**Tables**

Use the tables in this document to experiment and to learn how to change row heights, column widths, and the alignment of cell contents. Work on the table’s ***Layout* tab.**

1. ***Adjust the table to fit between the left and right margins – AutoFit Window.***
2. ***Adjust all columns to have the same width – Distribute Columns.***
3. ***Now drag the column widths to sizes that you think look neat.***
4. ***Make the height of the first row bigger by dragging the lower border of this row down.***

**Orientation Day – All Helpers**

| **Surname, Init** | **Group** | **Class** | **Duty** |
| --- | --- | --- | --- |
| Abdool, M | Teacher | 11C |  |
| Jizana, NB | Parent | -- |  |
| Zondo, LT | Teacher | 11B |  |
| Gerber, NJ | Teacher | 9C | Afrikaans (subject) |
| Bateman, C | Parent | -- | Announcer |
| Maluleka, TH | Teacher | 10A | Art (subject) |
| Trofin, KM | Teacher | 8B | Biology Lab |
| Ford, W | Parent | -- | Catering |
| Motshabi, LP | Parent | -- | Catering |
| Berrangé, T | Learner | 9A | Choir |
| Ferreira, EP | Learner | 10C | Choir |
| Jones, G | Learner | 11A | Choir |
| Kganyago, LH | Learner | 10A | Choir |
| Ramela, NS | Learner | 11C | Choir |
| Reis, J | Learner | 8A | Choir |
| Van Tonder, Z | Learner | 11B | Choir |
| Weideman, I | Teacher | 12B | Computer Lab |
| Kahlil, S | Teacher | 10B | Drama (subject) |
| Makitla, T | Learner | 11C | Drama performer |
| Smith, TK | Learner | 11B | Drama performer |
| Miller, DG | Teacher | 12A | EMS (subject) |
| Grobbelaar, C | Teacher | 9A | English (subject) |
| Mnguni, GK | Teacher | 12C | Geography (subject) |
| Dyer, TP | Teacher | 9D | German (subject) |
| Ngwenya, TF | Teacher | 8C | History (subject) |
| Du Plessis, M | Teacher | 9B | isiXhosa (subject) |
| Kriel, AM | Teacher | 10C | Music (subject) |
| Watson, LK | Teacher | 11A | Science (subject) |
| Muavha, NC | Teacher | 8A | Science Lab |
| Moraka, GW | Parent | -- | Security |
| Brummer, R | Parent | -- | Sound & PPT |

1. ***Change the height of the first row to 1 cm.***
2. ***Change the height of all the other rows to 0.8 cm.***
3. ***Click anywhere in the first column and change the width of this column to 2.55 cm.***

**Teachers – Online English project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** | **Province** | **Topic** | **Can\_Travel** |
| Aspeling, S | NC | Pronunciation | Yes |
| Flaxman, G | WC | Composition | Yes |
| Katuruza, A | WC | Literature | Yes |
| Lehari, C | GT | Composition | No |
| Nortje, JS | GT | Style | Yes |
| Prokopos, L | NC | Idioms | Yes |
| Sadick, T | WC | Idioms | Yes |
| Snyman, BP | LP | Grammar | No |
| Souchon, JA | FS | Grammar | Yes |
| Varrie, AL | NW | Style | Yes |
| Williams, BP | GT | Style | Yes |
| Zubairu, LM | EC | Grammar | Yes |

1. ***Adjust the column widths to accommodate their content automatically.***
2. ***Set the alignment in all rows (except the heading row) to Align Center Left.***
3. ***Change the heights of all the rows to 0.8 cm.***

**Subjects offered at Boulder High**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Department** | **Head** |
| Accounting | Accounting | Strydom, B |
| Afrikaans | Languages | Muavha, NC |
| Biology | Natural Sciences | Grobbelaar, C |
| Computer Applications Technology (CAT) | Technology | Miller, DG |
| Consumer Studies | Technology | Du Plessis, M |
| Drama | Arts & Culture | Weideman, I |
| Economic Management Science (EMS) | Accounting | Dyer, TP |
| English | Languages | Abdool, M |
| Geography | Social Sciences | Trofin, KM |
| History | Social Sciences | Mnguni, GK |
| isiXhosa | Languages | Maluleka, TH |
| Life Orientation (LO) | Social Sciences | Style, JK |
| Mathematics | Mathematics | Gerber, NJ |
| Mathematical Literacy | Mathematics | Kriel, AM |
| Music | Arts & Culture | Watson, LK |
| Performing Art (Drama) | Arts & Culture | Zondo, LT |
| Physical Science | Natural Sciences | Ngwenya, TF |
| Technology | Technology | Boshoff, TL |
| Visual Art | Arts & Culture | Kahlil, S |

1. ***Change the text direction of the row headings Software, Networking and Programming to look like the row heading Hardware.***
2. ***Change the left and the right cell margins to 0.35 cm.***

|  |  |
| --- | --- |
| **Computer Courses** | |
| **Course** | **What this course is about** |
| **Hardware** | This course is for those who like opening up cases and plugging in parts – tweaking settings and making their computer scream at its fastest possible speed. Upgrade your RAM or double your storage. Tinker, build, swap, maintain. The sky’s the limit, really (and of course your pocket). |
| **Software** | This course is for the general IT support specialist. There’s no point in having access to all the technology without knowing what it can be used for. When done, you will know enough to guide anyone into informed choices of what software is best suited to the tasks that they want to accomplish. |
| **Networking** | This course is designed for those who are looking to extend their home or business network. If you enjoy messing about with cables, crimping tools, UTP connectors and routers, then you’ve found your spot. And if you’re really keen, there are many other rabbit-holes to explore – VPNs, fibre, et al. |
| **Programming** | This course caters for those whose idea of fun is to read programming manuals, and who get a kick out of hammering out their own specialised utilities, rather than relying on the offerings of others. Customising and creating new solutions to old problems is where it’s all at. Delphi, Java, Python ... even C++. |