Activity Sheet: MS Word – Tables, Images and Graphics

**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 2nd and 3rd rows of text as shown in the example below
5. **Insert** a new row at the bottom of the table to accommodate the 4th row of text

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oil Change</td>
<td>Make Lunch</td>
<td>Pay Bills</td>
</tr>
<tr>
<td>Grocery Shopping</td>
<td>Word Class</td>
<td>Clean Kitchen</td>
</tr>
<tr>
<td>Make Dinner</td>
<td>Gym</td>
<td>Read Book</td>
</tr>
</tbody>
</table>

*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
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