UNIT 7: LESSON – Tables & Drills

Procedure:

- Complete warm-up as shown below.
- Read information on tables and complete assignment.
- Do accuracy and speed drills as assigned by teacher.

Warm-up:

1. His dream was a Harley; he worked hard, and bought one.
2. The young man went to serve his country; he is a town hero.
3. Those boxes of chocolates were tempting me, so I ate them.

Accuracy Drills:

4. It is methodologically innovative to integrate technological advances.
5. Detailed industry-centered systems are gauged to impact the country.
6. There is a likelihood of a sharp increase in defense procurement.
7. The requirement of endurance parameters creates a descrepancy.
8. It is imperative that individuals strive for a peacetime environment.
9. An unprecedented event brings a fully recognizable activity structure.
10. The dysfunctional qualities of deep-seated personal bias are worthless.

11. The purpose of the proposed program is to evaluate the entire system.
12. Neighborhoods deal with interdependent outcome dimensions.
13. The convergence of multiple incursions throughout the world exists.
14. There is a plethors of significant military signatures required daily.
15. The managerial and organizational concepts are applicable in theory.

16. Extraordinary ethical issues confront personnel in complex manners.
17. The contemporary sociotechnical environment is imperative today.
18. Complexities in longitudinal relationships have developmental effects.
19. Economic conditions provide critical evidence of multiplier effects.
20. Institutionalized racism must not be allowed to permeate society.

UNIT 7: LESSON Page 2 – Tables & Drills

Speed Drills:

4.　It is not what you do, but the way you do it that counts the most.
5.　If the fox can run faster than the hound, it will get away today.
6.　It is up to you and me to find out if we will get to the box today.
7.　Our son is to go to the file and get the page that we asked for.
8.　Type fast and work every day to go faster yet with less errors.
9.　You will improve in typing if you practice each and every day.
10.　Now and then it is good to take a rest and catch your breath.

11.　On a hot day the little girl went for a walk with her dad to the rock.
12.　If she does not put in the effort it takes, she will not achieve her goal.
13.　One day the prize will be won if there is a lot of good and hard work.
14.　Don't let things get you down. You must try each day to get better.
15.　This is for you and that is for me and that other one is for that boy.

16.　If I can see you the next day I will come to the bank to do so.
17.　When a small child plays he is to learn and grow in his own way.
18.　The man ran down the lane, turned the corner, and left the town.
19.　One man's junk is a treasure for someone else; don't you think?
20.　If we work all day and clean the barn we will go to get ice cream.

Introduction of Tables – Vocabulary

Boxed Table – Table with both vertical and horizontal lines which intersect and surround the typed material.

Key Word – The longest line in a column (the minimum length the column should be.

Ruled Table – Table with vertical and/or horizontal lines (rules)

Unruled Table – Table without any lines or boxes around the typed material

UNIT 7: LESSON Page 3 – Tables & Drills

Tables may be created simply by tabbing from tab set to tab set as you type the materials. If this method is used, it will be required to alter the tab settings so that the columns are

equally spaced. A much easier way is to use the table feature of the word processing program. To do this in Microsoft Word, follow these steps:

1.   Click where you want to create a table
2.   Click **TABLE- INSERT-TABLE**
3.   Identify the number of columns and rows wanted
4.   Click OK

There is also an **Insert Table** icon on the tool bar. When using this, click on the icon, drag your mouse cursor to the number of columns and rows wanted, and click.

After the table is completed with the typed material, the lines are showing and it is a boxed table such as the one below

1256	2582	2568
2581	2587	7808
9808	3157	2139

When the I-beam cursor is placed just above the first column, it turns into a dark down arrow.   Click once and the entire first column is highlighted. If you look above to the ruler, you will see small boxes that indicate the beginning and end of each column. By clicking and dragging, you can move a box to make the column larger or smaller.   In this next example, the above table was used, but the first column was decreased in size.

1256	2582	2568
2581	2587	7808
9808	3157	2139

UNIT 7: LESSON Page 3 – Tables & Drills

In this next example, the second table from above was inserted and then the second and third column was also decreased in size.

1256	2582	2568
2581	2587	7808
9808	3157	2139

Now we will want to move this table to the center of the page. To do this, point somewhere in the table and **left click**. A menu comes up which gives the option, **Table Properties**. Click on this and look for the **alignment** options. Click on **Center**.

1256	2582	2568
2581	2587	7808
9808	3157	2139

Next we need to remove the boxed lines. Highlight the table by clicking and dragging from the first row through the last row, making sure you do not get the space after the table. Another way to highlight the entire table is to point in the white area near the upper left hand corner of the table. A box appears with horizontal and vertical double-headed arrows. When you click on this small box, the entire table will be selected. On the tool bar above your page should be an icon that looks like a box. Click on the down arrow key to the right of this box and one of the options will look like a box that has had all it's lines erased (they are very faint). If you click on this, all the lines in your table will disappear like this:

1256	2582	2568
2581	2587	7808
9808	3157	2139

You will see faint lines, but they will not print. Now, if you had placed a title above this table it would look something like this:

A NUMBER TABLE

1256	2582	2568
2581	2587	7808
9808	3157	2139

Unit 7: Job 1

Come down to line 22 on a full sheet of paper. Use the center button to center the title, all in caps. Hit three enters (TS). Then use the table feature to insert a table that has two columns and 7 rows. Then type the information from the following. (Use the underline feature to underline the words "State" and "Abbreviation").   If requested by the teacher, you can resize the columns to make the information appear more centered under the title. You can have the information in the rows be left aligned or center aligned per instructions by your teacher. After you have typed the information, highlight the entire table (make sure that you get only the table and not the space above and below it). Move your mouse cursor to the border box on the tool bar. Click on the down arrow to the right of it and choose the no border option. Your table will then be ready to be printed.

TWO-LETTER STATE ABBREVIATIONS

STATE	ABBREVIATION
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO