

WP #3 Tables

Instructions:

1. Open a new blank document.
2. In the upper right hand corner add your name and class period.
3. Insert a table that has 4 columns and 5 rows.
4. Merge all of the columns in the top row together.
5. In the first row type "Basketball Points".
6. Center the text and change the font size to 20pt. Do not change the font.
7. Use the fill tool to shade the cell a color of your choice.
8. In the 2nd row and 2nd column type "1st half" and center.
9. In the 2nd row and 3rd column type "2nd half" and center.
10. In the 2nd row, last column type "total" and right align the text.
11. Type "John," Juan", and "Jason" in the 1st column in separate cells, like the example. *You can change the names.
12. Enter in the scores (look at the example), right align the scores.
13. Use the fill tool to shade the names and column headings a different color than before.
14. Save as your period, last name, first name, WP#3.

Example

Kristal Christiansen A1

Basketball Points			
	1 st Half	2 nd Half	Total
John	6	8	14
Juan	5	7	12
Jason	10	3	13