

RHP Computer Applications Class

3 – 1: Tables Level 1

Name _____



Tables are used in a document to organize and present data. We will utilize a simple table in this assignment.

Start by opening Microsoft Word. Begin your new document with the line “Most Hated Vegetables”. Format that line at 24 points, bold, underline, using any font you wish.

On the next line, create a small table. There are two methods of accomplishing this. One is to use the Insert Table icon, located on the standard toolbar. The other is to pull down the Table menu and choose Inset Table option. You want to create a table that has 2 columns and 7 rows. It should look like this:

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This table contains 14 ‘cells’. A cell is a place you can insert text into. To navigate through the cells, you can click the mouse in a cell, or use Tab and Shift-Tab. Tab will space you forward through the table, Shift-Tab will send you back through the table.

Type the following into your table:

| Vegetable Class | Your Pick |
|------------------------|------------------|
| Leafy and Salad | |
| Fruiting and Flowering | |
| Podded | |
| Bulb and Stem | |
| Root and tuberous | |
| Sea vegetables | |

Fill in the “your pick” column. If you do not have the vegetable knowledge required to fill in the table, visit [this site](#).

By the way, if you want to use tabs inside a cell, you must use hit Ctrl-Tab. Remember that the tab key by itself takes you to the next cell.

Now we want to format the table so it looks better. The easiest way to accomplish this is the select the table and use AutoFormat. To select the table, make sure the insertion point is in the table somewhere, then type Alt-A (Table menu), then hit F (Table AutoFormat). There are a number of formats you can use, and each is previewed in the small menu as you select it. Choose the Classic 2 style and hit OK.

Save your file as **Table1.doc**. Email this file to me. The subject line is **compapp 3-1 lastname**.