

RHP Computer Applications Class

3 – 1: Tables Level 1 (RI)

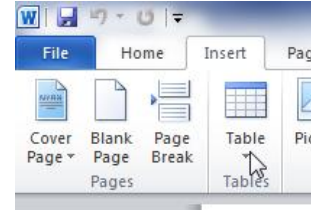
Name _____



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. On the ribbon interface, click on the **Insert** tab and choose **Table**. Scroll down the list of squares (called cells) until you create a table that has 7 squares down and 2 squares across. A table will be created for you.



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](#).

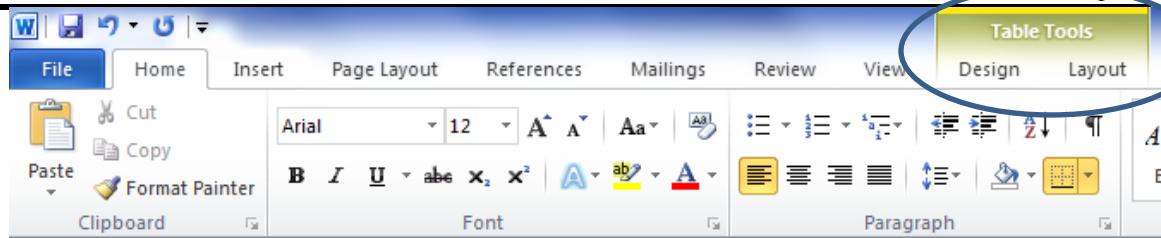
By the way, if you want to use tabs inside a cell, you must use hit Ctrl-Tab. Remember that the tab key by itself takes you to the next cell.

Now we want to format the table so it looks better. Click somewhere inside your table. You will notice that new tabs appear in your ribbon interface.

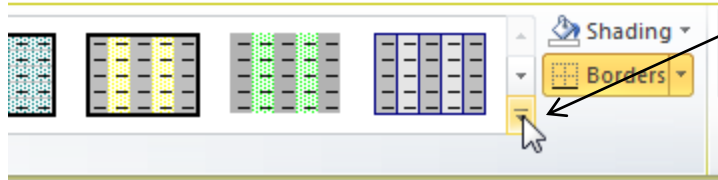
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Click on the design tab. There are a number of design elements available. If you click on the little arrow on the right, many more autoforamt options will



appear.

Select one format from the list. If you don't like it, hit Ctrl-Z to undo your selection and try another one.

Once you are satisfied with your selection, save your file as **Table1**. Email this file to me. The subject line is **compapp 3-1 lastname**.