Computers 8/9- Microsoft Word

Ms. Toombs

Learning Objectives:

* I can create a basic table.

Directions:

* Create the table shown below

1. Setup for 3 columns and 5 rows
2. Centre the headings in the first row.
3. Enter the text shown
4. Adjust the column sizes as needed to look similar to below
5. Center the table left to right on the page.
6. Save as “Basic Table Your Name”

|  |  |  |
| --- | --- | --- |
| Item | Model | Stock Number |
| 9 cubic foot refrigerator | Admiral | ADC-2698Z-2 |
| 20 cubic foot refrigerator | Kelvinator | KL5690-LD |
| 4 burner electric stove | Gibson | ST900-462 |
| Side-by-side refrigerator | Amana | AM-1042-Z81 |