

Lesson Notes for Microsoft Word

Lesson 6: Using Tables

Slide	Topic/Exercise Heading	Obj	Instructor Notes	Timing (mins)
	The Microsoft Office Specialist Exam Objectives listed at the right are covered in this lesson.	3.1.1 3.1.2 3.1.3 3.2.1 3.2.2 3.2.3 3.2.4 3.2.5 3.2.6	Convert text to tables Convert tables to text Create tables by specifying rows and columns Sort table data Configure cell margins and spacing Merge and split cells Resize tables, rows, and columns Split tables Configure a repeating row header	
3	Lesson Objectives		Review the objectives on Slide 3 with students so they know what will be covered in the lesson.	5-10
4-5	Working with Tables		<p>Walk the students through how to insert a table using the grid option first, so they can see how quick this is and yet how limiting it can be for a larger table.</p> <p>Ensure students understand that any object can be inserted into a cell.</p> <p>Once the table is created, remind students to ensure the mouse cursor is positioned inside the table and then introduce the Table Tools Ribbon.</p>	15-20
6-7	Inserting a Table	3.1.3	<p>Usually the easiest way to begin is to create a table with equal column widths. This helps illustrate how individual columns can be resized.</p> <ul style="list-style-type: none"> • Show the two ways to insert a table quickly where the columns and rows will be equal in width or height. • Point out that the first method uses the defaults for a table, whereas the second allows you to control certain options for the new table, such as having the columns automatically adjust to accommodate their contents. 	10-15
8	– Working with Text		<p>Reassure students that entering text into table cells is like entering text into a “regular” document.</p> <ul style="list-style-type: none"> • Pressing ENTER in a table cell in Word will move the mouse cursor to the beginning of the next line within the same cell. • To move from one cell to another, press TAB, use a direction arrow key, or click in the cell. <p>Formatting can be applied to individual selections or to all text in the cell.</p>	5-10

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9	– Formatting the Table		Reiterate that text must be selected before any formatting can be applied to the text in a table.	5-10
	Learn to create tables	3.1.3	Students create simple tables and enter text into the cells.	10-15
10-11	Modifying Tables		<p>Remind students that even when modifying the table structure itself, they must select an item prior to making the change.</p> <ul style="list-style-type: none"> Selecting can refer to clicking the border, selecting an entire cell/row/column, or selecting the entire table. <p>Remind students that the only way to display the Table Tools Ribbon is to ensure the mouse cursor is positioned within the table.</p>	5-10
12-13	– Adjusting the Width or Height	3.2.4	<p>When demonstrating the drag options, ensure that students identify the icon that appears when they are pointing at a column border before dragging the mouse.</p> <ul style="list-style-type: none"> Recommend that students point at the border, ensure they can see the icon without moving the mouse, pause for a moment to ensure that they still see the icon, and then begin dragging to adjust the column width. <p>Remind students about the Distribute buttons they can use to make columns the same width or make rows the same height.</p>	10-15
14-15	– Inserting Rows, Columns or Cells		<p>This is not an exam objective but is important for modifying the number of rows or columns, when required.</p> <ul style="list-style-type: none"> To insert a row, position the cursor in the location where you want to insert the row. Word gives you the option to choose whether the new row will be inserted above or below the current row. The tool to insert a row is an instant visual confirmation of where the row will be inserted, saving you the time of first having to select, then choose the command. 	10-15
16	– Deleting Rows, Columns or Cells		This tool also provides visual confirmation when deleting rows and columns.	5-10

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17	– Merging and Splitting Cells	3.2.3	Provide examples of when students would want to merge or split individual cells. For instance, <ul style="list-style-type: none"> Students may want to merge cells to create a larger cell for data entry. Student may want to split a cell when they need to fit more cells into a row or column while creating a form. 	10-15
18	– Splitting a Table	3.2.5	Provide examples of when students might want to split a table at specific locations, such as to separate data (user fill-in versus office fill-in fields), or to begin a portion of data on a new page, and so on. <ul style="list-style-type: none"> Demonstrate how to split a table and then re-combine the tables into one table. 	5-10
19	– Setting Row Headings	3.2.6	Provide examples of when students might want to set row headings or have the column titles repeat on every page.	5-10
	Learn to modify tables	3.2.3 3.2.4 3.2.5 3.2.6	Students modify various row and columns.	15-20
20	– Using Table Styles		Table Styles work similar to Quick Styles. <ul style="list-style-type: none"> Remind students that colors should be used with discretion, so that any styles they apply will coordinate with the remaining document text and emphasize information appropriately. To remove the table style only, students should use the Clear option in the Table Styles gallery. 	5-10
	Learn to use table styles		Students apply a table style on a simple report and make formatting changes.	15-20
21	– Modifying Cells	3.2.2	This topic focuses on how to change the position of cell contents, and is similar to working with pictures. <ul style="list-style-type: none"> Suggest to students that they can also insert pictures into table cells. Remind students that the number of cells selected will determine which contents are affected.	10-15
	Learn to modify cell and table properties	3.2.2	Students modify cell and table properties.	10-15

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22	Converting Tabular Information – Converting a Table to Text	3.1.2	Explain that students may occasionally need to convert a table to text in order to use the table content in another program that cannot work with data in a tabular format.	10-15
23	– Converting Text to a Table	3.1.1	Remind students that they must select the text that will be converted to a table. <ul style="list-style-type: none"> Students should check for and remove any formatting characters that can be mistakenly interpreted as column separators before converting the text to a table. 	10-15
	Learn to convert text to a table	3.1.1 3.1.2	Students convert text to tables and convert tables to text.	10-15
24-25	Sorting Data	3.2.1	Remind students to check the position of the cursor before they use the Sort command in a table. <ul style="list-style-type: none"> The cursor position will determine which column heading appears in the first Sort by field. 	10-15
	Learn to sort text	3.2.1	Students sort text.	10-15
26	Lesson Summary		Review the objectives with students to remind them of what was covered in the lesson. Provide a short summary of the features and give students a chance to complete exercises if they did not complete them earlier.	5-10
			Total (Hours)	3.5-5.5