

TABLE ASSIGNMENT

CREATE THE FOLLOWING 3-COLUMN TABLE SHOWING YOUR ENTIRE CLASS SCHEDULE. SAVE AS **SCHEDULE**. INSERT A HEADER WITH YOUR NAME, DATE, FILENAME.

Key the following heading in a decorative font, center aligned.

SCHEDULE FOR (YOUR NAME)
MAINLAND REGIONAL HIGH SCHOOL
LINWOOD, NJ 08221

INSERT A TABLE W/2 ROWS, 3 COLUMNS AND KEY YOUR SCHEDULE.



Table icon: click & drag for # of columns & rows

Tab moves you from cell (column) to cell and begins a new row after the 3rd column. Enter will only make the cell bigger. You can format the table by r-clicking inside the table and choosing commands. To do rows 1 & 2 as shown below, type data in table, select rows 1 & 2, R click and choose MERGE Cells. (Remember Ctrl+Z) is undo.

Schedule for (Your Name)		
Fall Semester, 200-		
MOD	CLASS	TEACHER
1	Study Hall	Free
2	Tech/Career	Sost
3	Tech/Career	Sost

EDIT AS FOLLOWS:

1. WHEN COMPLETE, ADD A 4TH COLUMN CALLED ROOM AND FILL IN THE ROOM (OR HALLS) WHERE YOUR CLASSES ARE LOCATED. (Table, Insert, Column)
2. CENTER HEADINGS IN ROW 1 (With insertion point in table, R-click for commands)
3. ADD SHADING TO ROW 1
4. CENTER MOD NUMBERS IN COLUMN 1
5. CHOOSE A TABLE FORMAT OF YOUR CHOICE FROM TABLE MENU
6. GO TO ZOOM, WHOLE PAGE, AND VISUALLY CENTER YOUR TABLE VERTICALLY ON THE PAGE
7. PLACE A PAGE BORDER AROUND YOUR DOCUMENT FROM FORMAT MENU
8. CHANGE TOP AND BOTTOM MARGINS TO 1.5 SO YOU CAN READ YOUR HEADER.
9. PROOFREAD AND PRINT ONE COPY OF YOUR TABLE.