WORD: ROSTER
Table Basics

{New Skills}:
- **A. Table Tools>Layout>Data:** Sort
- **B. Table Tools>Layout>Rows & Columns>Delete:** Delete Columns
- **C. Table Tools>Layout>Cell Size:** Table Row Height, Table Column Width
- **D. Table Tools>Layout>Alignment:** Text Direction
- **E. Table Tools>Design>Borders:** Shading

Instructions:

There is a lot of promise for the Cincinnati Reds this year. When you attend a game, it is nice to have a well-constructed and laid out roster to keep track of the players on the field. You will create and arrange a roster for fans to use when they visit Great American Ballpark.

1. Open the Roster source document located on the class website.
2. Insert a Header with the title Roster.
3. Save As LastName FirstInitial Roster
4. **Sort** by Last Name in **Ascending Order**. {A}
    a. Select the entire table, then Table Tools>Layout>Data>Sort
    b. In the *My list has* section, select Header row.
    c. Sort by: Last Name, Type: Text, Ascending
5. Select column 4, [Bat/Throw] and **Delete Column**. {B} *Note: You can select the entire column or just click somewhere in the column.
6. Click in Column 2 and resize **Width** to **1.75"**. Do the same to Column 3. {C}
7. Click in Column 4 and resize **Width** to **1"**. Do the same to Column 5.
8. **Sort** the entire table by Number in **Ascending Order.**
9. **Merge** the cells in Column 1.
10. Change the **Text Direction** of the text in column 1. {D} Click Text Direction two times.
    a. Change the alignment to **Align Center**.
11. Format Column 1 with the following changes:
    a. Font Size 24pt
    b. **Shade** background to **Red** {E}
    c. Change the font color to **White** and **Bold**.
12. Format Row 1 with the following changes:
    a. **Shade** the background to **Black, Text 1**.(Font should automatically change to White. If it does not, change the font color to White.)
13. Select the entire table and change the **Row Height** to **.3"**. {C}
14. Select the entire table and change the font to a style of your choice.
15. Save

Mr. Kurtz's Example

2020 CINCINNATI REDS ROSTER

First Name	Last Name	Position	Number
Nick	Castellanos	OF	2
Freddy	Galvis	IF	3
Shogo	Akiyama	OF	4
Eugenio	Suarez	IF	7
Mike	Moustakas	IF	9
Curt	Casali	C	12
Tucker	Barnhart	C	16
Brain	Goodwin	OF	17
Joey	Votto	IF	19
Michael	Lorenzen	P	21
Archie	Bradley	P	23
Raisel	Inglesias	P	26
Trevor	Bauer	P	27
Anthony	DeSclafani	P	28
Tyler	Mahle	P	30
Jesse	Winker	OF	33
Jose	Garcia	IF	38
Lucas	Sims	P	39
Aristides	Aquino	OF	44
Amir	Garrett	P	50
Kyle	Farmer	IF	52
Sonny	Gray	P	54
Robert	Stephenson	P	55
Luis	Castillo	P	58
Matt	Davidson	IF	64
Tejay	Antone	P	70