**Practical tasks:**

**Task 1: Use the information below to create a table in Microsoft Word. Your table should include the following columns**:

* Name
* Age
* Hobby
* Favorite Food
* Special Note

**Unstructured Data:**

* Names: Mia, Jack, Aiden, Sophie, Emma, Lucas
* Ages: 11, 12, 10, 11, 12, 10
* Hobbies: Painting, Football, Reading, Dancing, Singing, Playing Chess
* Favorite Foods: Pizza, Pasta, Sandwiches, Ice Cream, Burgers, Noodles
* Special Notes:
* Mia loves art competitions.
* Jack plays in the school football team.
* Aiden is the class librarian.
* Sophie performed in the school dance show.
* Emma won a singing contest last month.
* Lucas loves playing chess with his grandfather.

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| **Rubric for Phrase searching** | | | |
|  | 1 | 2 | 3 |
| Able to make a word file |  |  |  |
| Able to add table |  |  |  |
| Able to find tables features. |  |  |  |
| **Key**: 1. Needs more opportunity to develop this skill.  2. Beginning to demonstrate this skill.  3. Has achieved this skill. | | | |

**Task 2: Organize the following information into a table in Microsoft Word. Your table must have the following columns:**

* Student Name
* Class
* Favorite Subject
* Marks Scored
* Remarks

**Unstructured Data:**

* Names: Ethan, Lily, Noah, Ava, Ryan, Olivia
* Classes: 6A, 6B, 6A, 6C, 6B, 6C
* Favorite Subjects: Math, Science, English, History, Geography, Art
* Marks Scored:
* Ethan scored 85 marks.
* Lily scored 92 marks.
* Noah scored 78 marks.
* Ava scored 88 marks.
* Ryan scored 90 marks.
* Olivia scored 95 marks.
* Remarks:
* Ethan: Needs to improve handwriting.
* Lily: Excellent performance in Science
* Noah: Good effort but needs to focus on grammar.
* Ava: Great participation in class discussions.
* Noah: Good effort but needs to focus on grammar.
* Ava: Great participation in class discussions.

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