

WORD: DC SIGHTS

Table Basics



{New Skills}:

- A. **Insert>Table:** Insert Table
- B. **Table Tools>Layout>Rows & Columns:** Insert Rows
- C. **Table Tools>Layout>Merge:** Merge Cells
- D. **Table Tools>Layout>Cell Size:** Adjust Height
- E. **Table Tools>Layout>Alignment:** Change Cell Alignment

Instructions:

There are many great things to see and do when you travel to our nation's capital. You can easily be captivated by the history and design of the city. You will create a table to highlight some of the best sights of the city.

1. Open a blank Word document.
2. Insert a Header with the title DC Sights.
3. Save As LastName FirstInitial DCSights.
4. Insert a 3x8 table {A}. Drag the grid until it says **3x8 Table**. Complete the table with the information:

Memorials/Monuments	Government Buildings	Attractions
Washington Monument	US Capitol	Ford Theater
Lincoln Memorial	US Supreme Court	Arlington National Cemetery
Jefferson Memorial	US Treasury	Smithsonian Museums
MLK Memorial	Pentagon	Mt Vernon
FDR Memorial	FBI	National Cathedral
Tomb of the Unknown	White House	National Aquarium
JFK Gravesite	Library of Congress	Madame Tussauds

1. Click in row 1 and **Insert Above** {B} to add a new row. To view the Table Tools tabs, you must have a table selected or your cursor in the table.
2. Select all of row 1 and **Merge Cells** {C}. Key [Visiting Washington DC]. Format as follows:
 - a. Font is Small Caps, and Center aligned, size 16pt and Underlined.
3. Select row 1 and make the following adjustments:
 - a. Adjust **Row Height** {D} to .5.
 - b. Change Cell Alignment {E} to **Align Center**.
4. Select row 2 and format the font as **Bold, Italics**, and a color of your choice.
5. Click somewhere in the table. Insert 3 new rows, **Insert Below** {B}. Add the following:

Vietnam Veterans Memorial	US Department of State	Lafayette Square
WWII Memorial	Eisenhower Building	National Mall
Korean War Veteran's Memorial		US Holocaust Museum

6. Select rows 2-11. Adjust the **Row Height** to .3.
7. Starting in row 2, select column 1. Change Cell Alignment to **Align Center Left**.
8. Starting in row 2, select column 2. Change the Cell Alignment to **Align Bottom Center**.
9. Starting in row 2, select column 3. Change the Cell Alignment to **Align Top Right**.
10. Select the entire table and change the font to **Cambria**.
11. Save

Mr. Kurtz's Example

Mr. Kurtz

DC Sights

All Periods

<u>VISITING WASHINGTON DC</u>		
<i>Memorials/Monuments</i>	<i>Government Buildings</i>	<i>Attractions</i>
Washington Monument	US Capitol	Ford Theater
Lincoln Memorial	US Supreme Court	Arlington National Cemetery
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