

LESSON NOTE FOR WEEK FIVE
SUBJECT: BUSINESS STUDIES
CLASS: J.S.S 3
TOPIC: SIMPLE TABULATION

PERFORMANCE OBJECTIVES: By the end of the lesson, the students should be able to:

1. Explain the meaning of tabulation.
2. State the parts of a table.
3. List the methods creating a table.
4. Explain the process of inserting a simple table on your document.

Simple Tabulation is described as the separation of rows and columns into different units for clear understanding of items posted. It is useful in Accounting, working and simple addition of items.

TABULATION is the arrangement of classification of information into columns or tables.

In tabulation, information is presented in column format.

PARTS OF A TABLE

- 1. Title:** The title identifies the table and is typed in capital letters preferably.
- 2. Sub-title:** It gives more information below the title with principal words capitalized.
- 3. Column headings:** These are centred horizontal with 3,4,5 or more space between columns. It is commonly single spaced.
- 4. Columns:** These are listings in a table, including the column heading. It also consists of vertical set of cells.

METHODS OF CREATING A TABLE

Tables can be created using

Microsoft word or Microsoft Excel.

In Microsoft word, creating a table can be done in four ways:

- a. By Clicking on the auto generated table grid.

- b. By using the insert table command.
- c. By using the draw table command.
- d. By using the quick table option.

STEPS INVOLVED WHEN USING THE AUTO GENERATED TABLE GRID

1. Locate the cursor on the point where you want your table to appear on your word document.
2. Using your mouse or touchpad, move the arrow and left click the insert menu on the menu bar
3. On the sub menu which shows up, left click the table icon. The first option you will notice is the table grid showing rows and columns.
ROWS: It consists of a horizontal set of cells.
COLUMN: This consists of vertical set of cells.
CELLS: Is the enclosed space formed by the intersection of a row and a column.
4. Move the arrow over the displayed

table grid to a position which denotes the combination of the number rows and number of Columns that you want to be present in your table.

5. You can then key in the headings of the respective columns and rows as the case may be.

STEPS INVOLVED WHEN USING THE INSERT TABLE COMMAND

1. Locate the cursor on the point where you want your table to appear on your word document.
2. Using your mouse or touch pad, move the arrow and left click the Insert menu on the menu bar.
3. On the sub menu which shows up, left click the table icon. This brings out a dialog box showing the various options for creating tables.
4. Next, left click on the insert table option in the dialog box.
5. You can then key in the headings of the respective Columns and rows

as the case may be.

STEPS INVOLVED WHEN USING THE DRAW TABLE COMMAND

1. Locate the cursor on the point where you want your table to appear on your word document.
2. Using the mouse or touch pad, move the arrow and left click the insert menu on the menu bar.
3. On the sub menu which shows up, left click the table icon. This brings out a dialog box showing the various options creating tables.
4. Next left click on the draw table option in the dialog box. This display an on screen pencil image which is also moveable with the mouse or touch pad.

EVALUATION:

1. Explain the meaning of tabulation.
2. List the parts of a table and explain them.
3. List the methods of creating a table.

4. Explain the process of inserting a simple table in your document.

ASSIGNMENT:

Multiple choice questions

1. Which of the following gives more information below the title

- (a) sub title
- (b) column heading
- (c) columns
- (d) None of the above

2. Creating a table can be done in__ ways (a)4 (b)3 (c)2 (d)5.

3.___consists of a horizontal set of cells.

- (a)Row (b) column
- (c)cells (d) All of the above.

4. ___consists of a vertical set of cells

- (a) column (b) Row
- (c) cell (d) None of the above.

Fill in the gap

1. Tabulation is____
2. Parts of a table are _____,_____and_____
3. Row consists of _____
4. Column consists of_____
5. A cell is_____

LESSON NOTE FOR WEEK SIX

SUBJECT: BUSINESS STUDIES

TOPIC: PRINTING OF ASSIGNMENT AND ERASING TECHNIQUES

PERFORMANCE OBJECTIVES: By the end of the lesson, the students should be able to know the following:

1. Highlight the procedure for printing assignment.
2. Know different erasing techniques.

Letters, assignment and other jobs are printed using any of the several printers available. Before a printer can be used, its software has to be installed on the computer from which the document is to be printed.

To print, the following instructions must be followed:

1. Left Clicking on the windows button on the upper left-hand corner of the computer screen drops a

dialog box from where you can left click print icon.

2. Left Clicking the print icon on the computer screen opens the print dialog box.

3. Before actual printing, you should click the print preview icon. Doing so, displays on the computer screen how your printed document will look.

4. When you are satisfied, you can then print the document.

Types of Erasing techniques

1. Rubber Eraser: Move the carriage to the left or right to prevent the eraser dust from falling into the type basket or typewriter. Erase the error carefully so as not to tear the paper. Blow the dust away from the machine and type the correct stroke or word.

2. Mechanical Eraser: These consists of chemically treated strips of paper, fluid and powder. In order

to use the paper strips to correct your errors you only back space the stroke or word to be erased.

3. Double typing: It is a lazy way of typing to type the correct characters over the incorrect ones without first erasing the mistakes. In typewriting, this is called **over typing or double typing** and this is heavily penalized in typewriting examination.

Evaluation:

1. Highlight the procedure for printing assignment.
2. List different methods of erasing techniques.

Read more on these topic from this your text book.