

## ACTIVITY #1

### Part 1: Practice Inserting a Table and Entering Data

1. Open a blank MS Word document
2. Insert a table that is three (3) rows across and three (3) columns down
3. Enter the days of the week as your column headings
4. Below the days of the week, enter the 2<sup>nd</sup> and 3<sup>rd</sup> rows of text as shown in the example below
5. **Insert** a new row at the bottom of the table to accommodate the 4<sup>th</sup> row of text

Tuesday	Wednesday	Thursday
Oil Change	Make Lunch	Pay Bills
Grocery Shopping	Word Class	Clean Kitchen
Make Dinner	Gym	Read Book

### Part 2: Practice Formatting a table

1. Apply a design of your choice to your table from **Table Styles**
2. Change the **height** of all rows to **0.25** and the **width** of all columns to **2.0**
3. **Bold** and **Center Align** the days of the week
4. Select the table and drag it down a few spaces

## ACTIVITY #2

### Part 1: Practice Inserting an online picture

1. Double-click in the open space below your table to set a new insertion point
2. From the **Insert** Tab, click on the **Online Pictures** button
3. Type **To Do List** in the Search box and hit **Enter**
4. Select an image you like and insert it into your document



### Part 2: Practice Formatting an Image

1. **Re-size** the image so it is appropriate for the document
2. Click the **Wrap Text** button and select **Behind Text**
3. **Reposition** the image so it is in the right corner above the table
4. Apply one of the **Picture Styles** to the image

## ACTIVITY #3

*Part 1: Practice Inserting WordArt*

1. Double-click in the open space below your table to set a new insertion point
2. From the **Insert** Tab, click the **WordArt** button
3. Select one of the styles
4. In the text box that appears, type **Today's Tasks**



*Part 2: Practice formatting WordArt*

1. Add a background color to the WordArt box using **Shape Fill**
2. Add a different **Shape Outline** color to surround the WordArt box
3. With the text selected, increase the **Font Size** to **48**
4. Click the **Text Effects** button from the WordArt Styles group and select on the **Transform** styles
5. Reposition your Word Art so it is in the left corner above your table

**ACTIVITY #4**

*Practice adding a border and watermark to your document*

1. From the **Design** tab, insert a colored, 3pt line border around your document
2. Apply a **Textured** page background. **Hint:** Use the Fill Effects option in the Page Color Menu.
3. Insert a Custom Text Watermark that states **Things to Do**
4. Remove the **Watermark**
5. Insert an **artistic Horizontal line** underneath your table using the **Page Borders** button

Example of completed Activity

