

Create a Table

Directions:

1. Create a 2 x 14 cell table. In Row 1, Column 1, key “Cars.” In Row 2, Column 1, key “Type of Car.” Then key the twelve items in the table below in the remaining 12 rows of the Column 1.
2. Merge and center the cells on the first row to create a single cell as a table heading.
3. In Row 2, Column 2, key the heading “Actual Name of Car.”
4. Now match the descriptive car names in Column 1 with their actual names Column 2. For example, a Bug = Beetle or Low Singer = Hummer.
5. After you have keyed in the actual car names, select and sort Rows 3 – 14 in ascending order, using the information in Column 1 as the primary sort.
6. For Rows 2 through the remainder of the table, left align the data and indent so that the rows appear centered under the headings in Row 1.
7. Set the entire table to 16 pt. Arial and the row height to at least 0.5 inches.
8. Center-align the title and text in both columns.
9. Bold the column headings and change the font to Times New Roman.
10. Apply 20% gray shading to the first row.
11. Add a ½ point, double-line black outside border to the table.
12. Format the table so that no grid lines appear, only the outside border.
13. Center the table vertically and horizontally on the page.
14. Add relevant clip art below or above the table.
15. Change the main heading to 24 pt.
16. Change the columnar headings to 24 pt.
17. Select both main and columnar headings, then go to **Format, Paragraph, Spacing**, and apply 6 pts before and after.
18. Type your name, date, and class in a header. Save as **Activity D403-03 to your unit 4 folder**.

Christopher Columbus
International ID
Bright Orange Sign
Hotel Breakfast

16th President
Ringed Planet
Fast Horse
Bean

Blue Jeans
Beginning of a Song
Spotted Cat
Snake

Word Processing

Use word processing software with alternative input devices.

Actual Names of Cars:

Jaguar

Cobra

Navigator

Neon

Lincoln

Prelude

Wrangler

Mustang

Pinto

Continental

Saturn

Passport

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