**Microsoft Word**

*Table 1 Exercise*

Task: Your task is to create a table that looks similar to the one below. You need to then use this table to keep track of how productive you are for one day.

**Steps:**

1. Open Microsoft Word.

2. At the top of your page type the title, “Productivity”

3. Underneath the title, type your name and the period you have this class.

4. You may modify the size, color, and font of your title and name to meet your liking.

5. Next you need to look at the table on the bottom of this page, create one similar to it. You may modify the size to make it take up a larger space on your page. Once you have created the table, add some different styles and border sizes to your table. (In your tool bar, select Insert> Table >Insert Table. *How many columns and rows do you need?* )

6. Be sure to center your Hours and What I Did titles and subtitles. Also, make sure you make your rows large enough that you can write in them.

7. Please fill in your daily schedule. Type down what classes you have each period and activities you might do afterschool such as homework, sports, work etc…

8. Save this project as, “Table 1”. When you are finished you may work on any links off of Mrs. Kozlek’s website or study island.

|  |  |
| --- | --- |
| **Hour** | **My Daily Schedule** |
| 6:00 am |  |
| 7:00 am |  |
| 8:00 am |  |
| 9:00 am |  |
| 10:00 am |  |
| 11:00 am |  |
| 12:00 pm |  |
| 1:00 pm |  |
| 2:00 pm |  |
| 3:00 pm |  |
| 4:00 pm |  |
| 5:00 pm |  |
| 6:00 pm |  |
| 7:00 pm |  |
| 8:00 pm |  |
| 9:00 pm |  |
| 10:00 pm |  |
| 11:00 pm |  |

**Microsoft Word Table 2**

*Table of your choice*

(The directions below are open, this leaves you plenty of room to show off your creativity and ingenuity)

Since we have talked about tables and what they can be used for. It is your job to create a table of your choice. You need to create and complete a table that you have decided upon. The next step is to explain why you chose the table you did. You need to have two things completed in order to get full credit. You first need your completed table. The remaining item should be a paragraph under your table. (this should explain why you chose to create the table that you did). To get **all** points you must include **all** aspects of the directions above.