

## Task-Based Activity: Interpret a Software Table

**Laubach Connection:**Laubach Way to Reading (LWR) Book 4, Lesson 1

**OALCF Link**

### Relevant Goal Paths

Apprenticeship, Employment, Independence, Postsecondary, Secondary School Credit

**Rationale:** Learners on the Apprenticeship, Employment, Independence, Postsecondary and Secondary School Credit Paths will need to read tables for a variety of different reasons.

**Task-Based Activity Description:** The learner will interpret a simple document (table) to locate and connect information **(A2.2)**.

**Competency, Task Group and Level Indicators**  
(See Assessment page for performance descriptors)

### A: Find and Use Information

#### A2: Interpret documents

- **A2.2:** Interpret simple documents to locate and connect information

### Materials Required

- Pen or pencil and eraser
- Question sheets

## Overview

### Activity Introduction

This task uses a simple table describing different software for a computer. The learner will analyze the table and answer the questions.

### New words

Determine any new words that you think are being introduced in the activity and review those words with the learner.

### Instructions

1. Have the learner fill in their name and the date.
2. Have the learner complete the pre self-assessment.
3. Have the learner complete the task-based activity.
4. After completing the activity, have the learner complete the post self-assessment.
5. After the learner has completed the task-based activity, complete the assessment section and review the results with the learner.

### Extension activities

- Have the learner use one software of their choice and explore its features

## Task-Based Activity: Interpret a Software Table

Learner Name: \_\_\_\_\_ Date: \_\_\_\_\_





### Pre self-assessment

I need to improve my skills at locating information in a table:

Yes

No

## Activity

Program	Features
 Write It	<p>Save time writing text and make changing text easier and more flexible.</p> <p>Basic Features:</p> <ul style="list-style-type: none"><li>• Store documents for later use</li><li>• Store in many formats (e.g., RTF, PDF, HTML)</li><li>• Erase and insert text</li><li>• Search and replace</li><li>• Move or copy text</li><li>• Word wraparound</li></ul>
 Axis	<p>Make spreadsheets and charts with mathematical equations.</p> <p>Basic Features:</p> <ul style="list-style-type: none"><li>• Built in formulas</li><li>• Pivot tables</li><li>• Chart</li><li>• Sorting and filtering data</li></ul>
 Notebook	<p>Jot down your ideas, capture web clippings and research, in one place to stay organized.</p> <p>Basic Features:</p> <ul style="list-style-type: none"><li>• Different content types on one page</li><li>• Drag and drop pictures</li><li>• Share with others</li></ul>
 Publish It	<p>Make flyers, reports, newsletters, brochures, and student handouts more attractive and professional looking.</p> <p>Basic Features:</p> <ul style="list-style-type: none"><li>• Alignment</li></ul>

- **Change styles/appearance**
- **Insert automatic headers, footers, and pagination**
- **Insert graphics**
- **Insert colors and shading. Insert tables**
- **Insert text boxes**
- **Insert drawn figures**

1. If you needed to write a short paragraph for work, which software would you use?

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2. You are brainstorming ideas for your mom's 50<sup>th</sup> birthday party. You need a place to put pictures and ideas. Which software could you use?

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3. Which software has charts, built-in formulas and pivot tables?

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4. You are making a flyer for your neighborhood's Canada Day barbeque. Which software should you use and why?

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5. Which software can you use to erase and insert text, store documents in many formats, store documents for later use and move or copy text?

\_\_\_\_\_

### Post self-assessment

I think my skills have improved as a result of completing this activity.

Yes

No

Learner comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Assessment

### Task-Based Activity: Interpret a Software Table

Learner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Practitioner Name: \_\_\_\_\_

Performance Descriptors	Needs Work	Improving	Excellent
<b>A2.2: Interpret simple documents to locate and connect information</b> <ul style="list-style-type: none"><li>• performs limited searches using one or two search criteria</li><li>• extracts information from tables and forms</li><li>• locates information in simple graphs and maps</li><li>• uses layout to locate information</li><li>• makes connections between parts of documents</li><li>• makes low-level inferences</li><li>• begins to identify sources and evaluate</li></ul>			

information			
<b>The learner needs to work on the following:</b>			
<b>This task was successfully completed</b>		<b>This task needs to be tried again</b>	
<b>Practitioner Comments:</b>			
<b>Learner Comments:</b>			