

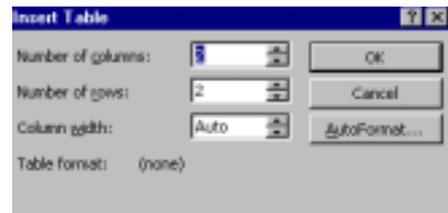
Designing a Lesson Plan using Tables

Press enter at least once before you begin to make your table, so you can add text above your table if you need to.

You can create basic tables by inserting them or drawing them.

Inserting a Table

Select **Table-Insert Table**. A dialogue box will appear, asking you to select the number of rows and columns required. The **Autoformat option** can be also used at this stage to show several preformatted tables which you could use.



Drawing a Table

This is a more flexible method of creating a table.

Select **Table-Draw Table**. The table and borders menu will appear and your mouse will turn into a pencil. Click and drag the outline of your table and then you can create rows and columns. If you want to remove lines click on the rubber tool and rub them out.

To delete your table highlight it and go to **Table-Delete Cells**.

Let's experiment with both ways of creating a table.

In our lesson plan let's make a table with 10 rows and 1 column using the Insert method. We will then modify it.

Splitting Cells

Click on the left-hand side of the second row. The whole row should go black. Go to **Table-Split Cells** and click on 3 columns.

Shading Cells

Click on the left hand side of the first row. Go to **Format-Borders and Shading** and click on the Shading tab. Under patterns choose 10% Grey and say OK. Now your first row will be grey.



Moving cells manually

If you move the mouse onto one of the lines of your cell you see this tool. This allows you drag the line into a different position.



Moving around the table

Use the Tab Key to move the cursor from one cell to the next. You can also use the mouse to click in the cell you want.

Text

Once you have a cursor in your cell you can type as normal and change the font, size and style as you want. Your cell will automatically adjust to the size of your text, and you can use the return key to enlarge your cell.

Copy this lesson plan outline to practice the skills you have learnt.

Creating a Template

When you have finished designing your lesson plan you can make it into a template which you can reuse.

Go to **File-Save as**, in the **Save as type** box select Document Template. In the File name box, type a name for the new template, and save. Your template will appear in the general templates tab.

Using Existing Templates

Select **File-New** and this dialogue box will appear. Click on the template you want and preview the document in the dialogue box and OK.

Fill in any information required.



Saving the Template

When you want to save the template for future use, whether you choose **Save** or **Save As** the **Save As** dialogue box will appear asking you to give the document a new name, leaving the original template intact.

In the Save As Type box, choose Document Template. Next time you want to use it, choose New from the File menu, and then double-click your template.

Obviously there are many different styles of lesson plan. This very basic example will introduce you to using tables in Word. You can then build on this model to create more complex designs.

Lesson Plan

Date:

Time:

Class:

Learning Objectives:

Core:

Extension:

Previous Learning Outcomes:

Activities:

Teacher:

Pupil:

Homework: