Project 6-1 Converting Text to a table/ Formatting Tables

1. Open up Class Schedule from your data files.
2. Select the data, **Convert Text to a table**. Accept the number of **Rows and Columns**, **AutoFit to Contents**, Separate text at **Tabs**.
3. **Delete** the Text in the Second Column and insert **your** Class Schedule.
4. Change the Table style to **Grid Table 4 – Accent 2**.
5. Select the **first** row and **insert a row above**. Type in “**Class Schedule**”.
6. Select that Row and **Merge Cells**!
7. Select the **PLC Meetings Row**, **Split the table**. (You should see two tables now!)
8. Select the **PLC Meetings Row** and **Delete** it!!!
9. Select the 1st Table and change the **Row Height to .5”**
10. Select the First Row (“Class Schedule”) and change the **alignment** to **Align** **Center**.
11. Select the Remaining Rows so that they are **Align** **Center** **Left**.
12. Save this Project as ***Final*** ***Class Schedule***.

Project 6-2 Population

1. Open a blank document and create a 3 x 6 grid. Enter the following data.

|  |  |  |
| --- | --- | --- |
|  | 2000 | 2010 |
| 18-24 | 30,338 | 28,513 |
| 25-34 | 52,697 | 44.248 |
| 45-54 | 27,157 | 40,347 |
| 55-64 | 42,802 | 50,938 |
| 65+ | 33,640 | 39,048 |

1. You realize that you left out the data for the 35-44 age group. Insert a row in the proper location and enter the following data:

35-44 23,864 25,890

1. It would be helpful to see the percent change in population. Add a column to the right of the 2010 column and enter the column heading **% Change** in the first row. Insert the following information in the cells of the new column:

 -6.2

-16.0

+8.5

+48.6

+19.0

+16.0

1. Insert a new row above the first row of the table and merge all cells in it. Enter the table title **Population by Age.** Center and bold the contents in the first two rows of the table.
2. Automatically adjust the column widths to contents.
3. Center the table horizontally on the page.
4. The data in the % Change column would look better if the decimal points were aligned. Right-align the numbers (but not the column heading) in the column.
5. Shade alternate rows of the data beginning with the 18-24 row.

Project 6-3 Drawing a Table

1. Open up a **Blank** **Document**.
2. Draw a Table that is **6 inches wide, and 6 inches long**.
3. Insert 5 lines going across that is **1 inch wide**.
4. Insert 2 lines going down that is **2 inches long**.
5. In the first column, erase the **2nd and 4th line**. Example shown below.
6. In the First Row Type “**Digital** **Literacy**”
7. Select that Row and **Merge Cells**!
8. Select “Digital Literacy” and change the Alignment to **Center** **Align**. The font size to **48**, and the font to **Arial** **Black**.
9. Type in the Text from the example on the next page.
10. Select the Bottom Row and change the alignment to **Align** **Bottom** **Left**.
11. Select the **First** **Row**, “Digital Literacy”, **Shade** the Row to **Yellow**.
12. Select the **First** **Row**, “Digital Literacy”, Insert a **Row** **Below**.
13. Select the blank row you just created and **split** **the** **cells**. (Number of columns 2, number of rows 1.
14. In the first column, type your First and Last Name, in the second column, type your Birthday. (**Change the size to Arial Black, size 12**). **Clear the shading from this row**!!
15. Select this row and change the **Height** of the Row to **.5”**
16. Save this Project as Grade Report!

