

Task Title: Create a Table to Compare Supplies

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** Create a table to compare supplies 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.

A screenshot of a web page

Description automatically generated

A red bucket with a handle

Description automatically generated

A grey bucket with a handle

Description automatically generated

A close-up of a bucket

Description automatically generated

A grey bucket with red handle

Description automatically generated

# 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**

Answer:

Task completed: Yes: No:

**Task 2: Use the product information for the six buckets to fill in your table.**

# 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:

Instructor (print): Learner (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>