Big Jim's Auto Repair

You are Sonny Gallagher and you are the appointments manager at Big Jim's Auto Repair. Big Jim has asked you to begin organizing the appointment schedule using a word processor in order to replace the paper system that is currenty being used.

You are to start today with the appointments listed below:

Engine stalled
1997 GMC Jimmy
12:30 pm
Rachel Keller

2006 Toyota Corolla
9:45
Sally Jones

Replace tail light

Samara Morgan
3:30 pm
Ford Taurus

Engine won't turn over
Doesn't know why

Ethan Edwards
~~10:15~~
10:30
Damaged Axle
1980 Ford Pinto
Rear

Andy Dette
4:15 pm

Flat Tire
Chevy Silverado

Catherine Trammel
1:00
Honda
Grill damaged in accident
White Civic

Limosine
Moes Harper
Oil change
1995 Ford
8:00

Required:

Using the table option available in Word, create a schedule for these appointments using these headings:

Alexander Bois
2004 Cadillac C300
Tune up
11:15am

- First Name
- Last Name
- Time scheduled
- AM/PM
- Vehicle make
- Repair needed

Improve the appearance of your table by adjusting the font, table borders, fill style, and fill pattern.

First Name	Last Name	Time Scheduled	AM/PM	Vehicle make	Repair Needed

Type your name at the bottom of your document.