



## Table Fun Microsoft Word

<input type="checkbox"/> <b>12 pts</b>	1. Insert Create a Table (3x7) 3 Columns & 7 Rows
<input type="checkbox"/> <b>10 pts</b>	2. Title Row <b>Text = Computer Vocabulary</b> Merge Cells Across Columns
<input type="checkbox"/> <b>5 pts</b>	3. Title Row <b>Text = Computer Vocabulary</b> Center Alignment Title in Merged Cells
<input type="checkbox"/> <b>8 pts</b>	4. Headers for each Column: (Label of Columns) Vocabulary – Definition - Thesaurus
<input type="checkbox"/> <b>5 pts each</b>	5. Google Define Vocabulary Words (5 or >)
<input type="checkbox"/> <b>5 pts each</b>	6. Thesaurus (Shift & F7) Use Synonyms (5 or >)
<input type="checkbox"/> <b>5 pts</b>	7. <b>Font Size 12 or More &amp; Format Table Font Style</b>
<input type="checkbox"/> <b>5 pts</b>	8. <b>Insert Header Student Name</b>
<input type="checkbox"/> <b>5 pts</b>	9. <b>Insert Footer Computers &amp; Page Numbers Auto Footer Feature</b>
<input type="checkbox"/>	10. <b>F7 Spell Check (-5 per different Word), Proper Nouns CAPS &amp; grammar counts (-3 CAPS or Grammar)</b>
<input type="checkbox"/>	11. <b>Submit Digitally or Copy &amp; Paste Document to cpu\$ H:Drive 7<sup>th</sup> Folder Submit</b>
<b>100 pts Assignment Updated 28-Nov-17</b>	