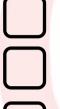
CEREAL DATA TABLE IN MICROSOFT WORD

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)

 \square

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

