Intro To Computers
Word #18 –Presidents and Their Dogs

Objective: Create and format a table. Insert a row in a table. Merge cells in a table.

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_18.*

2. Open a NEW document in Word.

3. Insert a header. Make sure the header is in **12 point Times New Roman** and is in all caps. Left aligned in the header should be *WORD #18*. Right aligned in the header should be your *FIRST LAST* names. These should **not** be italicized.

4. Save the document in your *first_last_word_18* folder as *PresidentDogs.docx*.

5. The page font should be 12 point Times New Roman.

6. The paragraph spacing on the document should be single with 0pt before and 0pt after.

7. Starting on the first line of the document, type the title "U.S. Presidents and Their Dogs" as shown in the handout. (Do not include the double quotes.) Center align and bold the title then hit the ENTER key twice.

8. Create a table with 3 columns and 30 rows, then type the text into the table as shown in the handout.

9. Apply the following formatting to the table:

    a. Add a 1 pt border to all cells.

    b. Center align, bold, and italicize the column titles.

    c. Shade (fill) the first row using a color of your choice. Make sure that the text is a color that can be read against your shading color.

    d. Insert a blank row after the first row and before the row with George Washington's information.

    e. Add a row after the last row.

    f. Merge the cells in the last row and keep the text alignment on the left.

    g. In the last row type the text "My favorite dog name on this list is <insert your favorite dog name>." Do not include the quotes or the <>. Be sure to pick a dog name and not a dog breed.

10. Don't forget to type the line with the source of the data. There should be a blank line between the end of the table and the source data.

11. Carefully proofread the document for spelling, grammar, and accuracy.

12. Resave the document and exit out of Word.

13. Zip up your *first_last_word_18* folder. Turn in your *first_last_word_18.zip* file.