

Microsoft Word: Exercise 8

In this exercise:

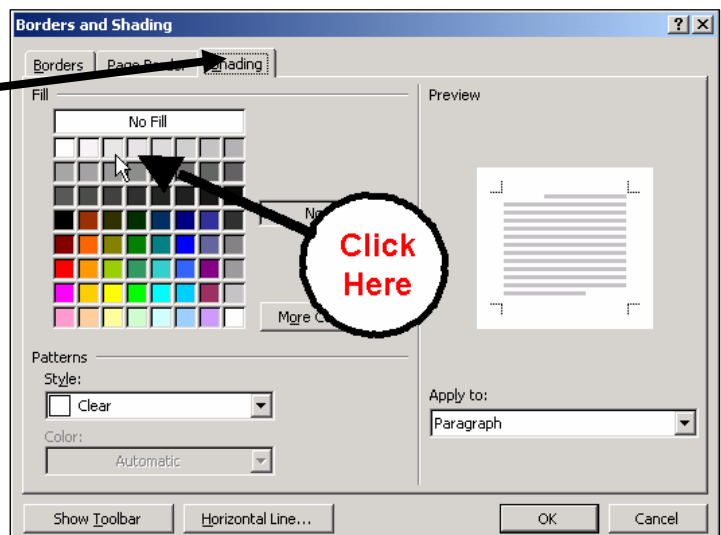
- How to insert a table
- How to use shading
- Moving the cursor in a table

Creating a Weekly Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

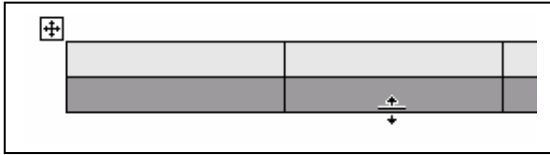
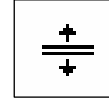
Your boss needs a schedule of your classes and other activities so that she can decide who should work each shift. Make a table like the one above, and type your weekly activities. Follow the directions below.

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**.

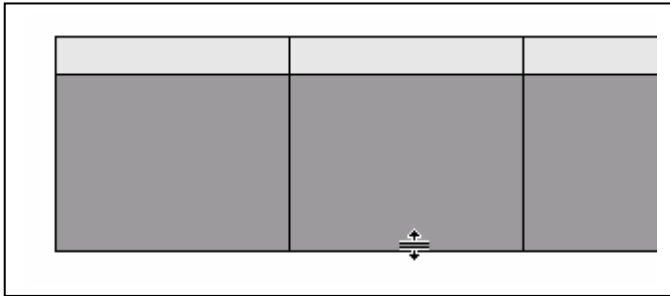


12. Click on **SHADING** and select a darker gray this time. Click on **OK**.

13. Move the Cursor over the bottom line until it looks like this:



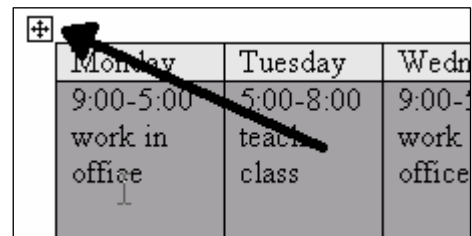
14. Click and Drag down until the bottom row is as big as the picture.



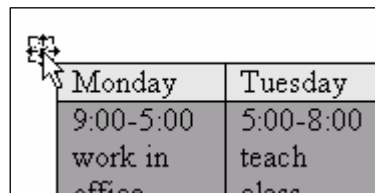
15. Type *Monday* in the top left box. Press the **TAB** key to move to the next box. Type the other days of the week.

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.

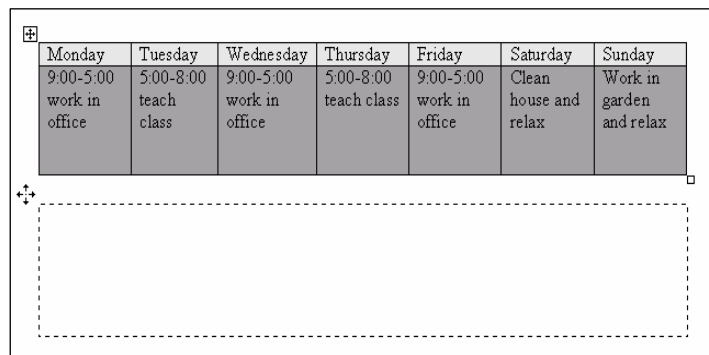
17. Move the cursor over the table until you see a box with arrows in the top left corner.



18. Move the cursor over this box until it also looks like four arrows.



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



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 desk.