



# Keyboarding Applications

## MTM-LAP 19 – Formatting Tables

Name \_\_\_\_\_

Period \_\_\_\_\_

Date Started \_\_\_\_\_

Date Completed \_\_\_\_\_

### DoDEA Standards

- ◆PT4 Use information-gathering techniques, analyze and evaluate information, and use information technology to assist in collecting, analyzing, organizing, and presenting information.
- ◆PT5 Develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits and productivity.
- ◆PT5k Analyze advantages and disadvantages of widespread use of and reliance on technology in the workplace and in society as a whole.

### Objectives

- ◆ To learn placement/arrangement of basic table parts.
- ◆ To format tables using the Table formatting features.
- ◆ To use Table features to edit existing tables.
- ◆ To format two- and three- and four-column tables with main, secondary, and column headings.
- ◆ To improve language skills.
- ◆ To make independent decisions about table formatting features.

**Resource** Century 21 Computer Applications & Keyboarding  
Instructor CD

**Time Frame** 5 hours

**THE USE OF THE COPY FUNCTION IS NOT ALLOWED IN KEYBOARDING. IF USED, THE STUDENT INVOLVED WILL RECEIVE A ZERO ON THAT ASSIGNMENT.**

**DIRECTIONS:** Remember the steps to begin each new page of work: (a) key your name and class number at the top left, (b) return two times, (c) key the lesson number of the assignment task on a line by itself and (d) return once before beginning your work.

*\*\*If you have to store any items before the end of this section (due to time restraints), name your work LAP 19 and save it that way each time you work with it.*

\_\_\_\_ 1. P. 94-95. Read Format Guides: Tables. Turn to Page 95. Study the table. Note layout and spacing. Go on to the next task.

\_\_\_\_ 2. P. 96-97. Conditioning Practices. 31A, 32A. Key each line three times as a warm up. Do not save. Do not print. Go on to the next task.

- \_\_\_\_\_ 3. P. 96-97, 31B. Two-Column Tables with Column Headings. Follow text directions to create Tables 1, 2, and 3. Be sure that each table is on a separate page. Go on to the next task.
- \_\_\_\_\_ 4. P. 97-98, 32B. Two-Column Tables. Ask your instructor for the CD to complete this activity. Follow text directions. Complete Tables 1, 2, 3, 4, and 5. (For Table 5, you first need to copy Table 4.) Go on to the next task.
- \_\_\_\_\_ 5. P. 98, Internet Activity. Follow text directions to go to the web site. Go on to the next task.
- \_\_\_\_\_ 6. P. 99 – 100. 33A, 34A. Conditioning Practices. Key each line three times as a warm up. Do not save. Do not print. Go on to the next task.
- \_\_\_\_\_ 7. P. 99, 33B. Language Skills: Word Choice. Follow text directions. Read definitions. Go on to next task.
- \_\_\_\_\_ 8. P. 99-100, 33C. Three-Column Tables. Follow text directions by creating Tables 1, 2, 3, and 4. Be sure to put each table on a separate page. Go on to next task.
- \_\_\_\_\_ 9. P. 101, 34B. Four-Column Tables. Follow text directions by creating Tables 1, 2, and 3. Be sure to put each table on a separate page.

**WHEN YOU FINISH THIS (AND OTHER) ASSIGNMENT(S):**

- \_\_\_\_\_ CHECK OVER THE ASSIGNMENT to see if you keyed your name on each page, that you left the proper spacing and formatting throughout, and check to see that you have ALL of the work that was assigned. There is still time to insert an assignment you missed at this point.
- \_\_\_\_\_ PRINT YOUR ASSIGNMENT following the guides for printing given by the instructor. Check with the instructor if you have printer-related problems.
- \_\_\_\_\_ AFTER YOU PRINT, arrange your work in the same order as the assignment was keyed. Place this assignment sheet on TOP of your work, fill in all blank lines in the top right and staple all materials together in the TOP LEFT corner. Complete self-assessment below and turn in as directed by your instructor and go on to your next LAP.

**Self Assessment – “I/Can....”**

- \_\_\_\_\_ Follow the text and LAP directions as given.
- \_\_\_\_\_ Learn placement/arrangement of basic table parts.
- \_\_\_\_\_ Format tables using the Table formatting features.
- \_\_\_\_\_ Use Table features to edit existing tables.
- \_\_\_\_\_ Format two- and three- and four-column tables with main, secondary, and column headings.
- \_\_\_\_\_ Improve language skills.
- \_\_\_\_\_ Make independent decisions about table formatting features.