



Table Fun Microsoft Word

<input type="checkbox"/>	12 pts	1. Insert Create a Table with Columns & Rows
<input type="checkbox"/>	10 pts	2. Title Row Text = Computer Vocabulary Merge Cells Across Columns
<input type="checkbox"/>	5 pts	3. Title Row Text = Computer Vocabulary Center Alignment Title in Merged Cells
<input type="checkbox"/>	8 pts	4. Headers for each Column: (Label of Columns) Vocabulary – Definition - Thesaurus
<input type="checkbox"/>	5 pts each	5. Google Define Vocabulary Words (5 or >)
<input type="checkbox"/>	5 pts each	6. Thesaurus (Shift & F7) Use Synonyms (5 or >)
<input type="checkbox"/>	5 pts	7. Font Size 12 or More & Format Table Font Style
<input type="checkbox"/>	5 pts	8. Insert Header Student Name
<input type="checkbox"/>	5 pts	9. Insert Footer Computers & Page Numbers Auto Footer Feature
<input type="checkbox"/>		10. F7 Spell Check (-5 per different Word), Proper Nouns CAPS & grammar counts (-3 CAPS or Grammar)
<input type="checkbox"/>		11. Submit Digitally Up Load to Google Drive, then turn in assignment using Google Drive
100 pts Assignment Updated 1-May-18		