

WORD: TOWNS

Table Basics



{New Skills}:

- A. **Table Tools>Layout>Cell Size:** Distribute Columns
- B. **Table Tools>Design>Borders>Line Style:** Borders: All Borders
- C. **Table Tools>Design>Borders:** Pen Color, Line Weight
- D. **Table Tools>Layout>Draw:** Eraser
- E. **Table Tools>Design>Table Styles:** Use the More button to expand styles.

Instructions:

Small Town USA has an incredible feeling like no other. While the hustle and bustle of big city living is exciting, nothing beats the atmosphere of these beautiful towns. You will create a table for the top 10 small towns in America.

1. Open a Blank Word document.
2. Insert a Header with the title Towns.
3. Save As LastName FirstInitial Towns
4. Insert a 4 x 11 table and key the information in Figure A:
 - a. When you are in the Insert Table Menu, choose Insert Table and key in the number of columns (4) and the number of rows (11)
5. Make the following column width adjustments:
 - a. Column 1 - .75"
 - b. Column 4 – 2.5"
 - c. Columns 2-4: Distribute Columns {A}
6. Click in Row 1 and insert a new row above.
7. Apply the following formatting to the new Row 1:
 - a. **Merge** the cells. Key [Top 10 Small Towns in America].
 - b. Format the font to **Century Schoolbook, 22 pt., Center** and **Bold** the text.
 - c. Change the **Font Color** to a color of your choice
8. In Row 2, **Shade** the cells with a color of your choice. Make sure the font color is legible
9. Select the entire table and apply the border below to **All Borders:** {B & C}
 - a. Line Style: **Double Line**
 - b. Line Weight: 2 ¼"
 - c. Pen Color: your choice
 - d. Apply to **All Borders.** {B}
10. Using the **Eraser** tool, remove the top, left, and right borders from Row 1. {D} Click on the borders to remove. Click **Eraser** again to stop using the tool
11. Click below your table and hit Enter two times
12. Select your first table and copy and paste below the table
13. On your second table, apply a **Grid Table 2, Accent 5** table style. {E} Use the screen tips to locate the correct style
14. Save

FIGURE A

Ranking	Town	State	Population
1	Breckenridge	Colorado	4,895
2	Sitka	Alaska	8,863
3	Stowe	Vermont	4,314
4	Cooperstown	New York	1,770
5	Traverse City	Michigan	15,000
6	Jacksonville	Oregon	2,898
7	Camden	Maine	4,850
8	Gatlinburg	Tennessee	4,206
9	Beaufort	South Carolina	13,445
10	St. Augustine	Florida	14,280

Mr. Kurtz's Example

Mr. Kurtz

Towns

All Periods

Top 10 Small Towns in America

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