MS WORD ACTIVITY-05

Table Formatting

MS Word Table Formatting: The 'My College Timetable'

Instructions:

Follow these steps precisely to create and format your timetable. Check each item off as you complete it.

1. **Start a New Document:**

   o Open Microsoft Word and create a new, blank document.

2. **Add Document Title:**

   o Type the title: "**My Weekly College Timetable**"

   o **Font:** Change the title font to **Cambria** and size **20pt**.

   o **Style:** Make the title **Bold**, **Underlined**, and **Centered**.

3. **Insert the Table:**

   o Go to the "Insert" tab, click "Table", and insert a **6x6 table** (6 columns, 6 rows).

   o **Table Content:** Populate the table with the following information. You can adjust the times and subjects to your preference or use this example:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:00 AM	Math 101	Biology Lab	Chemistry	Math 101	English
9:00 - 10:00 AM	English Lit	Chemistry	Biology	English Lit	Math 101
10:00 - 11:00 AM	History 101	History 101	History 101	Elective	Elective
11:00 - 12:00 PM	*Break*	*Break*	*Break*	*Break*	*Break*
1:00 - 2:00 PM	Computer Sci	Computer Sci	Computer Sci	Tutorial	Sports

4. **Table Formatting:**

   o **Table AutoFit:** With the table selected, go to the " Table Layout" tab (under "Table Tools"). Click "AutoFit" and select "**AutoFit Window**". This makes the table adjust to the page width.

   o **Header Row:** Select the first row (the one with "Time", "Monday", "Tuesday", etc.). Go to the "Table Design" tab, find the "Table Style Options" group, and check "**Header Row**".

- **Table Style:** While on the "Table Design" tab, browse the "Table Styles" gallery and choose a professional-looking style (e.g., a "Grid Table" or a "List Table" style with subtle colors).

- **Shading:**

  - Select the entire first column (Time column). Go to the "Table Design" tab, click "Shading", and apply a light gray fill.

  - Select the row with "*Break*". Go to "Shading" and apply a light blue or green fill.

- **Text Alignment in Cells:**

  - Select all cells in the table (excluding the header row).

  - Go to the "Table Layout" tab (under "Table Tools"), and in the "Alignment" group, click "**Align Center**" (this aligns text horizontally and vertically within the cell).

- **Merge Cells for Break:**

  - Select all the cells in the "*Break*" row (from Monday to Friday).

  - Right-click the selected cells and choose "**Merge Cells**".

  - Type "**LUNCH BREAK**" in the merged cell.

  - **Align and Style:** Center the text "**LUNCH BREAK**" and make it **Bold** and **14pt**.

5. **General Document Formatting:**

   - **Body Font:** Select all text in the document (excluding the main title), and change the font to **Arial** and the size to **11pt**.

   - **Margins:** Go to the "Layout" tab, select "Margins", and choose **Normal** (Top: 1", Bottom: 1", Left: 1", Right: 1").

   - **Spacing:** Select all text in the table and set the line spacing to **Single**.

6. **Add a Header/Footer:**

   - Insert a **Header** that includes your **Name** on the left and the **Current Date** on the right. Go to "Insert" -> "Header" and choose a simple style.

   - Insert a **Footer** that displays the **Page Number** on the bottom center of the page. Go to "Insert" -> "Footer" and choose a simple style.

7. **Final Touches:**

   - **Proofread:** Read through your timetable to ensure all subjects and times are correct.

   - **Spelling & Grammar Check:** Run a final spell check to fix any errors (F7 is the shortcut!).