Teaching Computer Literacy

Lesson Plan 6

17. inserting tables

In this lesson, students will insert tables into Microsoft Word pages and create calendars.

Turn the projector on. Have students turn computers on. Double-click on the Microsoft Word icon. Review WordArt and bullets.

<table>
<thead>
<tr>
<th>Tables</th>
<th>Tables</th>
<th>and</th>
<th>more</th>
<th>Tables</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Go to File and scroll down to Page Setup. Click once. Click on Landscape to change the page to a horizontal view. Click OK.
Make a title for a month of the year using a 36 pt. font and a different font style. Change the font size to 26 before making the table. Go to Table in the menu toolbar and click once. Scroll down to Insert and then move the mouse left to Table (tables can also be inserted at the icon located in the standard toolbar but this option is limited to a 4x5 table). Click once.

In the window choose the number of columns and rows needed. Have students select 7 rows and 7 columns (7 rows are for the number of days in the month and 7 columns for the days of the week - each month is different). The number of columns and the number of rows are changed by clicking on the up/down arrows or entering the numbers manually. Click OK.
Have students insert the days of the week and numbers for the days of the month in the table (check the computer calendar for the correct days - a good teaching opportunity). The students can use different font styles and font colors in the table. Students use the arrow keys on the keyboard or a mouse click to work in the next box. Pressing enter shifts the row. When students are finished, erase all work and ask them to repeat the steps on their own to create the table.

The next step is the most challenging. Click in one of the boxes. Go to Insert and scroll down to Picture and then move right to Clip Art. Choose a picture. Click once in the middle of the picture to insert the picture into the table. Double click on the picture in the table. Click on Layout once.
Click on **Behind Text**.

It is now possible to move the picture into the center of the table by dragging the picture from the center. Pull at the small circles around the image to enlarge it.
Fill the calendar with the picture. Add a page border if needed.

To complete the lesson, ask students to make a calendar for any month of the year. Remind them about **Page Setup** and that they need to consider how many weeks there are in the month to correspond to the number of rows.