Computers 8/9 ~ Microsoft Word

Ms. Toombs

Activity Overview:

Using tables in a document is an easy way to present data in an organized format. Tables contain columns and rows that are displayed as cells (similar to spreadsheet) in a document. Tables can be customized to look just about any way you want – you can insert rows and columns, merge cells, change borders, fill cells with different colors, and much more.

Learning Objectives:

* I can insert and format a table.
* I can adjust the row height on a table.
* I can change table borders
* I can insert and format word art.

Instructions:

1. Create a new blank document in Word
2. Insert a Word Art Title select the second choice. Type the text.

Ocean Data (ENTER)

By: Type your first and last name

Change the font style to SNAP Itc. DO not change the font size.

1. Format the Word Art Title and add whatever fill color, shape outline (style and color) and shadow effect you desire.
2. Horizontally center the Word Art Title.
3. Double click below the Word Art Title leaving a two blank spaces before you begin your table.
4. Create the table shown below and enter the information. You will need to determine the number of columns and rows using the table below as your guide.
5. Make the formatting changes as indicated by the notes and arrows surrounding the table.

Center the column headings.

|  |  |  |
| --- | --- | --- |
| Name | Square Miles | Average Depth |
| LEAVE THIS ROW BLANK | LEAVE THIS ROW BLANK | LEAVE THIS ROW BLANK |
| Arctic Ocean | 5,105,700 | 3,407 |
| Atlantic Ocean | 33,420,000 | 11,730 |
| Indian Ocean | 28,350,500 | 12,598 |
| Pacific Ocean | 64,186,300 | 12,925 |

Right align all the cells in boxes that contain numbers only.

1. Change the table font to SHOWCARD GOTHIC and the size to 16 point.

Assignment:

* Create a table like the one you did for this activity but make sure it has 5-10 sets of data.
* Examples: 10 richest people in the world, top 10 soft-drinks, top 10 countries in the world and their populations
* Share with Teacher on OneDrive.