Learning Targets for Module 2, Chapter 15:

# I can…

|  |  |  |  |
| --- | --- | --- | --- |
| StandardModule 2 | Description/Skills Set | Level of Knowledge1 – got it2 – getting it3 – no clue | Level of Knowledge1 – got it2 – getting it3 – no clue |
|  |  | **Beginning of Chapter**  | **End of Chapter** |
| 2.2.13 | Create a table and insert text. |  |  |
| 2.1.12 | Insert and delete rows and columns |  |  |
| 2.1.12 | Adjust column width and row height. |  |  |
| 2.1.13 | Use the Draw Table and Eraser tools to create and edit a table grid |  |  |
| 2.1.15 | Format text alignment and direction within a table cell. |  |  |
| 2.1.15 | Format borders and shading and apply table styles. |  |  |
| 2.1.15 | Sort data in a table. |  |  |
| 2.1.13 | Convert text to a table and vice versa. |  |  |

**Chapter 15 Key Vocabulary**

* **Ascending order:**
* **Cell:**
* **Descending order:**
* **Gridlines:**
* **Merging cells:**
* **Quick Tables:**
* **Splitting cells:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| How Do I? | Ribbon (Tell me which one) | Group (Tell me which one) | Button or Dialogue Box | Office Button (Tell me where to go) |
| Create a table and insert text. |  |  |  |  |
| Insert and delete rows and columns |  |  |  |  |
| Adjust column width and row height. |  |  |  |  |
| Use the Draw Table and Eraser tools to create and edit a table grid |  |  |  |  |
| Format text alignment and direction within a table cell. |  |  |  |  |
| Format borders and shading and apply table styles. |  |  |  |  |
| Sort data in a table. |  |  |  |  |
| Convert text to a table and vice versa. |  |  |  |  |