

**CCPS**  
**BUSINESS & COMPUTER SCIENCE DEPARTMENT**  
**LESSON PLAN/PROJECT GUIDE**

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**Course Title:** Computer Applications

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**Lesson Title**

Fun With Tables

**Annotation**

Using Microsoft Word, students will create tables using advanced table features.

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**Primary Learning Outcome**

Students will demonstrate their ability to create tables which include merging cells, splitting cells, evening up columns and/or rows, changing text direction, borders, shading, inserting graphics, and changing text alignment.

**Additional Learning Outcome**

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**Performance Standards**

Under construction

**Foundation Skills**

CTAE-FS-3, 4, 5

**Local and/or National Standards**

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**Total Duration**

2 hours

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**Materials and Equipment**

- NetOps
- LCD Projector
- Photocopier

**Technology Connection**

- Computer
  - Printer
  - Microsoft Office Suite Software
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**Procedures**

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**Step 1**

Students should already have a basic knowledge of formatting tables. Using NetOps, the teacher will

demonstrate advanced table features that would include: merging cells, splitting cells, evening up columns and/or rows, changing text direction, borders, shading, inserting graphics, and changing text alignment.  
Duration: 20 minutes

## Step 2

Students will be given a handout. Students will recreate the tables using advanced table features. The LCD projector or NetOps could be used to guide the students through this activity. Tables will be printed.

Duration: 1 hour, 40 minutes

Attachments for Step 2

Title: Fun With Tables

Description: Tables to be recreated by students

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## Assessment

The skills mastered in this lesson will be evaluated by teacher observation.

## Extension

Students who have mastered the concepts taught and have completed the project will serve as peer tutors as needed. If there is extra time, they may work on any of the following activities:

- numeric keypad skills
- speed and accuracy drills
- read business periodicals
- research careers, colleges, scholarships

## Accommodations and Modifications

For students with exceptional needs, what changes can be made in instruction and teaching delivery to enhance student participation and learning? Each area below is a direct link to general classroom accommodations.

[Non-readers](#)   [Physical Impairments](#)   [Sensory Impairments](#)   [Attention/Behavior](#)   [Gifted](#)

Each disability below is a direct link to general classroom accommodations specific for that disability.

[Autism](#)

[Deaf - Blind](#)

[Deaf/Hard of Hearing](#)

[Emotional and Behavioral Disorder](#)

[Mild Intellectual Disability](#)

[Orthopedic Impairment](#)

Other Health Impairments:

[Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder](#)

[Tourette Syndrome](#)

[Significant Development Delay](#)

[Specific Learning Disability](#)

[Speech - Language Impairment](#)

[Traumatic Brain Injury](#)

[Visual Impairment](#)