Practical Business
LT 1.3 Project: Staff Member Information Table

For this project you will be creating a table that will hang outside of a staff member's room/office. Your table will need to meet the following requirements:

Document Layout:
- Landscape Orientation
- All margins 0.5"

Table Information:
- Staff Member's Name & Department
- Second Semester Classes or Responsibilities
- High School Information & Logo
- College Information & Logo (this may be more than one row)
- Coaching/Sponsor Information & Image
- Favorite Hobby & Image
- Favorite Quote

Table Formatting:
- Custom Shading (choose a color your staff member likes)
- Custom Borders
- Adjusted row height and column width
- Merged cells for Name/Department row and Quote row
- Custom text alignment in cells
- Horizontally and vertically center the table

There is a sample table on the next page. Your table **will not be identical to this table – you will customize your table to work for the staff member that you are creating the table for.

When you are done with your table you need to email a copy of it to the staff member so it can be approved **BEFORE I print it. You will forward their approval email to me.