

TAB and TABLE PROBLEMS:

READ ALL DIRECTIONS CAREFULLY!!!!!!!

Open a new file and save as **tabs & tables**. Create a footer w/Name, date, filename.
 Set margins to 1" on all sides. Key the heading in all caps in sans serif font. Using either the Format Menu OR the Ruler Bar, set the following tabs: Left align tab at .5"; decimal tab at 4.25" and a right aligned tab at 6". Key the data **remembering to press TAB before typing column 1**.

SUPPLY ORDER FOR THE MONTH OF MAY

Item	Price	No.
tablecloths (plastic)	2.50.....	150
tablecloths (paper)	.99.....	200
party favors	6.50.....	200
paper plates (9 inch)	7.50.....	225
napkins (5000 per package)	5.00.....	100
cups (9 oz.) 100/pkg.	.89.....	2500
balloons (Mylar)	1.25.....	1000

Select the items in the list and reformat the right-aligned tab to 6" with dot leaders. Select the column headings and adjust tab settings so the column headings look centered over the items. Sort the **items** into alphabetic order (Use field 2) (do not select the column headings!). Save document.

Press the enter key 4 times after the tabulation problem. Key and center the table heading below using a Decorative font. Go to Format and clear all tabs.

Create a 3-column table as shown below. Enter **five** activities for **each** season. Save document.

Activities by Season

Fall	Winter	Spring
Cross Country	Skiing/Snowboarding	Swimming
Football	Basketball	Baseball
Soccer	Wrestling	Crew

Insert a column to the right of spring, call it Summer and enter **5** summer activities. Center text in and shade ROW 1 only. Sort the table in alphabetic order by **Winter** (column 2). Add a clipart between the two problems and adjust spacing so document looks balanced. Add a page border.

Vertically center the document (hint: File Menu)

Proofread, be sure document fits to one page, and print ONE copy. If you cannot read your footer because of the page border, go to File, Page Setup, Layout and adjust footer margin to .75