# Chapter 11 Supplemental Activity

## Table with Borders and Shading
Complete Lesson 77 before you complete this activity.

1. Start *Word* and open a new blank document. Create a table as shown below, using the Fixed Column Width option.

| Super Giant Corporation Quarterly Sales Figures in Units | | | | |
|---|---|---|---|---|
| **Salesperson** | **January** | **February** | **March** | **April** |
| Jose Castillo | 750 | 654 | 807 | 504 |
| Helen Goins | 689 | 546 | 913 | 605 |
| Jim Jones | 582 | 631 | 768 | 604 |
| Becky Unis | 643 | 621 | 802 | 589 |
| Totals | 2,664 | 2,452 | 3,290 | 2,302 |

2. Change column widths and row heights and add borders and shading to make your table attractive and easy to read. You decide the settings and formatting to apply.

3. Save the table as *C11 Sup Table1*. Print the table and then close it.

# Chapter 11 Supplemental Activity

## Table AutoFormat

Complete Lesson 77 before you complete this activity.

You can quickly format a table by using the Table Styles feature. This feature allows you to select from a variety of table styles. When you select a style, formatting features (bold, shading, alignment, and so on) are applied to the table. You should select a format that makes your table attractive and easy to read.

1. Start *Word*. Open *DF C11 Sup Table2* found in your data files. Click in a cell in the table.

2. Click the **Table Tools Design** tab. In the **Table Styles** group, use the scroll arrows to find a style you like. Click the thumbnail of the style to apply it to the table.

3. Click in the table. Click the **Table Tools Layout** tab. In the Cell Size group, click the AutoFit arrow, then select **AutoFit Contents**.

4. Change the height for all rows to 0.5". Center all cell entries horizontally and vertically. Center the page vertically.

5. Save the table as *C11 Sup Table2*. Print the table and then close it. Close *Word*.