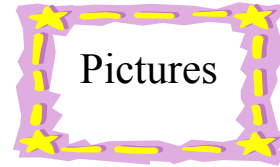


T A B L E S

FO<sup>N</sup>TS



Jan Smith 07/24/08 Example Word 3.2

**Season Standings**

	Team	Wins	Losses	Ties
Level 1	Lightning	5	1	0
	Fireball	4	2	0
	Wolves	2	3	1
	Tornadoes	1	4	1
Level 2	Shake	5	0	1
	Bulk	3	3	0
	Piranha	2	4	0
	Mutlunge	2	3	1

## Table - Soccer Standings

- Save As** soccerstandings.doc
- Change** the header to the one above in Purple.
- In the first line below the letterhead, type **Season Standings** and format with **Arial Black, 24 pt, Center**.
- Draw a table** below the heading, about 4" tall with 4 columns and 9 rows. The first column is about 1.5" wide and the others are about 1" wide. The top row will be your table headings and the rest will list teams.
- Click on the top Left corner of the table, then Right click on the edge to use the **Distribute Rows Evenly** and **Distribute Columns Evenly** buttons on the bottom 8 rows and the right 3 columns.
- In the first row enter **Teams** , **Wins** , **Losses** , **Ties** as the column headings.

- g. Format as **50% gray** shading, Font color = **White**, **Heading 2** style modified to **14 pt. Center** and **Center Vertically**.
- h. Enter the team records as follows:
- |             |       |
|-------------|-------|
| Fireballs - | 4/2/0 |
| Lightning - | 5/1/0 |
| Tornadoes - | 1/4/1 |
| Wolves -    | 2/3/1 |
| Sharks -    | 5/0/1 |
| Piranha -   | 2/4/0 |
| Bulls -     | 3/3/0 |
| Mustangs -  | 2/3/1 |
- i. **Make** each team name a **different font**, but you should still be able to read the name.
- j. **Center** the values for Wins, Losses, and Ties in their columns.
- k. **Select** the Wins cells for the first 4 teams, which are all in Level 1. **Sort Descending**. Whoops. The whole column sorted and not just the rows selected. **Undo**.
- l. **Select** the last 4 rows and **Split Table** (Hint: menu Table | Split table)
- m. **Repeat** the **Sort** attempted above. This time it should arrange the Level 1 teams in order by the number of wins.
- n. **Sort Descending** the last 4 teams, which are all in Level 2, based on Wins.
- o. **Remove** the paragraph mark between the split tables. They join again.
- p. **Add a column** on the left of the table.
- q. **Merge cells** in the new column for the Level 1 rows. Type **Level 1** and format to match the column headers. Change **text direction** to Bottom to Top.
- r. Do the same to **create** a Level 2 label for the last 4 rows.
- s. **Change** the bottom border to a **width** of **2¼** for the top row, the Tornadoes row, and the bottom row. Do this separately for the cell containing Level 1 since it is a merged cell.
- t. **Center** the entire table.

- u. Now **insert** another column to the right of the team name. The title of the column is *Logo*. **Search** the Internet for appropriate logos for each team and paste them in the correct spot.
- v. **Save** and print out to hand in.

## 2<sup>nd</sup> Task

Use your knowledge of tables to create a calendar for the month of MARCH 2006. Make sure your calendar has the following features:

- ♣ Month/year/dates
- ♣ Important events in your life (for the month) school and personal
- ♣ March Break, and put what you will/might be doing each day
- ♣ Different readable fonts
- ♣ Use of cell shading
- ♣ Graphics/pictures
- ♣ St. Patrick's Day !!!

