

# Lesson – 1 of 2 Creating Tables

**Y**ou 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 every day after school. You may use the photos that I provide or go to Google.com and images and look for a photo that best represents what you are doing on that day.

- 1) Open up MS word
- 2) Page Layout – Page setup
- 3) Change Portrait to Landscape
- 4) Margins to .8
- 5) Create 4 Columns 6 Rows
- 6) Row 1 & 4 Days of week Bold and center.
- 7) Row 2 & 5 pictures for each day
- 8) Rows 3 & 6 description of picture of what is happening that day. More than one word.
- 9) Delete last Cells in column 4 Rows 4-5-6 -- Highlight the last 3 cells right click and choose delete cells and then shift cells left.
- 10) **Your Name** – Insert Header and footer choose the third one down **ALPHABET**. Type your name and grade level.
- 11) You may find photos listed below on the server under 9 hoffman Lessons or you may use google and then image to find your own photos.
- 12) To change borders color and size:
  - highlight whole table
  - Choose **DESIGN** then size of line – Pen color then – click on all borders

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
Attend Church in the morning and dinner family get together	School	School	School New teaching staff
THURSDAY	FRIDAY	SATURDAY	
			
School	School – morning Mass	Sports and other activities	