








Lesson 1 Tables in Power Point

You will create a table that will best represent what you do each day depending on what classes you are presently taking and what you do on Saturday. You may need to go to Google.com and images and type in looking for a photo that best represents what you are doing each day. You will also discover that I have placed images on the server under lessons. You may use those to aid & accelerate this lesson.

Directions: The following stages are needed to complete this assignment. **READ – READ - READ**

1. Go to Power point and layout and choose blank
2. Click the **INSERT** ribbon and **TABLES** on the far left (4) columns and (6) rows.
 - a. When you create a table a blue background will appear. This is optional
 - b. At the top you will view table styles all of which are optional.
 - c. Place the mouse in the lower left corner and then enlarge the table so that it covers the slide equally.
3. In Rows 1 and 4 place the days of the week. Please bold and center.
4. In Rows 2 and 5 place the mouse in each cell and right click and choose the pail and picture. You may obtain photos from the server listed under 9 Hoffman 0 Lessons and examples.
 - a. Place a photo relative to what you do each day.
 - b. In Rows 3 and 6 type in with more than one word what you enjoy most about that day and the class you enjoy it in.
 - c. Make the first days wording **Comic Sans 18 black**. Place the curser on a word and then click the **Format Painter** top left corner. When you bush the format painter across the other words they will all be set up to the specified format listed above.
5. Place your mouse in Cell Row4 Column 4 and highlight down to Row 6 right click on the mouse and merge these cells together. Change the font to **Comic Sans 16** and type what is presently listed in that cell for you to always remember.
6. Changing the colors in the cells Row 3 and 6. Highlight the cells and right click on the mouse and use the pail to determine the best color to illuminate and complement your table.
7. Changing the color of the lines: Click on the table --- Table Tools will appear at the top. Choose Design. Then Pen Color your choice of color thickness and type of line and then click all borders.
8. Place **YOUR NAME AND GRADE** at the top. Go to Inset Text box and create a text box above the table. Type in the necessary in formation.

Bill Juliano 8 th Grade			
SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
We all attend church on Sunday and then the family has dinner.	We have many classes to attend but I enjoy English on this day	Computer classes are fun as we are learning new ideas	Science class is on that stands out in my mind as I enjoy learning.
THURSDAY	FRIDAY	SATURDAY	I am learning that the future is important because I am going to spend the rest of my life there! So I must know what has to be done, how it has to be done and when it has to be done, ad do it that way all the time.
			
Math although math is difficult it is important in all that I learn how to do.	On Friday mornings church in the morning pulls everything together	All activities afterschool and on the weekends are giving me balance	