

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">• Store documents for later use• Store in many formats (e.g., RTF, PDF, HTML)• Erase and insert text• Search and replace• Move or copy text• Word wraparound
 Axis	<p>Make spreadsheets and charts with mathematical equations.</p> <p>Basic Features:</p> <ul style="list-style-type: none">• Built in formulas• Pivot tables• Chart• Sorting and filtering data
 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">• Different content types on one page• Drag and drop pictures• Share with others
 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">• Alignment

- **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?

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

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

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

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

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