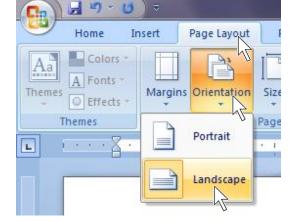
Make a Copy of your Schedule (Using tables in Microsoft Word)

	PD	Day 1	Day 2	Day 3	Day 4	Day 5
Edward Gorey	1	Social Studies Mr. Swartz Rm. 158	Social Studies Mr. Swartz Rm. 158	English Ms. White Rm. 308	Science Mr. Diehl Rm. 155	English Ms. White Rm. 308
8K9	2	Science Mr. Diehl Rm. 155	English Ms. White Rm. 308	Science Mr. Diehl Rm. 155	Social Studies Mr. Swartz Rm. 158	Science Mr. Diehl Rm. 155
	3	Pre-Algebra Mr. Roberts Rm. 158				
	4	English Ms. White Rm. 308	Science Mr. Diehl Rm. 155	Social Studies Mr. Swartz Rm. 158	English Ms. White Rm. 308	Social Studies Mr. Swartz Rm. 158
	5	Club Basketball Mr. Roberts Gym	E&R Ms. White Rm. 302	E&R Mr. Roberts Rm. 304	E&R Mr. Diehl Rm. 155	E&R Mr. Swartz Rm. 304
	6	Reading Mrs. Ackerman Rm. 311	Reading Mrs. Ackerman Rm. 311	Reading Mrs. Ackerman Rm. 311	Reading Mrs. Ackerman Rm. 311	Reading Mrs. Ackermar Rm. 311
	7	Computer Mr. Gates Rm. 520	Computer Mr. Gates Rm. 520	Computer Mr. Gates Rm. 520	Phys. Ed. Mr. Shenk Gym	Music Ms. Logue Rm. 311
	8	Tech. Ed. Mr. Kembring Rm. 531	Tech. Ed. Mr. Kembring Rm. 531	Tech. Ed. Mr. Kembring Rm. 531	Phys. Ed. Mr. Shenk Gym	Guidance Mr. Shelly Rm. 305

- 1. Open Microsoft Word.
- 2. Save to your directory using the filename, Schedule. You are to create a copy of your schedule using the handout as your guide. Or you can type the example on the handout using your name and section.
- 3. Change the page orientation from Portrait to Landscape...
 - Page Layout,
 - Page Setup, •
 - Orientation, •
 - Landscape, •



- 4. Your table will need 7 columns and 9 rows... (Columns go up and down, rows go across)
 - Click Insert,
 - Table, •
 - Insert Table,
 - Change the Number of columns to 7,
 - Change the Number of rows to 9,

□ □ □ □ □ □
Home Insert Page
Cover Blank Page Table I Page → Page Break →
Insert Table
Insert Table
Draw Table
Convert Text to Table
Excel Spreadsheet
Quick Tables

You will now see this...

Select the cells like this ...

- 5. A) Select all of the cells of the table, then...
 - Right click in the table, •
 - Click Table Properties... •
 - Under Table, go to Alignment, click Center, •
 - Click OK. Table Properties •

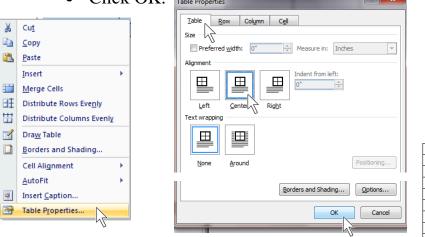
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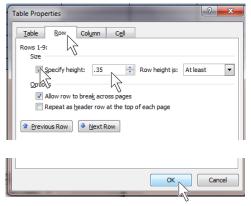
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You wi	You will now see this							

B) Right click in the table...

- Click Table Properties... •
- Under <u>R</u>ow, check Specify height:, and change the height to 0.35", •
- Click OK.



Your table will now look like this ...

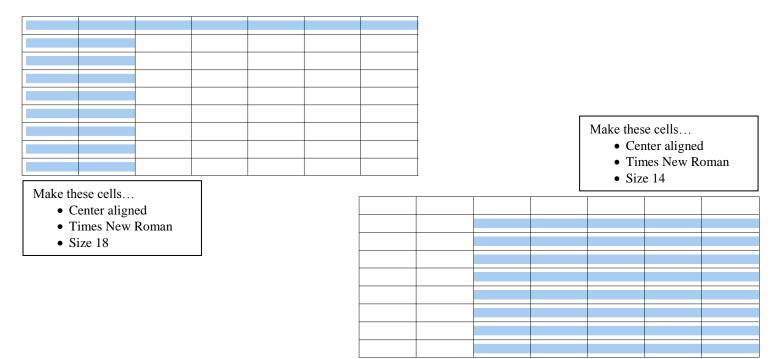
C) Right click in the table...

- Click Table Properties... •
- Under Cell, change Vertical alignment to Center, •
- Click OK. •

Table Prope	rties Row Column			? <mark>X</mark>
Size	erred width: 1.14"	Measure	e in: Inches	•
Vertical al		ottom		
			[Options
		(ок	Cancel

Now it will look like this ...

6. Select and change the cells to the correct font, font size and text alignment...



7. If the ruler isn't showing, open the ruler.



*Hint! You can make columns wider and thinner by using the <u>Move Table Column</u> <u>buttons</u> in the ruler. You are to have <u>3 lines of text</u> in each cell.



*Hint! You can use <u>copy</u> and <u>paste</u> to assist you with the cell information.

