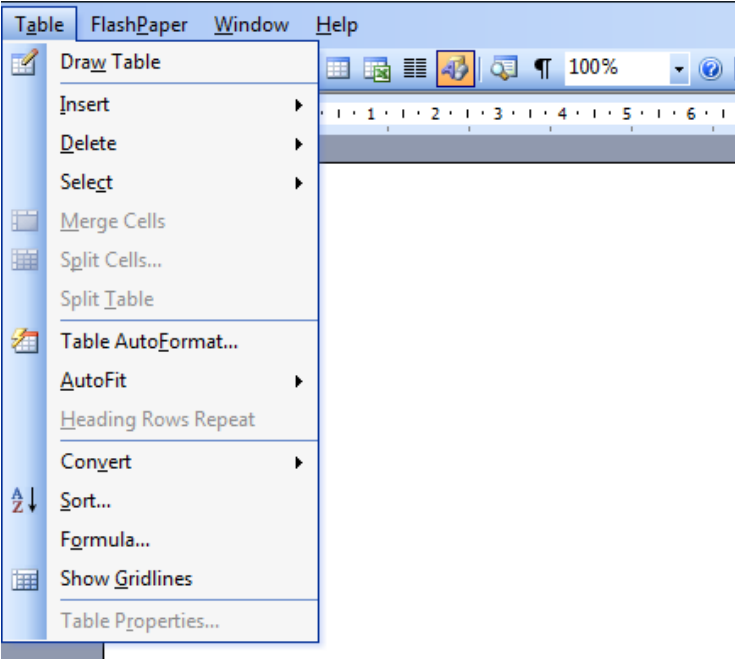
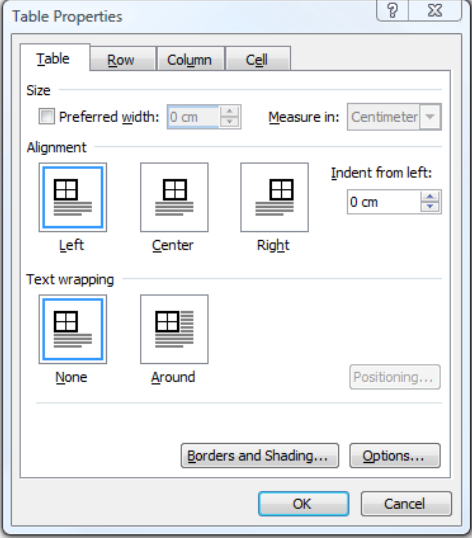


Lesson 13	Study Module 6: Working with text and images (2/3)	Time																																																																																																																								
Lesson objective	In this lesson students are learning how to: <ul style="list-style-type: none"> display information in a table 																																																																																																																									
Learning outcomes	At the end of the lesson students will be able to: <ul style="list-style-type: none"> create a table in a text document format it to aid understanding produce print-outs to meet requirements 																																																																																																																									
Specification coverage	L1: 2.1, 7.1 L2: 2.1, 6.1																																																																																																																									
Resources Study Module 6 SAM Mark Scheme Images: L13.1-Tables-previous L13.2-Table-menu L13.3-Table-properties Text file: Lesson 13 Homework text for table Key vocabulary Page Layout Orientation	Starter Ask students what key words spring to their minds when you say: "table" - a data table, not a piece of furniture! Show students image L13.1-Tables-previous or examples of tables / spreadsheets used in previous lessons. <div data-bbox="485 958 1161 1350" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Structured data</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>DENOMINATION</th> <th>1st ISSUED</th> <th>SIZE</th> <th>PORTRAIT</th> <th>COLOUR</th> </tr> </thead> <tbody> <tr> <td></td> <td>£5</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>£10</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>£20</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>£50</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Working with numbers and charts</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th></th> <th>A</th> <th>D</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Card number</td> <td>Surname</td> <td>Town</td> <td>Postco</td> <td>Telephone</td> <td>Points</td> <td>Cash Value</td> <td>JoinedDate</td> </tr> <tr> <td>2</td> <td>115000</td> <td>Barker</td> <td>LLANBEDR</td> <td>NP8 4M</td> <td>077 2601 1894</td> <td>249</td> <td>£31.13</td> <td>14-Feb-08</td> </tr> <tr> <td>3</td> <td>126382</td> <td>Porter</td> <td>DALBLAIR</td> <td>KA18 8</td> <td>079 3091 0649</td> <td>250</td> <td>£31.25</td> <td>12/12/2009</td> </tr> <tr> <td>4</td> <td>129887</td> <td>King</td> <td>DWYGIFYLCHI</td> <td>LL34 3</td> <td>079 3632 2915</td> <td>499</td> <td>£62.38</td> <td>28/08/2008</td> </tr> <tr> <td>5</td> <td>134116</td> <td>Murray</td> <td>WAUNCLYNDA</td> <td>SA19 9</td> <td>079 5299 1386</td> <td>500</td> <td>£62.50</td> <td>19-Jan-08</td> </tr> <tr> <td>6</td> <td>136968</td> <td>Whitehouse</td> <td>LINBY</td> <td>NG15 6</td> <td>078 5174 8205</td> <td>749</td> <td>£93.63</td> <td>19-Jul-10</td> </tr> <tr> <td>7</td> <td>142424</td> <td>Myers</td> <td>UPTON</td> <td>TQ7 8T</td> <td>077 8014 5279</td> <td>751</td> <td>£93.88</td> <td>27-Sep-07</td> </tr> <tr> <td>8</td> <td>143974</td> <td>Atkinson</td> <td>FINEDON</td> <td>NN9 1W</td> <td>078 6100 8361</td> <td>800</td> <td>£100.00</td> <td>01-Dec-07</td> </tr> <tr> <td>9</td> <td>174092</td> <td>Pope</td> <td>OLD BUCKENHAM</td> <td>NR17 5</td> <td>070 2300 1228</td> <td>901</td> <td>£75.13</td> <td>27-Mar-07</td> </tr> </tbody> </table> </div> Ask them to recall key points they learnt about tables for structured data (Lesson 6) and working with numbers and charts (Lesson 9).	ID	DENOMINATION	1st ISSUED	SIZE	PORTRAIT	COLOUR		£5						£10						£20						£50						A	D	F	G	H	I	J	K	1	Card number	Surname	Town	Postco	Telephone	Points	Cash Value	JoinedDate	2	115000	Barker	LLANBEDR	NP8 4M	077 2601 1894	249	£31.13	14-Feb-08	3	126382	Porter	DALBLAIR	KA18 8	079 3091 0649	250	£31.25	12/12/2009	4	129887	King	DWYGIFYLCHI	LL34 3	079 3632 2915	499	£62.38	28/08/2008	5	134116	Murray	WAUNCLYNDA	SA19 9	079 5299 1386	500	£62.50	19-Jan-08	6	136968	Whitehouse	LINBY	NG15 6	078 5174 8205	749	£93.63	19-Jul-10	7	142424	Myers	UPTON	TQ7 8T	077 8014 5279	751	£93.88	27-Sep-07	8	143974	Atkinson	FINEDON	NN9 1W	078 6100 8361	800	£100.00	01-Dec-07	9	174092	Pope	OLD BUCKENHAM	NR17 5	070 2300 1228	901	£75.13	27-Mar-07	5 mins
ID	DENOMINATION	1st ISSUED	SIZE	PORTRAIT	COLOUR																																																																																																																					
	£5																																																																																																																									
	£10																																																																																																																									
	£20																																																																																																																									
	£50																																																																																																																									
	A	D	F	G	H	I	J	K																																																																																																																		
1	Card number	Surname	Town	Postco	Telephone	Points	Cash Value	JoinedDate																																																																																																																		
2	115000	Barker	LLANBEDR	NP8 4M	077 2601 1894	249	£31.13	14-Feb-08																																																																																																																		
3	126382	Porter	DALBLAIR	KA18 8	079 3091 0649	250	£31.25	12/12/2009																																																																																																																		
4	129887	King	DWYGIFYLCHI	LL34 3	079 3632 2915	499	£62.38	28/08/2008																																																																																																																		
5	134116	Murray	WAUNCLYNDA	SA19 9	079 5299 1386	500	£62.50	19-Jan-08																																																																																																																		
6	136968	Whitehouse	LINBY	NG15 6	078 5174 8205	749	£93.63	19-Jul-10																																																																																																																		
7	142424	Myers	UPTON	TQ7 8T	077 8014 5279	751	£93.88	27-Sep-07																																																																																																																		
8	143974	Atkinson	FINEDON	NN9 1W	078 6100 8361	800	£100.00	01-Dec-07																																																																																																																		
9	174092	Pope	OLD BUCKENHAM	NR17 5	070 2300 1228	901	£75.13	27-Mar-07																																																																																																																		
	Share lesson objective Introduce the lesson and share learning objective and outcomes.	5 mins																																																																																																																								

Lesson 13	Study Module 6: Working with text and images (2/3)	Time
<p>Margins</p> <p>Text</p> <p>Alignment</p> <p>Style</p> <p>Font</p> <p>Font size</p> <p>Line spacing</p> <p>Lists</p> <ul style="list-style-type: none"> • bulleted 1. numbered <p>Table</p> <p>Row</p> <p>Column</p> <p>Cell</p> <p>Border</p> <p>Shades</p>	<p>Table menu (in word processing software)</p> <p>Show students the image L13.2-Table-menu or open a new text document and display the table menu (use the mouse to open it or keyboard shortcut).</p>  <p>Ask them why some options are greyed out (blank document, options will turn black/active once a table is inserted and the cursor is in the table).</p> <p>Go through all the menu options, including the next layer of sub-options apart from Table Properties.</p> <p>Cover <u>C</u>onvert, then ask students</p> <ul style="list-style-type: none"> • what <u>S</u>ort and <u>F</u>ormula... might offer them • is A>Z in alphabetical sort order ascending or descending? (ascending) • under which heading is Sort in spreadsheet software? (<u>D</u>ata) 	<p>10 mins</p>

Lesson 13	Study Module 6: Working with text and images (2/3)	Time
	<p>Table Properties</p> <p>Show students the image L13.3-Table-properties or display the Table Properties window.</p>  <p>Cover the features displayed in the open tab (Table), draw students attention to the other tabs Row, Column and Cell. Tell students to explore these and <u>B</u>orders and Shading... in the hands-on sessions.</p>	5 mins
	<p>Exploring a table</p> <p>Ask students to complete Skill Builder 6.4 and in addition use it to explore Table Properties tabs Row, Column, Cell, and <u>B</u>orders and Shading...</p>	10 mins
	<p>Creating a table</p> <p>Ask students to start Skill Builder 6.5 and to complete it as homework if they do not finish in lesson time.</p>	15 mins
	<p>Plenary</p> <p>Ask students to feed-back on their work with tables, which aspects they find easy, which difficult to handle.</p> <p>Remind students of the learning objective and recap on what they have learnt in this and the previous lesson.</p>	10 mins

Lesson 13	Study Module 6: Working with text and images (2/3)	Time
Homework	<p>Ask students to</p> <ol style="list-style-type: none"> 1. open a new text document (portrait orientation), 2. present the information below in a table, 3. format it appropriately, and 4. use a formula within the table to add-up the expenditure 5. put a suitable title in the header, and their name, date and filename in the footer. <p>Information</p> <p>Title: San Francisco, diary summary</p> <p>Sunday: City, cable cars & trams, \$64.00, great fun!</p> <p>Monday: China Town, guided walking tour with lunch, \$45, strange food</p> <p>Tuesday: Golden Gate Bridge, bicycle, \$32, fantastic</p> <p>Wednesday: Museums, buses, \$50 , impressive</p> <p>Thursday: Golden Gate Bridge, walking, free, don't remind me!</p> <p>Friday: Piers and Alcatraz, boat tour, \$36, shocking</p> <p>Saturday: airport, BART, \$10, sorry to be leaving</p> <p>Reminder to students: complete Skill Builder 6.5 if not finished in lesson</p>	40 mins