Microsoft Word: Exercise 8

In this exercise:
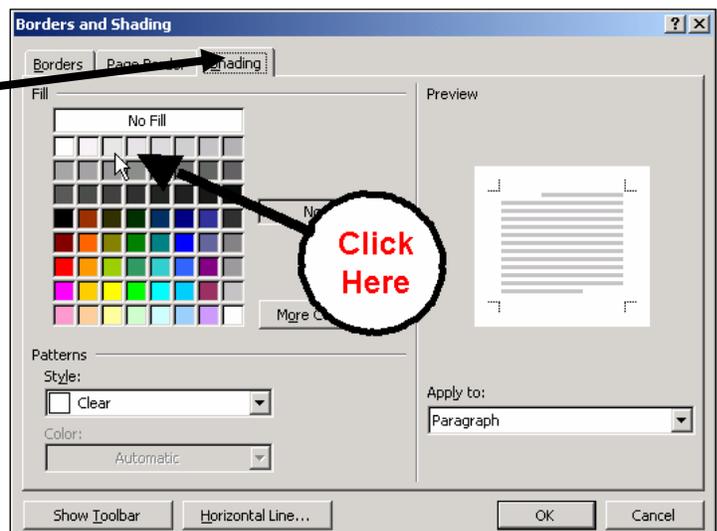- How to insert a table
- How to use shading
- Moving the cursor in a table

Creating a Weekly Schedule

| Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Your boss needs a schedule of your classes and other activities so that she can decide who should work each shift. Make a table like the one above, and type your weekly activities.
Follow the directions below.

1. **Open** a new Microsoft Word document.

2. On the menu bar, **Click** on **TABLE**.

3. **Click** on **INSERT TABLE**.

4. Change the number of columns to **7** and the number of rows to **2. Click** on **OK.**

5. **Highlight** the top row of cells.

6. **Click** on **FORMAT** from the menu bar.

7. **Click** on **BORDERS And SHADING**.

8. **Click** on the **SHADING** tab.
   Click on a light gray box.
   Click on **OK.**

9. **Highlight** the bottom row of the table.

10. **Click** on **FORMAT**.

11. **Click** on **BORDERS And SHADING**.

Borders and Shading

Borders | Page Border | Shading
Fill
No Fill

Preview

Click Here

More C

Patterns
Style:
Clear

Color:
Automatic

Apply to:
Paragraph

Show Toolbar | Horizontal Line... | OK | Cancel

12. **Click** on **SHADING** and select a darker gray this time. **Click** on **OK**.

13. Move the Cursor over the bottom line until it looks like this:
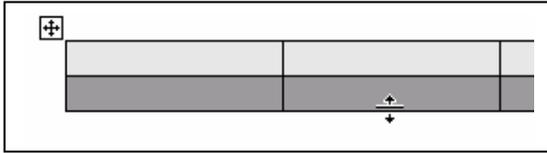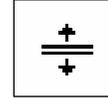
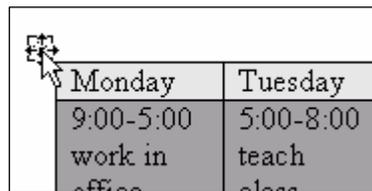14. **Click and Drag** down until the bottom row is as big as the picture.
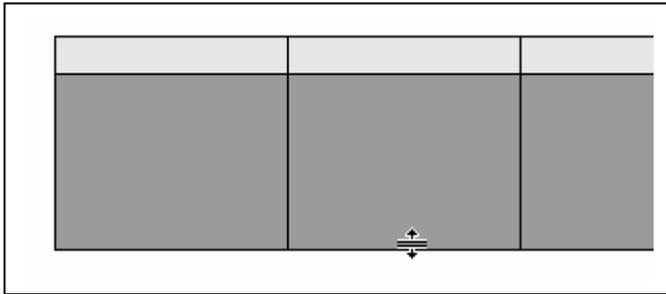
15. **Type** *Monday* in the top left box. **Press** the **TAB** key to move to the next box.
    Type the other days of the week.

16. **Type** your work schedule in the bottom row. It can be what you really do everyday or
    you can make it up. You should have at least one thing in each of the cells.
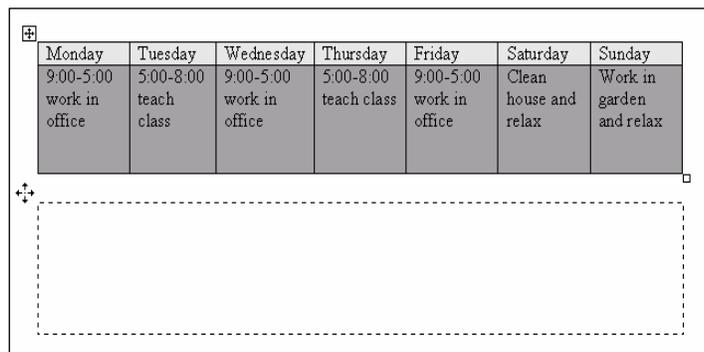
17. **Move the cursor** over the table until you see a box
    with arrows in the top left corner.

Monday	Tuesday	Wedn
9:00-5:00 work in office	5:00-8:00 teach class	9:00-5 work office
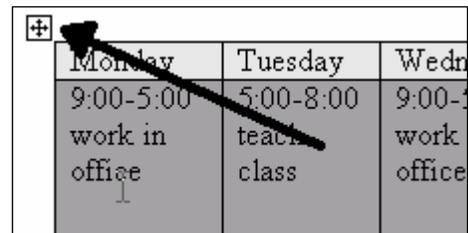
18. **Move the cursor** over this box until it also looks
    like four arrows.

Monday	Tuesday
9:00-5:00 work in office	5:00-8:00 teach class

19. **Click and Drag** down until you see the dotted outline.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00-5:00 work in office	5:00-8:00 teach class	9:00-5:00 work in office	5:00-8:00 teach class	9:00-5:00 work in office	Clean house and relax	Work in garden and relax

20. **Double Click** above the table.

21. **Click** on the **CENTER** button.

22. **Type** the words *WEEKLY SCHEDULE* above the table.

23. Change the font and font size to something that you like.

24. **Spell check** your document.

25. **Save** the document on your deski.