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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](mailto: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 |

