**Tabelle**

Gebruik die tabelle in hierdie dokument om te eksperimenteer en te leer hoe om ryhoogtes, kolomwydtes en die inlynstelling van selinhoud te verander. Werk op die tabel se ***Layout tab.***

1. ***Pas die tabel aan sodat dit vanaf die linkerkantlyn tot by die regterkantlyn strek – AutoFit Window.***
2. ***Verstel al die kolomme om dieselfde wydte te hê – Distribute Columns.***
3. ***Sleep nou die kolomwydtes na groottes wat vir jou netjies lyk.***
4. ***Maak die hoogte van die eerste ry groter deur die onderste grens van die ry ondertoe te sleep.***

**Orientation Day – All Helpers**

| **Surname, Init** | **Group** | **Class** | **Duty** |
| --- | --- | --- | --- |
| Abdool, M | Teacher | 11C |  |
| Jizana, NB | Parent | -- |  |
| Zondo, LT | Teacher | 11B |  |
| Gerber, NJ | Teacher | 9C | Afrikaans (subject) |
| Bateman, C | Parent | -- | Announcer |
| Maluleka, TH | Teacher | 10A | Art (subject) |
| Trofin, KM | Teacher | 8B | Biology Lab |
| Ford, W | Parent | -- | Catering |
| Motshabi, LP | Parent | -- | Catering |
| Berrangé, T | Learner | 9A | Choir |
| Ferreira, EP | Learner | 10C | Choir |
| Jones, G | Learner | 11A | Choir |
| Kganyago, LH | Learner | 10A | Choir |
| Ramela, NS | Learner | 11C | Choir |
| Reis, J | Learner | 8A | Choir |
| Van Tonder, Z | Learner | 11B | Choir |
| Weideman, I | Teacher | 12B | Computer Lab |
| Kahlil, S | Teacher | 10B | Drama (subject) |
| Makitla, T | Learner | 11C | Drama performer |
| Smith, TK | Learner | 11B | Drama performer |
| Miller, DG | Teacher | 12A | EMS (subject) |
| Grobbelaar, C | Teacher | 9A | English (subject) |
| Mnguni, GK | Teacher | 12C | Geography (subject) |
| Dyer, TP | Teacher | 9D | German (subject) |
| Ngwenya, TF | Teacher | 8C | History (subject) |
| Du Plessis, M | Teacher | 9B | isiXhosa (subject) |
| Kriel, AM | Teacher | 10C | Music (subject) |
| Watson, LK | Teacher | 11A | Science (subject) |
| Muavha, NC | Teacher | 8A | Science Lab |
| Moraka, GW | Parent | -- | Security |
| Brummer, R | Parent | -- | Sound & PPT |

1. ***Verander die hoogte van die eerste ry na 1 cm.***
2. ***Verander die hoogte van al die ander rye na 0.8 cm.***
3. ***Klik op enige plek in die eerste kolom en verander die wydte van die kolom na 2.55 cm.***

**Teachers – Online English project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** | **Province** | **Topic** | **Can\_Travel** |
| Aspeling, S | NC | Pronunciation | Yes |
| Flaxman, G | WC | Composition | Yes |
| Katuruza, A | WC | Literature | Yes |
| Lehari, C | GT | Composition | No |
| Nortje, JS | GT | Style | Yes |
| Prokopos, L | NC | Idioms | Yes |
| Sadick, T | WC | Idioms | Yes |
| Snyman, BP | LP | Grammar | No |
| Souchon, JA | FS | Grammar | Yes |
| Varrie, AL | NW | Style | Yes |
| Williams, BP | GT | Style | Yes |
| Zubairu, LM | EC | Grammar | Yes |

1. ***Pas die kolomwydtes aan sodat die teks vanself netjies daarin sal pas.***
2. ***Stel die inlynstelling van die teks in alle rye (behalwe die opskrifry) na Align Center Left.***
3. ***Verander die hoogte van al die rye na 0.8 cm.***

**Subjects offered at Boulder High**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Department** | **Head** |
| Accounting | Accounting | Strydom, B |
| Afrikaans | Languages | Muavha, NC |
| Biology | Natural Sciences | Grobbelaar, C |
| Computer Applications Technology (CAT) | Technology | Miller, DG |
| Consumer Studies | Technology | Du Plessis, M |
| Drama | Arts & Culture | Weideman, I |
| Economic Management Science (EMS) | Accounting | Dyer, TP |
| English | Languages | Abdool, M |
| Geography | Social Sciences | Trofin, KM |
| History | Social Sciences | Mnguni, GK |
| isiXhosa | Languages | Maluleka, TH |
| Life Orientation (LO) | Social Sciences | Style, JK |
| Mathematics | Mathematics | Gerber, NJ |
| Mathematical Literacy | Mathematics | Kriel, AM |
| Music | Arts & Culture | Watson, LK |
| Performing Art (Drama) | Arts & Culture | Zondo, LT |
| Physical Science | Natural Sciences | Ngwenya, TF |
| Technology | Technology | Boshoff, TL |
| Visual Art | Arts & Culture | Kahlil, S |

1. ***Verander die teksrigting van die ry-opskrifte Software, Networking en Programming om soos die ry-opskrif van die opskrif Hardware te lyk.***
2. ***Verander die linker- en die regter-selkantlyne na 0.35 cm.***

|  |  |
| --- | --- |
| **Computer Courses** | |
| **Course** | **What this course is about** |
| **Hardware** | This course is for those who like opening up cases and plugging in parts – tweaking settings and making their computer scream at its fastest possible speed. Upgrade your RAM or double your storage. Tinker, build, swap, maintain. The sky’s the limit, really (and of course your pocket). |
| **Software** | This course is for the general IT support specialist. There’s no point in having access to all the technology without knowing what it can be used for. When done, you will know enough to guide anyone into informed choices of what software is best suited to the tasks that they want to accomplish. |
| **Networking** | This course is designed for those who are looking to extend their home or business network. If you enjoy messing about with cables, crimping tools, UTP connectors and routers, then you’ve found your spot. And if you’re really keen, there are many other rabbit-holes to explore – VPNs, fibre, et al. |
| **Programming** | This course caters for those whose idea of fun is to read programming manuals, and who get a kick out of hammering out their own specialised utilities, rather than relying on the offerings of others. Customising and creating new solutions to old problems is where it’s all at. Delphi, Java, Python ... even C++. |