

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 Sharedrive.
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 Word Art font style to **Snap ITC**. Do NOT change the font size.

4. Format the Word Art title to add whatever **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

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

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**.

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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 **Turn into Edmodo** – Be sure to **attach** the file.