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| **TECHNOLOGY** |
| **OBJECTIVES** | **ACTIVITIES** | **RESOURCES** |
| - To be able to work within Microsoft Excel and use the formatting tools to create a table | **PRIOR KNOWLEDGE:*** Insert text into cells
* Merge cells
* Expand the width of cells
* Change the font, size and colour of text
* Format cells using fill colour
* Add borders

**ACTIVITY:** * Create a holiday schedule in Excel just like the one we created for your school timetable except this one will have all your holiday activities

**STEPS:*** Open a new Excel document
* Select blank document
* SAVE your document in a folder where you can find it again!
* Add in the days of the week (Thursday to Wednesday) and put the times (in hour segments, starting from 8:00am and ending at 8:00pm).
* Use the image of my schedule to guide you
* I have put in examples of activities – please create your own schedule for the first week of your break and design your own activities and schedule
* Once completed – please email your document to me to assess
* My email is: kirstenanthony0@gmail.com
* This activity will take you two lessons so this will be for lesson 1 and lesson 2.

**YOU MUST INCLUDE:*** merged cells
* borders for the table
* change the font
* colour code your cells (so give each activity its own special colour and use the same colour every time you write that activity)
* a heading for your table
 | - Computer / Device- Microsoft Excel |

