

Activity 17: Baby Names

New Skills Reinforced:

In this activity, you will practice how to:

1. create and format a table.
2. insert a row in a table.
3. merge cells in a table.
4. change row height and column width.

Activity Overview:


In this activity, you will practice creating and formatting a table that showcases the top ten baby names used in the United States in 2011 according to the U.S. Census Bureau.

Instructions:

1. **Create** a NEW document in Word.
2. Insert a **header** – Name Baby Names Date
3. Starting on the first line of the document, **type** the title “Top 10 Baby Names (2011)” as shown in **Figure 17-1**.
4. Press **ENTER two times** after the title.
5. Create a **table with 3 columns and 11 rows**, then **type** the **text** into the table as shown below.

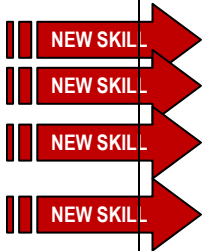


Rank	Boys	Girls
1.	Aiden	Sophia
2.	Jackson	Emma
3.	Mason	Isabella
4.	Liam	Olivia
5.	Jacob	Ava
6.	Jayden	Lily
7.	Ethan	Chloe
8.	Noah	Madison
9.	Lucas	Emily
10.	Logan	Abigail

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6. **Select** the title **Top 10 Baby Names (2011)**. **Center** the title text and change the **font size** to of the title to **18 pt**.
 7. Apply the following **formatting changes** to the table:
 - a. Select all text in the table and change the **font size** to 18 point.
 - b. Add a **double line 3 point border** to the **outside** as shown in Figure 17-1.

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- c. Add a **dotted line ½ point border** to the **inside** as shown in Figure 17-1.
 - d. **Center** and **bold** the column titles in row one of the table. **Note:** All text below row one should be aligned to the left side of the boxes.
 - e. **Insert** a blank **row** between the first and second rows. See Figure 17-1.
 - f. **Shade** (fill) the first row using gray **25%**.
 - g. **Insert** one **row** after the last row.
 - h. Select the table and change the **row height** to **0.5"**.
 - i. Select the table and change the **column width** of all columns to **1.5"**.
 - j. **Merge** the cells in the last row.
 - k. In the last row, **type** the text "My favorite baby name is (insert your favorite baby name).
 - l. **Select** the table. **Center** the table **horizontally** on the page. **Note:** Use the Center icon.
 - m. **Vertically Center** the table on the page.
8. Carefully **proofread** the document for spelling, grammar, and accuracy. See **Figure 17-1** to see what your final document should look like.
 9. **Save** the document as **BABYNAMES** to your Computer 6 folder.
 10. **Print** the document if required by your instructor.



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Figure 17-1

Top 10 Baby Names (2010)

Rank	Boys	Girls
1.	Jacob	Isabella
2.	Ethan	Emma
3.	Michael	Olivia
4.	Alexander	Sophia
5.	William	Ava
6.	Joshua	Emily
7.	Daniel	Madison
8.	Jayden	Abigail
9.	Noah	Chloe
10.	Anthony	Mia
My favorite baby name is <u>enter name here.</u>		