

ITC 401/461 – MS Word Assignment: Creating a Table

Create a table of at least 10 records (rows) in at least 4 columns.

One column's text has to be **aligned to the right**. Usually a column like this involves numbers or money. Include appropriate **colours and fonts** to make the table look more interesting.

Suggestions for information:

Hockey players, teachers, friends, clothes, cars, etc.

If you use names, include one column for last names and one for first names.

Title & Headings:

Your table should have a **heading** for each column (like on page 99).

Include a Title and your name at the top of the page.

Sorting:

When finished, **Sort** the table in ascending order by a column other than column 1.

Result:

The result should look something like the table on page 99.

Try to line up the headings better than is done on page 99.

Save the file in your L: drive / WP folder as **Table**