

Task Title: Create a Table to Compare Supplies

OALCF Cover Sheet - Practitioner Copy

Learner Name:		
Date Started:		
Date Completed:		
Successful Completion: Goal Path: Secondary School	Yes No Post Secondary	Apprenticeship Independence
Task Description: Creat	e a table to compare supp	olies to be ordered.

Main Competency/Task Group/Level Indicator:

• Communicate Ideas and Information/Complete and create documents/B3.2b

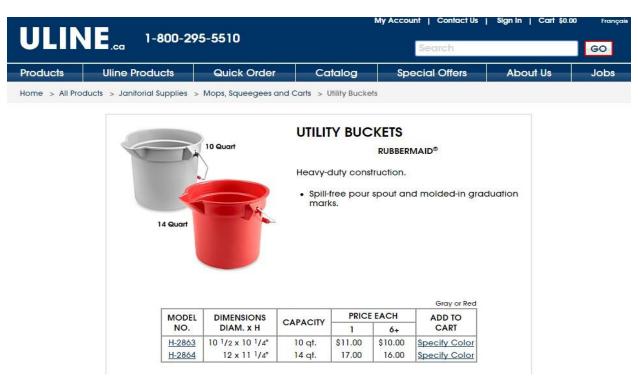
Materials Required:

- Pen/pencil and paper
- Computer with word processing program (e.g. Microsoft Word or Google Docs)

Learner Information

People often create tables to help make choices about which product to purchase. An employee may be asked to create a table comparing supplies before making a purchasing decision.

Scan the information for 6 Utility buckets.











Work Sheet

Task 1: Create a table to compare the features and prices of the six (6) utility buckets. Give your table a title. Use the following column headings:

- Distributor
- Brand
- Model Name
- Model #
- Capacity
- Price
- Discount for multiple orders

Task completed: Yes: No:

Answers

An example of a completed comparison table is here:

Utility Bucket Feature and Price Comparison							
Distributor	Brand	Model name	Model #	Capacity	Price	Discount for multiple orders	
ULINE.com	Rubbermaid	N/A	H-2863	10qt.	\$11.00 each	\$10.00 each for 6 +	
ULINE.com	Rubbermaid	N/A	H-2864	14qt	\$17.00 each	\$16.00 each for 6+	
Empire Cleaning Supply	Continental	Huskee	646010- red	14qt	\$17.68 each	N/A	
Empire Cleaning Supply	Continental	Huskee	646000- grey	14qt	\$16.70 each	N/A	
CLEANITSUPPLY.com	Rubbermaid	Brute	RCP 2963	10qt	\$9.49 each	N/A	
Empire Cleaning Supply	Rubbermaid	Brute	RCP2614	14qt	\$19.28 each	N/A	

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently		
B3.2b	follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists)					
	sorts entries into categories					
	displays one or two categories of information organized according to content to be presented					
	identifies parts of documents using titles, row and column headings and labels					
This task: Was successfully completed Needs to be tried again Learner Comments:						
<u> </u>						
Instructo	or (print):		Learne	r (print):		

Skill Building Activities

Links to Online Resources:

GCF LearnFree:

- Google Docs Working with Tables: https://edu.gcfglobal.org/en/googledocuments/working-with-tables/1/
- Word Creating Tables: https://edu.gcfglobal.org/en/word/tables/1/

LearningHUB Digital Courses including Microsoft Word and Google Docs: https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380779

LearningHUB Course Catalogue:

https://www.learninghub.ca/apps/pages/coursecatalogue