

CEREAL DATA TABLE IN MICROSOFT WORD

- ☐ **Count the pieces** of cereal/marshallows/candy corn on your plate. Seperate the types of cereal. Write down your data on so you don't forget how many of each.
- ☐ Open a **blank document** in Microsoft Word.
- ☐ **Save** document in your Student Drive. Call it "**Cereal Data.**"
- ☐ Add a header to your document with your name, today's date, and your class period.
- ☐ **Insert a 2x7 table.** (Insert Tab > Table > 2 columns, 7 rows)
- ☐ **Merge the top 2 cells** into 1 big cell across the top. (Select the top 2 cells > right click > merge cells). Add the text "**Cereal Data**" to this merged cell.
- ☐ On the second row, add the column headers: "**Type**" and "**Number of Pieces**"
- ☐ Type the **cereal names** into the left column and add the **number of pieces** from your plate to the right column.
- ☐ Choose **any table style.** (click inside table > Table Tools Design Tab > drop down arrow next to table styles > choose any style)
- ☐ **Center align** all the cells. (Select entire table > Table Tools Layout Tab > Alignment Group > Align Center)
- ☐ Save & turn into Google Classroom



NAME: _____

CEREAL DATA TABLE IN MICROSOFT WORD

My Plate's Data

Use this area for
your notes



Completed Example from Microsoft Word

You choose any table style/color!
Your data will be different numbers than what is below.

Cereal Data	
Type	Number of Pieces
Boo Berry	15
Franken Berry	13
Spooky Fruit Loops	27
Marshmallows	7
Candy Corn	10