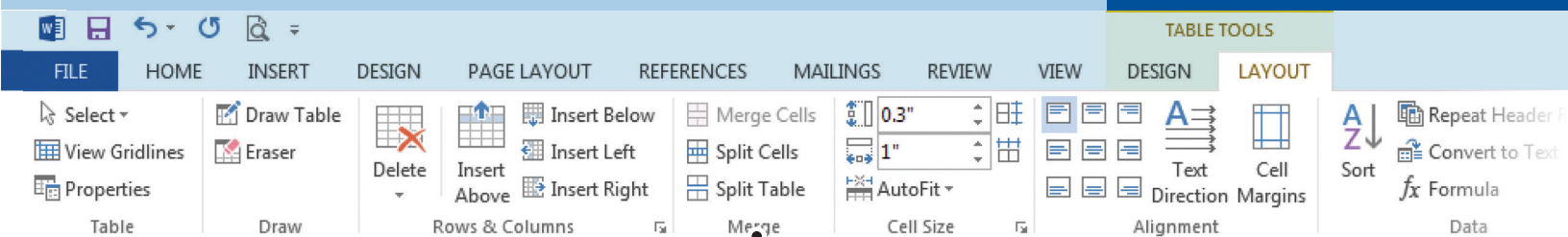
ⓘ *Note: You can insert a row from the LAYOUT tab or by clicking on the + sign.*

- b. Click anywhere in column 5, and insert a **New Column** to the left of column 5
- c. Key the text [Advisory] for Monday, Wednesday, and Friday
- d. Key the text [Study Hall] for Tuesday and Thursday
- e. Change the cell alignment of the new column to align center
- f. Click anywhere in the first row, then **insert a row above** and key the text [Homeroom 201] in the first cell of this new row



- g. Click anywhere in the last row and **Delete** the last row





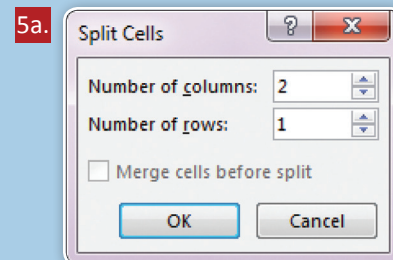
5.

5. From the **TABLE TOOLS, LAYOUT** tab, **Merge** group, do the following:

- a. Click in each cell that contains the text [PE] and **Split Cells** into 2 columns and 1 row
- b. Key the text [Art] in the newly split cells
- c. Select all of Row 1, **merge the cells** and key the text [/Lunch 11:35] to follow [Homeroom 201]
- d. Select the last 2 cells of Row 6 and merge the cells



6. Proofread your document for accuracy and format, then resave the file.
7. Print preview. Your document should look similar to *4.2 Source Doc. B*.
8. Print a copy if required.



5a.

4.2 Source Doc. A

### Sample Student Schedule

Monday	Accounting	Biology	English	PE	Marketing
Tuesday	World History	Spanish	Accounting	Biology	English
Wednesday	PE	Marketing	World History	Spanish	Accounting
Thursday	Biology	English	PE	Marketing	World History
Friday	Spanish	Advisory	Study Hall	Early Dismissal	

4.2 Source Doc. B

### Sample Student Schedule

Homeroom 201/Lunch 11:35							
Monday	Accounting	Biology	English	Advisory	PE	Art	Marketing
Tuesday	World History	Spanish	Accounting	Study Hall	Biology		English
Wednesday	PE	Art	Marketing	World History	Advisory	Spanish	Accounting
Thursday	Biology	English	PE	Art	Study Hall	Marketing	World History
Friday	Spanish	Advisory	Study Hall	Advisory	Early Dismissal		



## Unit 4: Working with Tables

# Best Small Towns

## Formatting Tables

### Lesson Overview

You are comparing and contrasting the costs and benefits of living in large towns versus small towns in social studies this week. You have been selected to research America's best small towns. After doing your research, you find the following information to display in table format. Using the skills you have learned in creating tables, you will create this table to share with the class.

*In this lesson, you will create a handout to distribute to your class for discussion. You will learn how to shade, add, and erase borders to add to the professional look of the table.*

### New Skills

- Shading Cells, Rows, and Columns
- Applying Borders
- Using the Eraser Tool

### Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

**Shading:**

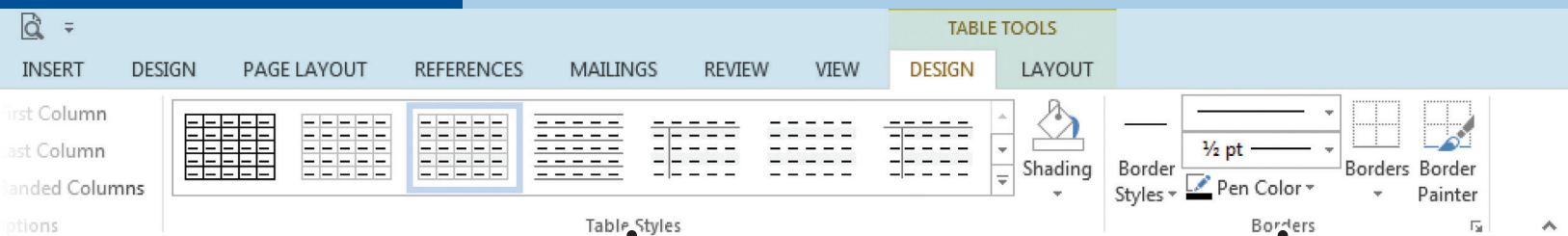
Use the drop-down menu to change the color behind the selected text, paragraph or table cell.

**Borders:**

Use the drop-down menu to add or remove borders from your selection.

**Table Eraser:**

Use this icon to remove specific borders in a table to create merged cells.



## Instructions

- Using Microsoft Word 2013, create a new Blank document.
- Save the file as *4.3 Best Small Towns* in your **My Word Projects** folder.
- At the top of the document, create a table with 4 columns and 12 rows, and key the text as shown in *4.3 Source Doc. A*.
- From the **TABLE TOOLS, DESIGN** tab, **Table Styles** group, do the following:

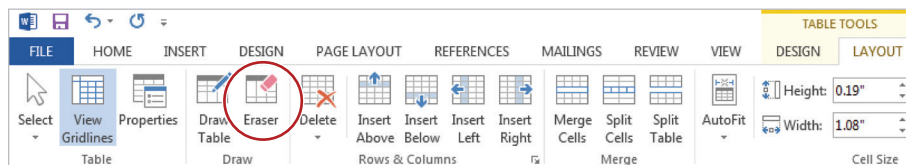
- Select Row 2 and apply **Yellow** shading



- From the **TABLE TOOLS, DESIGN** tab, **Borders** group, do the following:

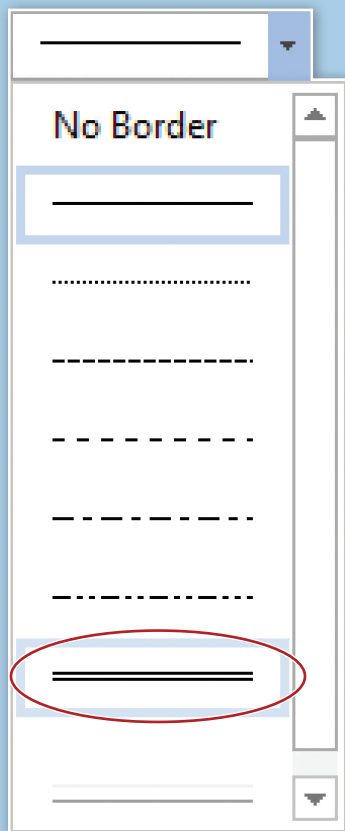
- Select the entire table and apply a **Double Solid Lines** Border Style to all borders in the table

- Select the entire table and change all of the column widths to 1.7".
- Select Row 1 and merge and center the cells.
- From the **TABLE TOOLS, LAYOUT** tab, **Draw** group, use the **Eraser Tool** (shown below) to remove the top, left, and right borders from Row 1.



- Make the following formatting changes:
  - Bold and change the font size of the text in Row 1 to 20
- Proofread your document for accuracy and format, then resave the file.
- Print preview. Your document should look similar to *4.3 Source Doc. B*.
- Print a copy if required.

5a.



4.3 Source Doc. A

America's Best Small Towns			
Ranking	Town	State	Population
1	Sharon	MA	17,944
2	Louisville	CO	18,924
3	Vienna	VA	16,285
4	Chanhassen	MN	23,685
5	Sherwood	OR	18,736
6	Berkeley Heights	NJ	13,345
7	Mason	OH	31,761
8	Papillion	NE	19,837
9	Apex	NC	40,205
10	West Goshen Township	PA	22,421

4.3 Source Doc.B

### America's Best Small Towns

Ranking	Town	State	Population
1	Sharon	MA	17,944
2	Louisville	CO	18,924
3	Vienna	VA	16,285
4	Chanhassen	MN	23,685
5	Sherwood	OR	18,736
6	Berkeley Heights	NJ	13,345
7	Mason	OH	31,761
8	Papillion	NE	19,837
9	Apex	NC	40,205
10	West Goshen Township	PA	22,421

Source: Money Magazine

### New Skills

- Applying a Table Style

# Best Small Towns 2

## Enhancing Tables with Styles

### Lesson Overview

The Best Small Towns table you created in Lesson 4.3 is just about ready to be handed in to your teacher. However, you decide that your table is still missing something visually. To add the finishing touches to your table, you need to add a Table Style.

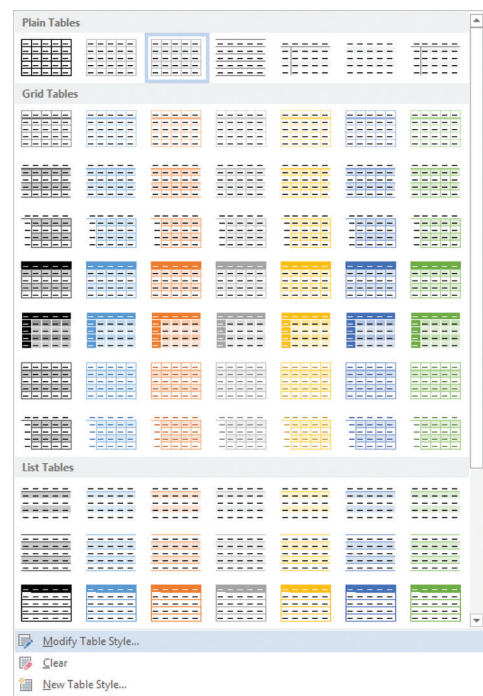
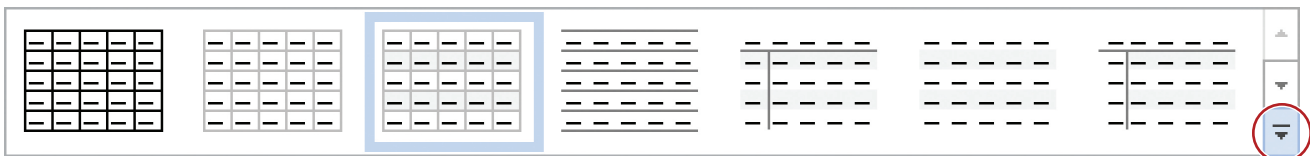
*In this lesson, you will apply a table style to an existing table.*

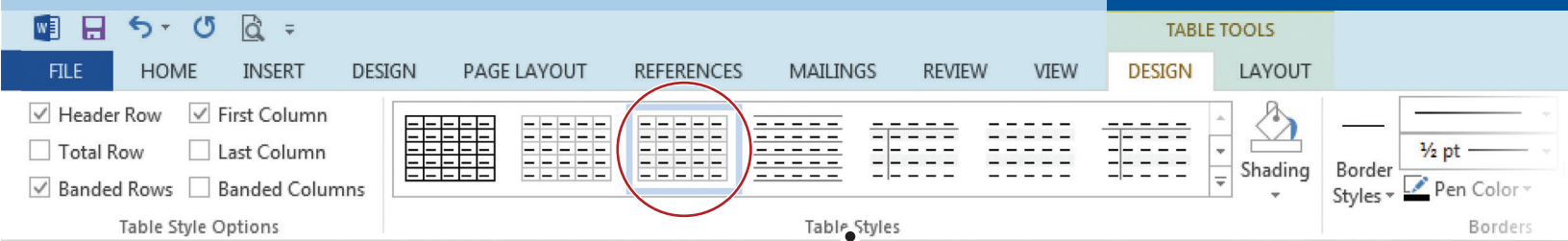
### Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

#### Table Styles:

Use these icons to quickly change the visual style of your table.





## Instructions

1. Open your existing document *4.3 Best Small Towns*.
2. Save the file as *4.4 Best Small Towns 2* in your **My Word Projects** folder.
3. From the **TABLE TOOLS, DESIGN** tab, **Table Styles** group, do the following:
  - a. Apply the **Plain Table 1** table style

👉 *Hint: Hovering your mouse over each style will show you its style name.*
4. Proofread your document for accuracy and format, then resave the file.
5. Print preview. Your document should look similar to *4.4 Source Doc. B*.
6. Print a copy if required.

4.4 Source Doc. A

### America's Best Small Towns

Ranking	Town	State	Population
1	Sharon	MA	17,944
2	Louisville	CO	18,924
3	Vienna	VA	16,285
4	Chanhassen	MN	23,685
5	Sherwood	OR	18,736
6	Berkeley Heights	NJ	13,345
7	Mason	OH	31,761
8	Papillion	NE	19,837
9	Apex	NC	40,205
10	West Goshen Township	PA	22,421

4.4 Source Doc. B

### America's Best Small Towns

Ranking	Town	State	Population
1	Sharon	MA	17,944
2	Louisville	CO	18,924
3	Vienna	VA	16,285
4	Chanhassen	MN	23,685
5	Sherwood	OR	18,736
6	Berkeley Heights	NJ	13,345
7	Mason	OH	31,761
8	Papillion	NE	19,837
9	Apex	NC	40,205
10	West Goshen Township	PA	22,421

## Unit 4: Working with Tables

# 2013 Boston Red Sox Roster

## Working with Data in a Table

### New Skills

- Changing Text Direction
- Sorting Within a Table

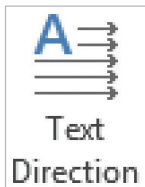
### Lesson Overview

Your assignment in computer applications class is to create your own table. You know that your teacher is a die-hard Boston Red Sox fan, so you research their 2013 team roster. You create this table using the active roster information.

*In this lesson, you will change the text direction of a column, then sort data in columns in ascending order.*

### Tools & Terms You'll Use

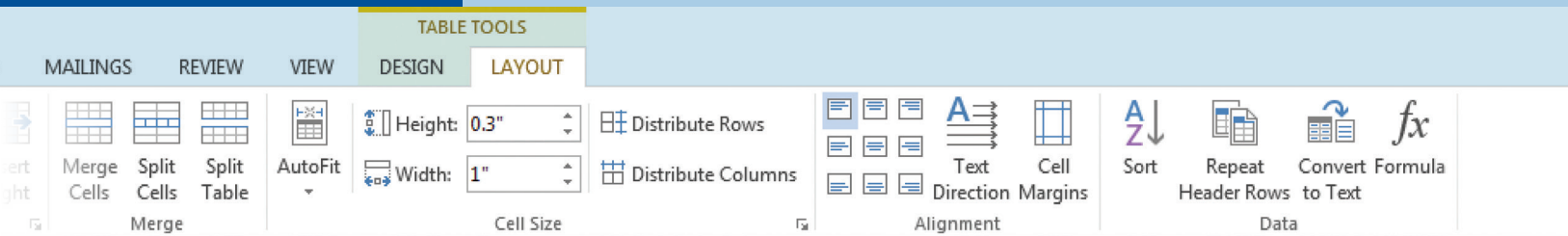
Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

**Text Direction:**

Use this icon to change the text direction within the selected cells.

**Sort:**

Use this icon to arrange the current selection in alphabetical or numerical order. It is especially useful if you're trying to organize data in a table.



4.

## Instructions

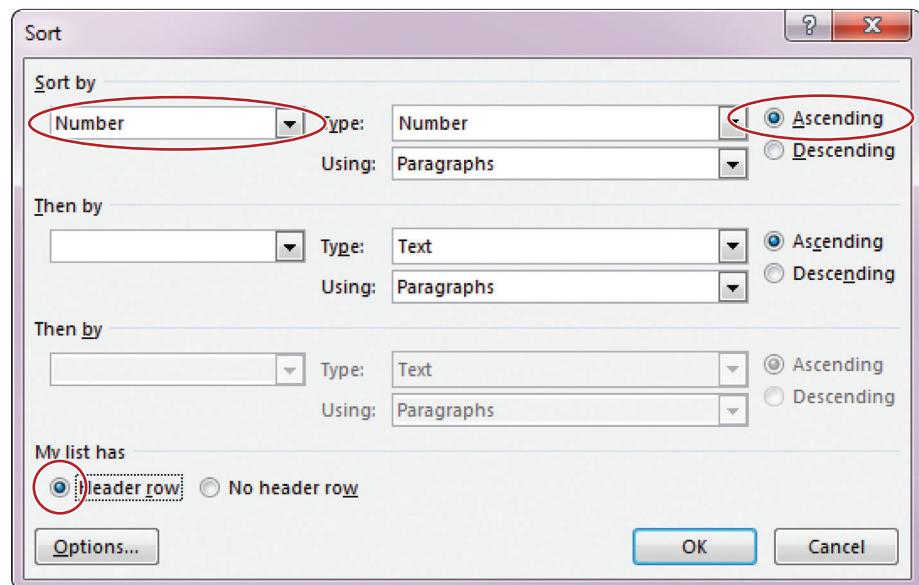
- Using Microsoft Word 2013, create a new Blank document.
- Save the file as *4.5 2013 Boston Red Sox Roster* in your **My Word Projects** folder.
- At the top of the document, create a table with 5 columns and 26 rows, and key the text as shown in *4.5 Source Doc. A*.

4. From the **TABLE TOOLS LAYOUT** tab, **Data** group, do the following:

- Sort** the table by the **Number** column in **Ascending** order

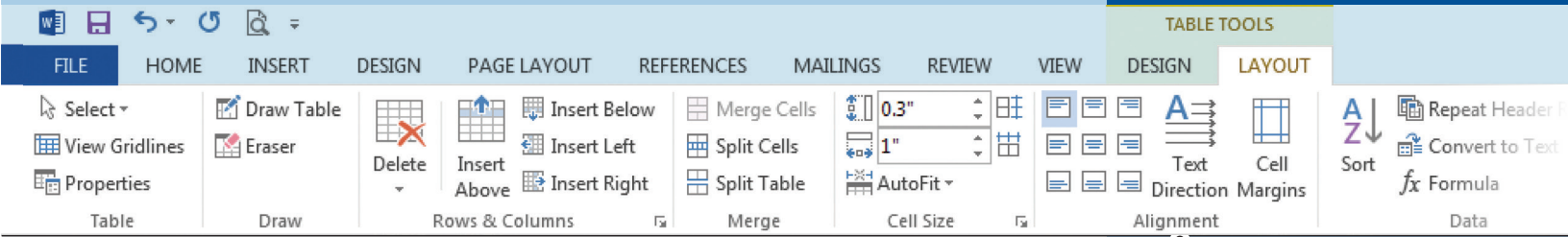


ⓘ *Note: To do so, select the table, choose Sort. Sort by **Number** in **Ascending** order, then select **My list has Header row** (as shown below).*



- Merge the cells in column 1.





6. From the **TABLE TOOLS, LAYOUT** tab, **Alignment** group, do the following:

- a. Change the **Text Direction** of column 1 to the second option

🕒 *Hint: Click the icon two times.*



- b. Change the alignment to align center

7. Make the following formatting changes:

- Change the font size of the text [2013 Boston Red Sox Roster] to 24
- Shade the background color of row 1 to red
- Change the font color of the text in row 1 to white and bold
- Shade the background color of column 1 to dark blue
- Change the font color of the text in column 1 to red and bold

8. Proofread your document for accuracy and format, then resave the file.

9. Print preview. Your document should look similar to *4.5 Source Doc. B*.

10. Print a copy if required.

4.5 Source Doc. A

2013 Boston Red Sox Roster	First Name	Last Name	Position	Number
	Craig	Breslow	P	32
	Clay	Buckholz	P	11
	Ryan	Dempster	P	46
	Felix	Doubront	P	35
	John	Lackey	P	41
	Jon	Lester	P	31
	Franklin	Morales	P	56
	Jake	Peavy	P	44
	Junichi	Tazawa	P	36
	Koji	Uehara	P	19
	Brandon	Workman	P	67
	David	Ross	C	3
	Jarrod	Saltalamacchia	C	39
	Xander	Bogaerts	SS	72
	Stephen	Drew	SS	7
	Will	Middlebrooks	3B	16
	Mike	Napoli	1B	12
	Dustin	Pedroia	2B	15
	Quintin	Berry	LF	50
	Mike	Carp	LF	37
	Jacoby	Ellsbury	CF	2
	Jonny	Gomes	LF	5
	Daniel	Nava	RF	29
	Shane	Victorino	RF	18
	David	Ortiz	DH	34

4.5 Source Doc. B

<b>2013 Boston Red Sox Roster</b>	<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Number</b>
	Jacoby	Ellsbury	CF	2
	David	Ross	C	3
	Jonny	Gomes	LF	5
	Stephen	Drew	SS	7
	Clay	Buckholz	P	11
	Mike	Napoli	1B	12
	Dustin	Pedroia	2B	15
	Will	Middlebrooks	3B	16
	Shane	Victorino	RF	18
	Koji	Uehara	P	19
	Daniel	Nava	RF	29
	Jon	Lester	P	31
	Craig	Breslow	P	32
	David	Ortiz	DH	34
	Felix	Doubront	P	35
	Junichi	Tazawa	P	36
	Mike	Carp	LF	37
	Jarrod	Saltalamacchia	C	39
	John	Lackey	P	41
Jake	Peavy	P	44	
Ryan	Dempster	P	46	
Quintin	Berry	LF	50	
Franklin	Morales	P	56	
Brandon	Workman	P	67	
Xander	Bogaerts	SS	72	

Unit 4: Working with Tables

# Top Retailers

## Reinforcement Lesson

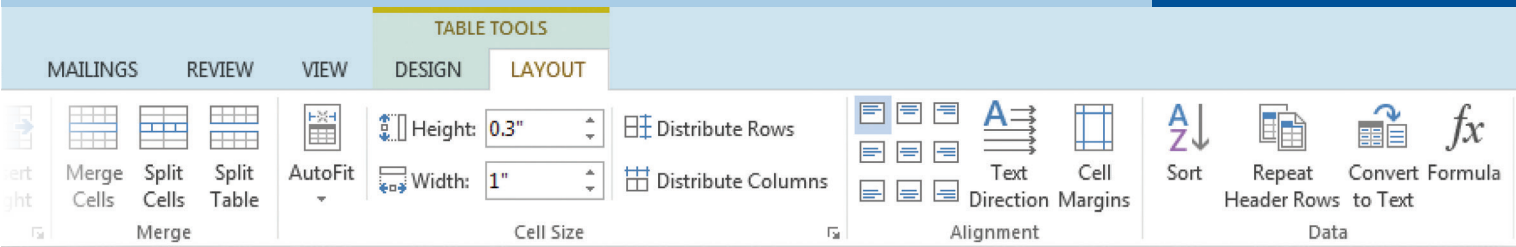
### New Skills

There are no new skills being introduced in this lesson.

### Lesson Overview

Your group assignment in marketing class is to research one of the top 10 retailers in the United States and be prepared to share some information with the class. You must send a letter to your teacher requesting topic approval before you can begin the research paper. You and your classmates must compile some basic information to present to your teacher in letter format.

*In this lesson, you will type a letter to your teacher. You will then insert a table in the body of the letter and format that table using your previously learned table skills.*



## Instructions

1. Using Microsoft Word 2013, create a new Blank document.
2. Save the file as *4.6 Top Retailers* in your **My Word Projects** folder.
3. At the top of the document, key the text **exactly** as shown in *4.6 Source Doc. A*.  
**Note:** Insert a table with 4 columns and 11 rows between paragraphs 2 and 3.
4. Make the following formatting changes:
  - a. Change the width of column 1 to 1"
  - b. Change the width of column 2 to 1.75"
  - c. Change the width of column 3 to 1.6"
  - d. Change the width of column 4 to 1.5"
  - e. Change the height of row 1 to 0.25"
  - f. Delete the last two rows
  - g. Sort the table by Number of Stores in ascending order
  - h. Insert a row above row 1 and key the title [Top Retailers]
  - i. Merge and center align row 1
  - j. Apply gray shading to the top five ranked stores
5. Proofread your document for accuracy and format, then resave the file.
6. Print preview. Your document should look similar to *4.6 Source Doc. B*.
7. Print a copy if required.

## 4.6 Source Doc. A

100 Post Road  
 Providence, RI 02903  
 October 20, 20XX

Mr. Samuel Hicks  
 Business Department  
 Jackson High School  
 125 Main Street  
 Providence, RI 02903

Dear Mr. Hicks:

Our group is requesting your permission to research the top retailers in the United States. Before deciding which retail chain to further research, we put together a table with some basic company information to help us narrow our choices. We agreed to look at the following categories: Rank, Company Name, Retail Sales, and Number of Stores. After looking at this preliminary data, we have decided to further research Target. Here is the table of preliminary data we used to select our topic for further research:

Rank	Company Name	Retail Sales	Number of Stores
1	Wal-Mart	\$316,083,000	4,423
2	Kroger	\$85,491,000	3,574
3	Target	\$68,466,000	1,736
4	Walgreens	\$66,330,000	7,651
5	Costco	\$64,211,000	425
6	The Home Depot	\$62,075,000	1,963
7	CVS Caremark	\$59,688,000	7,345
8	Lowe's	\$49,282,000	1,712
9	Best Buy	\$37,551,000	1,860
10	Safeway	\$36,923,000	4,211

Please let me know if you need any other information to approve our topic. I will let the rest of the group know once we receive your approval to start working on our individual topics. We are looking forward to sharing our research paper with the class next week.

Sincerely,

Jack McGuinness

100 Post Road  
Providence, RI 02903  
October 20, 20XX

Mr. Samuel Hicks  
Business Department  
Jackson High School  
125 Main Street  
Providence, RI 02903

Dear Mr. Hicks:

Our group is requesting your permission to research the top retailers in the United States. Before deciding which retail chain to further research, we put together a table with some basic company information to help us narrow our choices. We agreed to look at the following categories: Rank, Company Name, Retail Sales, and Number of Stores. After looking at this preliminary data, we have decided to further research Target. Here is the table of preliminary data we used to select our topic for further research:

Top Retailers			
Rank	Company Name	Retail Sales	Number of Stores
5	Costco	\$64,211,000	425
8	Lowe's	\$49,282,000	1,712
3	Target	\$68,466,000	1,736
6	The Home Depot	\$62,075,000	1,963
2	Kroger	\$85,491,000	3,574
1	Wal-Mart	\$316,083,000	4,423
7	CVS Caremark	\$59,688,000	7,345
4	Walgreens	\$66,330,000	7,651

Please let me know if you need any other information to approve our topic. I will let the rest of the group know once we receive your approval to start working on our individual topics. We are looking forward to sharing our research paper with the class next week.

Sincerely,

Jack McGuinness

