

Activity 16: Ocean Data

New Skills Reinforced:

In this activity, you will practice how to:

1. insert and format a table.
2. adjust row height.
3. change table borders.
4. Insert and format WordArt.

Activity Overview:

Using tables in a document is an easy way to present data in an organized format. Tables contain columns and rows that are displayed as cells (similar to a spreadsheet) in a document. Tables can be customized to look just about any way you want – you can insert or delete rows and columns, merge cells, change borders, fill cells with different colors, and much more.

Instructions:



1. **Create** a NEW blank document in Word.
2. **Save** the document as **OCEAN DATA** to your Computer 6 folder.
3. **Insert** a **WordArt** title. Select the 5th choice in the 2nd row. Type the text:

OCEAN DATA (ENTER)

By: Type Your First and Last Name

Change the font style to Snap ITC. Do NOT change the font size.

4. **Format** the Word Art title to add what ever **fill color**, **shape outline (style/ color)**, and **shadow effect** you desire.
5. **Horizontally center** (←→) the Word Art title.
6. **Double click below** the word art title leaving a blank space or two before you begin your table.
7. **Create** the **table** shown below and **enter** the **information**. You need to determine the number of columns and rows using the table below as a guide.

Center the column headings

Leave this row blank

NAME	SQUARE MILES	AVERAGE DEPTH
ARCTIC OCEAN	5,105,700	3,407
ATLANTIC OCEAN	33,420,000	11,730
INDIAN OCEAN	28,350,500	12,598
PACIFIC OCEAN	64,186,300	12,925

8. **Make** the formatting **changes** as indicated by the notes and arrows surrounding the table.
9. Select the table and change the **Row Height** of the entire table to 0.7”.
10. Change the table font to **SHOWCARD GOTHIC** and the size to **16 point**.

Right align all of the cells (boxes) that contain numbers only

Activity 16: Ocean Data Continued

NEW SKILL

11. **Change the table** as follows. You **MUST** make changes to receive credit.
 - a. Change the **border** around the **outside** of your table.
 - b. Change the **border** on the **inside** of your table (make it different from your outside border).
 - c. Add **shading** to your table.
12. Add an **art page border**. Make sure it fits the **ocean theme**. **Note**: This is different than a table border.
13. **Vertically** (↕) **center** your page.
14. **Resave** the document and **print** to the black and white printer when finished.

