

2/3/2021

T: Presenting information using tables.

Rank	Country	1999	2000	World Market Share
1	EU	2820	2803	58.2%
2	USA	1367	1430	29.7%
3	Japan	397	419	8.7%
4	Canada	138	139	2.9%
5	Poland	106	106	2.2%

Learning Objectives:

- To use tables within MS Word to present information.

Success Criteria:

- Pupils can add tables to present information.
- Pupils can edit properties of tables including borders, colours, merging cells, adding and removing rows and columns.
- Pupils can add word art for a heading.

Today, you will be learning about tables and other aspects of Word whilst creating a document for a new (imaginary) school where all the subjects have been replaced by things that they probably don't get to do too often at their current school.



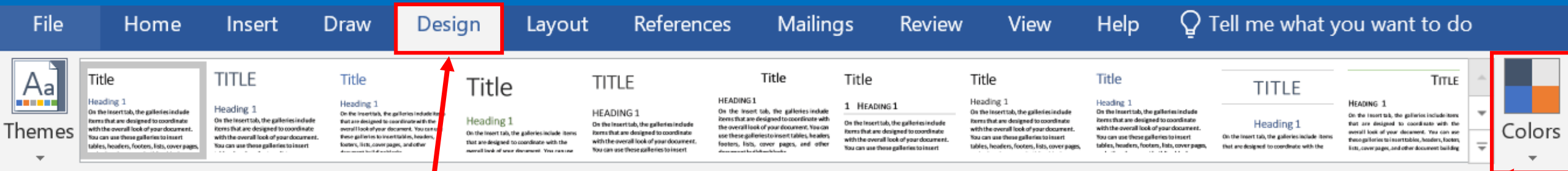
Timetable heading

A	1	2	3	4		4	5
Monday	Menu selection Mr Menu	Pancake Perfection Ms Flip	Everything Sushi Ms Sake Edamame	Everything Sushi Ms Sake Edamame	L	Digestive Cookbook Reading	Future food developments – Molecular Gastronomy Ms Innovation
Tuesday	Purple Mashing Ms Potato	Chicken and the egg Mr Rooster	Cooking under pressure Ms Judgey	Cooking under pressure Ms Judgey	U	All things fishy Ms Haddock	Sumptuous Salads Ms Greenfingers
Wednesday	Advanced cake baking Ms Dough	Advanced cake baking Ms Dough	Currylicious Mr Masala	Currylicious Mr Masala	N	Recipe Design and Testing Mr Menu	Allotment maintenance Ms Greenfingers
Thursday	Preparing bread Ms Dough	How to cut fruit and vegetables Ms Greenfingers	Themed cake decoration and icing	Themed cake decoration and icing	C	Egg and the Chicken Mr Rooster	Food from around the World visiting cooks
Friday	Endless ways to get creative with potato Ms Potato	Bread baking Ms Dough	Getting inventive when the cupboard is bare Mr Forage	Getting inventive when the cupboard is bare Mr Forage	H	Food Reviews Mr Menu	Exquisite cake tricks and hacks Ms Dough



Start by opening a word document...

First, choose a colour palette for your document.



Start by clicking on the design tab at the top of the page.

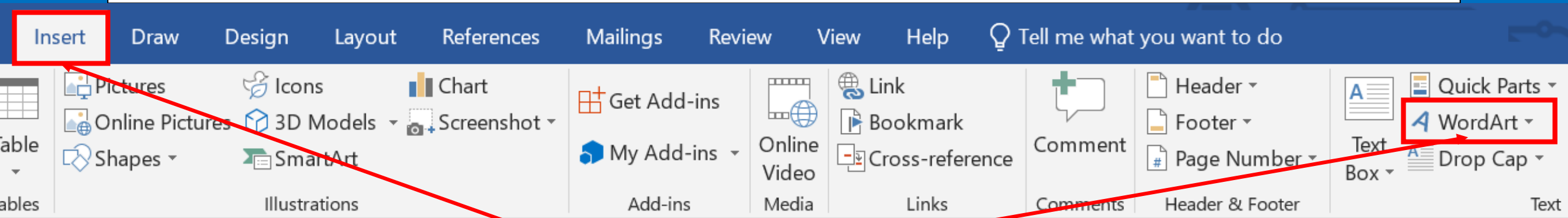
Then, click on colours and choose your colour scheme.

This will mean that further choices fit the colours you chose.

Next, you need to be thinking of a name for your new school.

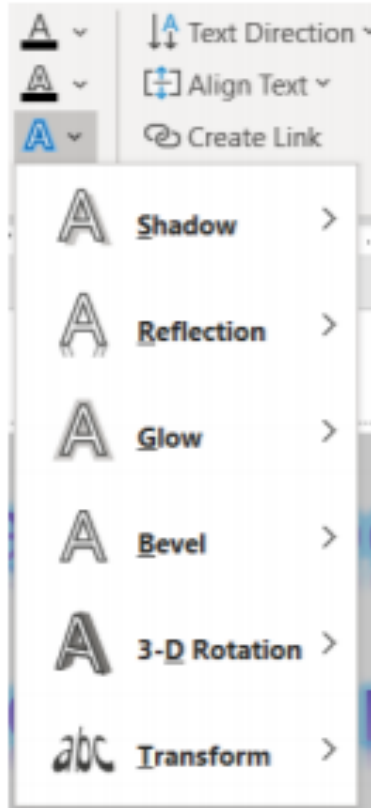
You are going to use WordArt to add this at the beginning of the document.

WordArt is a way to treat text as a graphic so that you can add special effects to text.



Word art can be found in the insert tab on word.

Choose any of the styles, this will put a piece of WordArt into the document that says 'Your text here', if you just start typing this will get overwritten.

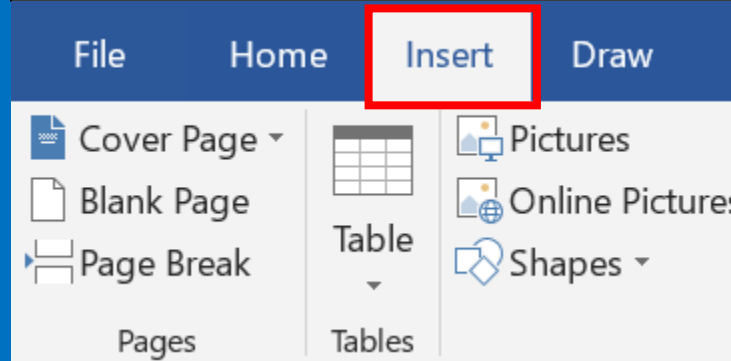


Once you have some text, select it all and then use the various options in the WordArt Styles category to make it look how you want it to.

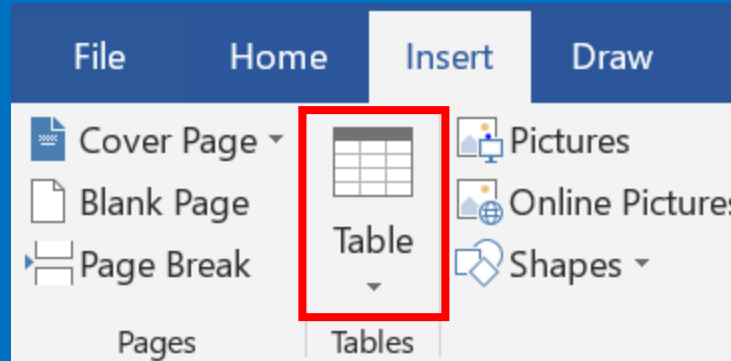
Don't forget to wrap the text like you did with the photos before so that you can move it wherever you want.

The next task is to add a table and fill in your personal details

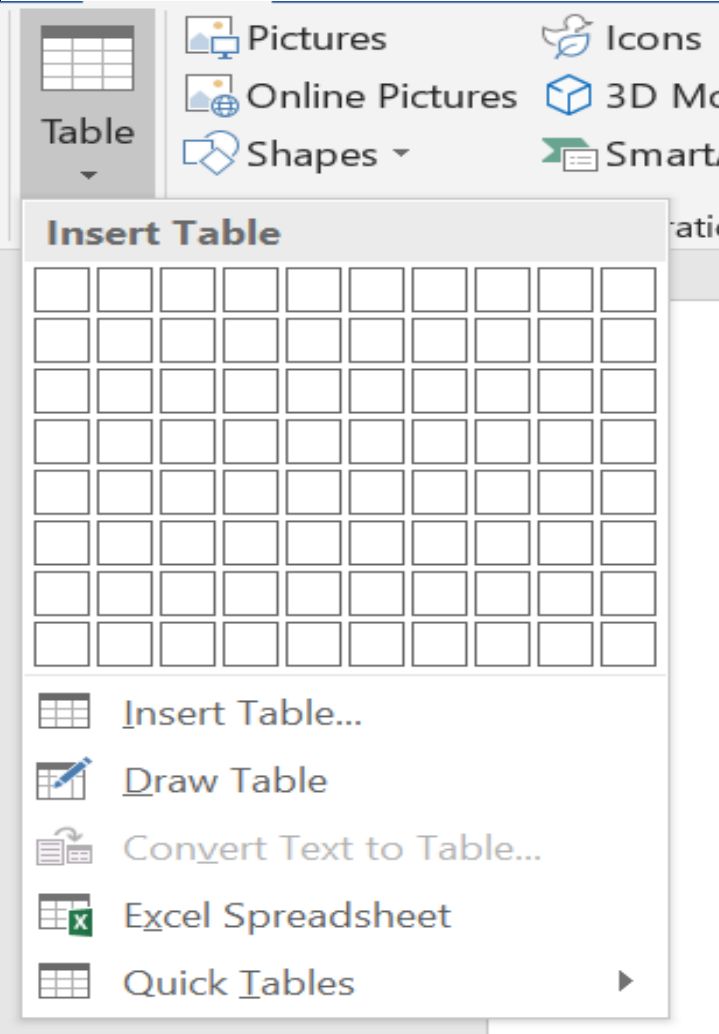
First, go to the insert tab at the top.



Secondly, click on the table button.



When you click on the table button this is what should come up...



<https://www.loom.com/share/66e0a00a62ee43ebb21447f41eebc102>

Follow the link above to see how you insert a table into a word document.

Try and insert a table with 3 columns and 6 rows.

Name	Miss Ward	
Favourite season	Spring	
If I was an animal, I would be	A cat	
If I could only eat one food forever it would be	Curry	
People who teach me how to be a kind person		
People I admire		

In the third column, fill in a family members answers.



Once you have filled in your table follow the link and use it to help you change your table's design

<https://www.loom.com/share/0e7aabdf0f1c4868a5b4356f48667aea>

Name	Miss Ward	Teresa Ward (My Mom)
Favourite season	Spring	Summer
If I was an animal, I would be...	A cat	A horse
If I could only eat one food forever it would be...	Curry	Pasta
People who teach me how to be a kind person...	My Mom and Dad	The people of the Church
People I admire	My Nan.	My parents