

## 1 Instruction – 5%

Sequence: The main sequence is numbered. However, item no 4 has alternatives, and the Pattern alternative again has alternatives.

Recognisability: There is no screenshot, only some of the words which probably appear on the screen.

Feedback: Following “The next time you turn on you tablet ...” will give feedback as to whether your password/pin/pattern works. However, the instructions do not say how to turn the tablet off. Also, this item is not given number 5, which would have

## 2 Information and IT concepts – 40%

- A. For Ivo, a table seems to be a pattern of rows and columns, regardless of how it is stored in a file. He identifies a table with its meaning and not by its structure in a computer.
- B. Spreadsheet: A table is a rectangular part of a sheet. The cells can contain numbers, formulas, text. A formula in a cell can refer to values of other cells.

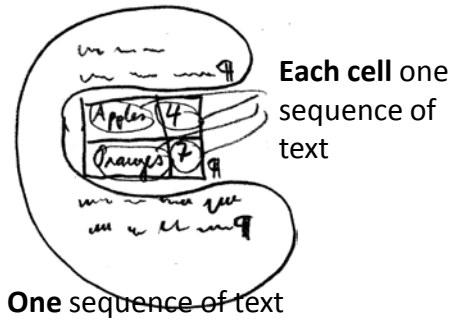
### Table in spreadsheet

The screenshot shows a spreadsheet with columns A through E and rows 1 through 15. A red box highlights a 5x3 grid of cells (rows 1-5, columns A-C). A red arrow points from the text 'A table' to this box. The data in the highlighted cells is as follows:

	A	B	C
1	apr	2477000	9174,074
2	mar	841600	3117,037
3	feb	726900	2692,222
4	jan	211600	783,7037
5	dec	864100	3200,37

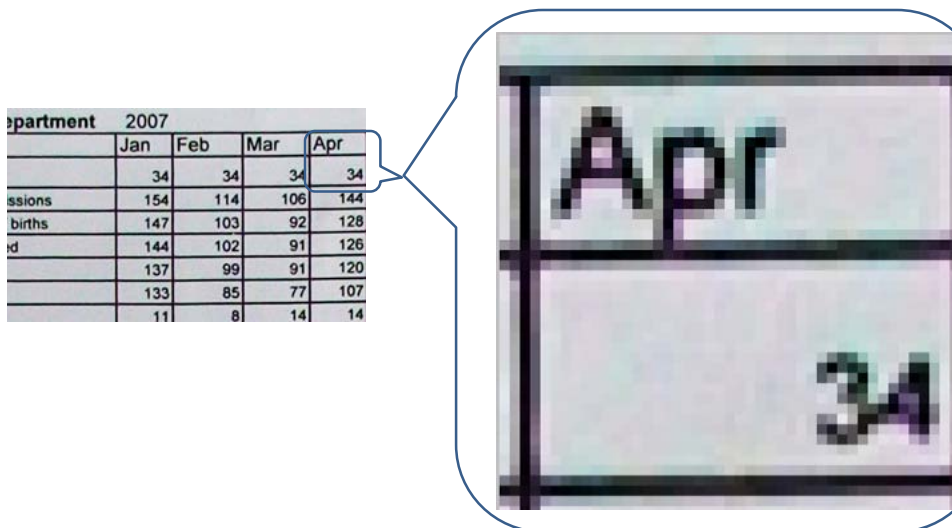
Text processor document: A table is a rectangular grid of rows and columns which is preserved as a unit within the main textflow of the document. The cells can contain numbers, text, graphics, etc. The text in the cells constitute separate text flows, which do not interfere with the other text flows in the document.

# Tables in documents



Picture: A table is a more or less rectangular part of a picture, showing a grid of lines with numbers of text in the cells. The whole picture, including the table, consists of pixels in a grid.

# Table in picture



Similarities:

They all appear as a grid of cells with contents within the cells.

Specific properties:

Spreadsheet tables enable any calculations to be carried out on the numbers in the table.

Document tables: Cell contents can be formatted as any text in the document.

Picture tables enable adjustments of colour, brightness, contrast, and 1000 other operations which can be carried out on photos.

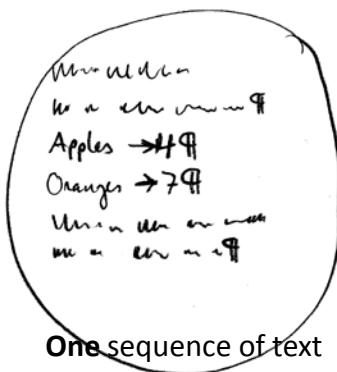
- C. Ivo now seems to have a view of tables as a grid which has a layout that can be redesigned in any way. Therefore, tell him:

A spreadsheet is a grid of enumerated rows and columns, and all cells belong to a column. It is therefore not possible to split a cell, but additional columns can be inserted in between, possibly giving the effect of splitting columns.

However, cells in spreadsheets can be merged, and merged cells can be split back into their original columns.

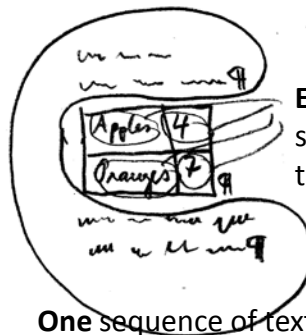
D.

## Tabs versus Tables



**One** sequence of text

- Changing the contents may alter vertical alignment.
- Tabs have to be inserted or deleted



**One** sequence of text

- Changing the contents of the cells does not alter table structure and layout

**Each cell one**  
sequence of  
text

### 3 Transfer from course – 15%

A

Facilitate:

Explanation of purpose for each department.

Explanation of data structure, although the lack of response may indicate that the participants didn't get it or that they were familiar with it already.

Hands-on training in pairs. Discussions in the pairs may help understanding.

Hints for problem solving

Inhibit:

The participants practiced on examples which Rahel had prepared. They did not necessarily practice on their own data and for their own activities.

She did not summarize exercises or the whole session.

Hint no 2 might not be fruitful, since this is an internal information system. They might have been better off searching e-mails in the super-user group.

B

Facilitate:

Super-users are going to help colleagues solving their problems with the system. Problem solving is eased through understanding of purpose and data structure, hence the two explanations given might help, as well as the discussions.

The advices may contribute to explicit training in problem solving. The super-users may try these for solving their colleagues' problems.

C

Same as under inhibit above. Plus that she could have organised them with meetings, an intranet site, etc.