

Activity in which we have to complete a table by typing, selecting or marking words on the cells:

**Marca as casas que correspondan a cada arquipélago.**

	<b>Illas Baleares</b>	<b>Illas Canarias</b>
<b>Roque dos Muchachos</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pico das Neves</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Es Pla</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teide</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Puig Major</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Serra de Tramuntana</b>	<input type="checkbox"/>	<input type="checkbox"/>

ACERTOS: 0/1

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In the “*Activity*” tab we can find these items:

The screenshot shows the Ardora 7 interface for configuring a table activity. The main window is titled "Tablas" and "Completar las celdas de una tabla". It has four tabs: "1.- Actividad", "2.- Opciones de ejecución", "3.- Página web", and "4.- SCORM".

Under the "1.- Actividad" tab, there is a table with the following data:

	Illas Baleares	Illas Canarias
Roque dos Muchachos	0	1
Pico das Neves	X	X
Es Pla	1	X
Teide	0	X
Puig Major	1	0
Serra de Tramuntana	1	0

Below the table, there are configuration options for the activity:

- 2**: "Filas" (Rows) set to 7.
- 3**: "Columnas" (Columns) set to 3.
- 4**: "Primera celda" (First cell) set to 15.

## SECTION 1

Here we have the table to be filled. By default Ardora shows a 4x4 table which probably won't fit our needs, so the first thing we have to do is to adjust the dimensions of the table to meet our needs in section 2: "Rows" and "Columns".

Once we have the table, it is time to enter data into it. Usually, in the first column on the left

and in the first row on the top, some fixed texts are entered. To do this, click on the appropriate cell and a popup window opens:

To enter a fixed text we have to click on the "Text" button (1), type the words you want in field number 2 and make sure the box "hidden cell" (3) is unchecked. Accept and the text should appear in the table.

### ***Interactive cells:***

#### a) Typing text.

The user will have to write some words inside a cell:

We set the "Text" button (1) and in the "Text" field (2) we write the answer the user will have to type. In the "options" fields (3), we can write other texts that may also be valid (for example,

synonymous of those words). We will activate this box (4) if we want that the software doesn't take into account uppercase or lowercase letters. The box "hidden cell" (5) has to be checked only in case we want the user to write something on it.

b) Checking boxes.

A checkbox that the user can check or leave unchecked will appear on the cell. An example of this type is shown in the first image of this manual. The pop-up window is the same as in the previous section, but if you click the "Check" button (1):



In section 2, we will indicate whether the user will have to check the box or leave it unchecked. The box "hidden cell" (3) must be obligatorily marked in the table so that the cell is interactive and can be later marked or unmarked.

c) Select the text.

In this case, within the cell a drop down list will appear and the user will have to choose among several options.

To do this, we will activate the "Select" button (1). In the "text" field (2) we have to write the correct word to be selected. In the "options" fields (3) the wrong words we include here will also appear in the drop-down list (at least, we must give one "wrong" option). The box "hidden cell" (5) must obligatorily be marked in the table for the dropdown list to appear; otherwise only the correct word will be shown.

## SECTION 2

In the "Rows" and "Columns" (1) fields, we will adjust the dimensions of the table as we have already explained on page 2 of this tutorial. Checking the "Correct" box (2) Ardora will maintain the successful words on screen whenever you press the check button and there are some wrong answers. This way the user would only have to check, select or type the cells with a wrong answer. If this box is not checked, the student will have to think where exactly he's made a mistake in the activity.

With these buttons (3) we can choose if the texts will appear justified, aligned to the left, centered or right respectively.

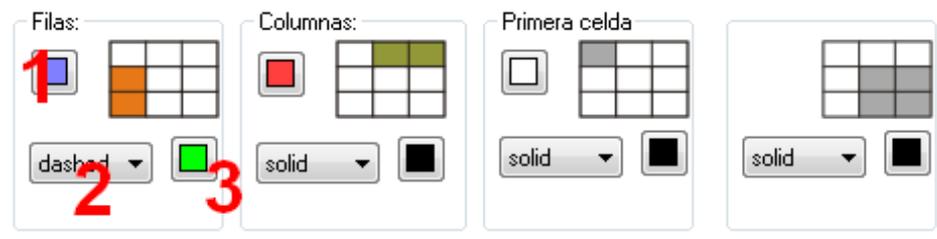
In the field (4) we will increase or decrease the thickness of the lines that make up the table. With these buttons (7) we will make the text boxes and drop-down lists inside the cells have no shadow, a top and

left inner shadow or a right and bottom outside shadow. We can also specify the font (8) and size (9) for the text within the cells.

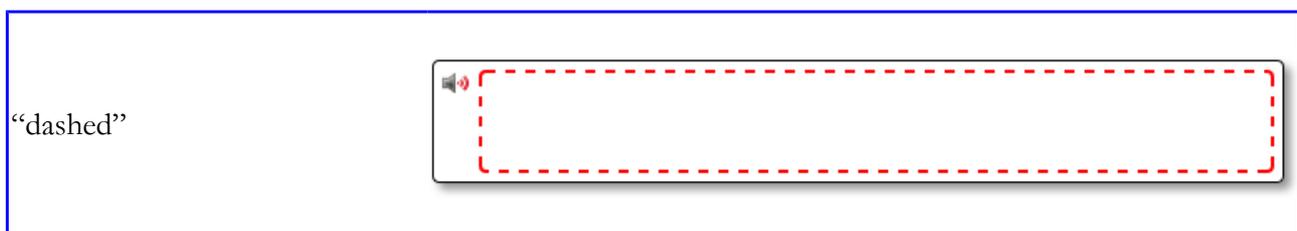
Finally, if we uncheck this box (10) we are indicating the software that the cell width is automatic; it will usually take the width of the largest cell (this is based on the contents of each cell). If you activate this checkbox, we are going to control the width of the cells and 2 new options are activated, "self-max" (11) established an automatic width, but in any case it will exceed the size indicated on the numeric field; "Fixed" (12) indicates a fixed width and the cell contents will be adapted to that width.

### SECTION 3

Here, we will determine the style of the different groups of cells that make up our table:



From left to right we will establish the first column on the left, the first row from the top, the cell on the top left hand corner, and finally the group of cells that will make up the body of our table. For each of these groups we can choose the filling colour (1) (except in the body cells of the table, last figure, where the filling must be white), type of line (2) as can be seen in the image below and as well as the colour of that line (3).



“dotted”	
“double”	
“groove”	
“none”	
“ridge”	
“solid”	

#### SECTION 4

Finally, these controls allow us to make the activity compatible with touchscreen devices(1). We will choose if the rectangles containing the activity (not the cells) will have rounded edges (2) and set the width of the text boxes appearing in the cells where the users will have to write text (3). The selection boxes (dropdown lists) would fit their size as long as the content is less wide than the box width, otherwise it will automatically expand to the width of the longest text.

