

RHP Computer Applications Class

3 – 3n Tables: Designing Forms (RI)



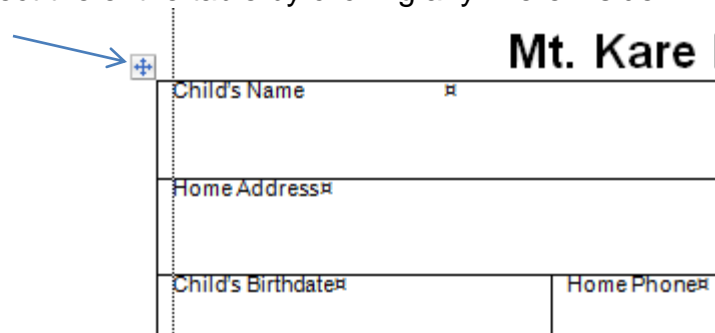
This assignment will ask you to re-design the old Mt. Kare Health Form using the table feature.

Start with the heading, 'Mt. Kare Health Form'. Center the title on the page. The type size is 24 point and bold.

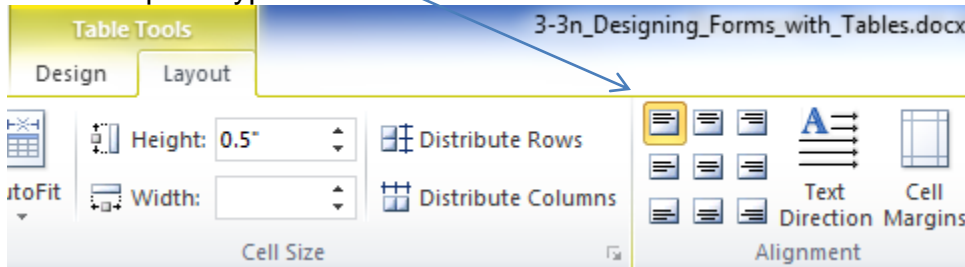
Next, create a table with 8 rows and 1 column (you will be adding more rows to make a total of 15). Do this by going to the last row and hitting the tab key repeatedly until you have 15 rows.

All of the text you type in the table needs to be 8 points in size. All text will also be 'Align top left'. First, select the entire table by clicking anywhere inside the table. At the upper left hand of the table you will find a small box with an arrow in it.

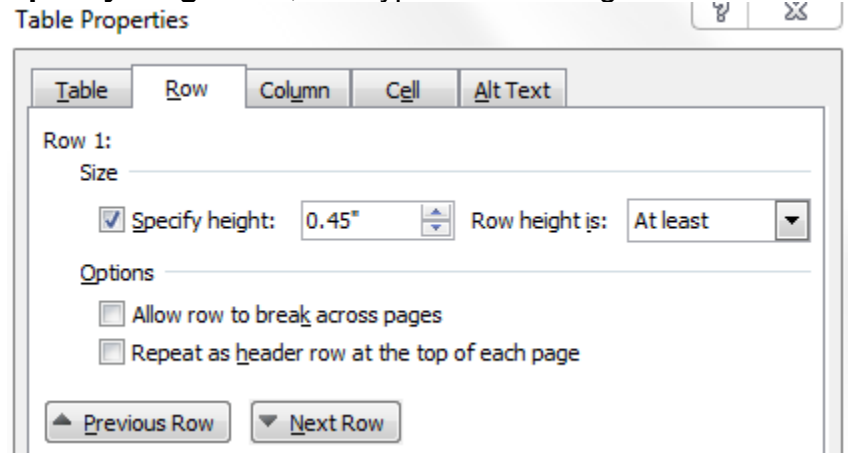
Click this box to select the table (you can also right-click inside the table and choose **Select Table**).



Once the table is selected, any formatting that you do will effect the entire table. Click on the **Table Tools, Layout** tab and choose the **Align Top Left** icon. Then choose 8 point type.



You will notice the cells are not tall enough to write in, so adjust the cell height by selecting the table. With the table still selected, right-click on the table and choosing Table Properties. Make sure the **Row** tab is selected, check the **Specify Height** box, and type in a cell height of .45".

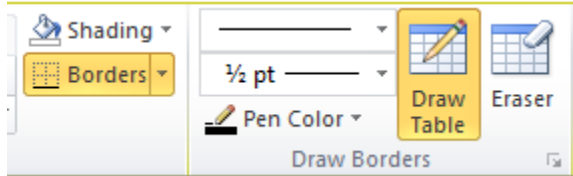


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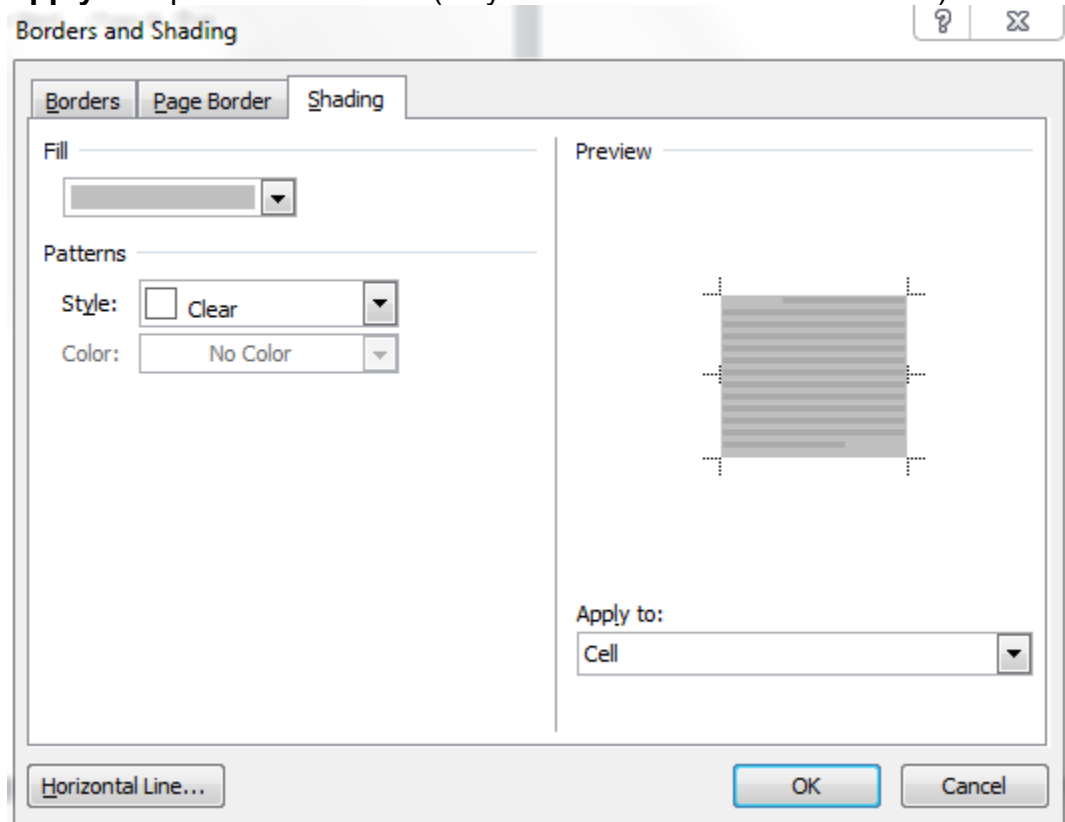


Now it's time to format our table using the table draw tools. Select the **Draw Table** icon (under the **Tables Tools, Design** tab).



Your cursor will turn into a little pencil. Draw horizontal lines where needed by clicking and dragging the mouse. If you make a mistake, just hit Ctrl-Z to undo your last line. You can also click on the **Eraser** button and erase whatever lines you want.

To shade the cells, right-click on the cell and choose select the cell(s) you want to shade and choose **Borders and Shading**. Click on the **Shading** tab. In the **Fill** field, choose the color you want to fill the cell with, then make sure to the **Apply To** option is set to Cell (so you won't shade the entire table).



When you are finished, save it to your system folder. Then email me the document at rhp@denovodental.com with the subject line **Compapp 3-3 [Lastname]** where lastname is your last name.



Mt. Kare Health Form

Child's Name	
Home Address	
Child's Birthdate	Home Phone
Parent's Name	
Parent's Work	Work Phone Number
Name of Emergency Contact if parents are not available	Emergency Contact Phone Number
Address of Emergency Contact	
List any Allergies Your Child has	
Date of Last Tetanus Shot	
List and explain any physical disabilities, handicaps, or medical tendencies (headaches, etc.)	
How are your child's eating habits?	
Health Insurance Company	Policy Number
Medical Release: In case of sickness or accident, Kare Youth League has my authorization to secure such medical attention as is deemed necessary if unable to communicate with me immediately.	
Signature of Parent or Guardian	Date