

## WP #9 Table Instructions and Example

1. Open a new blank document in word
2. Insert a table, look at the example, start with 11 rows and 3 columns.
3. Create the following table
4. Add the title “Keyboard Shortcuts” you can choose the size and font family.  
Hint\* Merge the top row.
5. Change the sub-headings to 14pt font and **Bold**
6. Type in the rest of the text into the table.
7. Change the alignment in the “Function” column and the “Shortcut” column to Center, Center.
8. Stretch the last column wider so the text only takes up two lines.
9. Change the line spacing to 1.5. Select the entire table by taking your mouse and hovering above the top left corner of the table.
10. Add some color to the heading and sub-headings cells
11. Save as Your class period, your first and last name, WP#9

<b>Keyboard Shortcuts</b>		
<b>Function</b>	<b>Shortcut</b>	<b>What is it used for...</b>
Copy	CTL + C	Use to copy text or a picture to your clipboard
Paste	CTL + V	Use to paste anything on your clipboard
Cut	CTL + X	Use to cut out things and paste them to your clipboard
Undo	CTL + Z	Use when you mess something up and want to undo what you did
Bold	CTL + B	<b>Bold</b>
Italics	CTL + I	<i>Italics</i>
Underline	CTL + U	<u>Underline</u>
Save	CTL + S	Shortcut to bring up the Save dialog box
Print	CTL + P	Shortcut to bring up the Print dialog box