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

Creating a Weekly Schedule

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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:

   ![Shading Example](image1)

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

   ![Table Example](image2)

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.

   ![Cursor Example](image3)

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

   ![Cursor Example](image4)

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

   ![Table Example](image5)
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.