<u>AIM</u>: How Can We Create and Format a Table in MSWord? <u>DO NOW</u>: Log on PC. Review directions below.

- 1. Open MSWord. Change the paper to Landscape using the Page Layout Tab, Orientation command
- 2. Press enter 3 times
- 3. Create a **5 × 6 Table** (5 Columns, 6 Rows) using the Insert Tab, Table Command
- 4. In each cell of the first row key Monday through Friday
- 5. In the second row, key **December 11 December 15**
- 6. Highlight the first and second row, apply **bold** and **center** formatting.
- Highlight the first row only and change the font to Tahoma, size
 20. Apply small caps by using the Format, Font Command.
- 8. Highlight the second row only and change the font to Comic Sans, size 14.
- Key data in rows 4, 5, and 6. (Row 3 is blank). Apply comic Sans, size 14, bold. To create a superscript degree symbol. Type and highlight the letter "O". Right click the Font Command and check the superscript box.
- 10. Scroll up to type of page, type the title using Ravie, size 36, bold, blue and center.
- 11. Highlight the entire table by dragging the mouse over cells. (Select only the table). Right Click Borders and Shading command. Chose a 2 $\frac{1}{4}$ thick for All Cells.
- 12. Add **appropriate clipart**. Remember to **format images** for text wrapping such as "In Front of Text".

PROJECT LEARNING OBJECTIVES, SWBAT:

- Use internet to exchange information for specific purposes
- Reinforce computer literacy
- Multi-task applications
- Upload images to applications
- Create and format tables
- Insert and modify objects
- Make real world connections
- Demonstrate proficiency using application



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