

Word Processing Final

Just a couple more things to learn and then you're done with word processing!!!

REVIEW

Tables – More practice

Create the above table, complete with: colors, centering of the title, and merged cells for the title.

	Title of the Graph				
Item 1	1	5	9	13	28
Item 2	2	6	10	14	32
Item 3	3	7	11	15	36
Item 4	4	8	12	16	40
Totals	10	26	42	58	136

If you need a reminder, download the practice instructions at

<http://science.pageofmystery.com/comptech/x8d2.pdf>

It needs to be 4 inches wide.

To fix the table width, find this button on the table toolbar:

Under “Table” change the width to 4.00”



On the right side, change the alignment to Center

Graphs and Charts – More Practice

Create a graph If you need a reminder, download the practice instructions at

<http://science.pageofmystery.com/comptech/x8d2.pdf>

Use the following data:

	A	B	C	D	E	F
1		Monday	Tuesday	Wednesday	Thursday	Friday
2	Apples	1	2	3	2	1
3	Bananas	0	1	2	3	2
4	Cherries	1	0	1	2	3

To do this, you will need to add two columns and delete a row.

Remember that you change the data table by double-clicking on the chart, and then once selected, right-click on the graph. From there, you can select “chart data” and edit the data.

* CHANGE GRAPH TITLE

Change the title of the graph by double-clicking on it. Change it to read “Fruits by Day”

- - - **More editing on the next page!!!** - - -

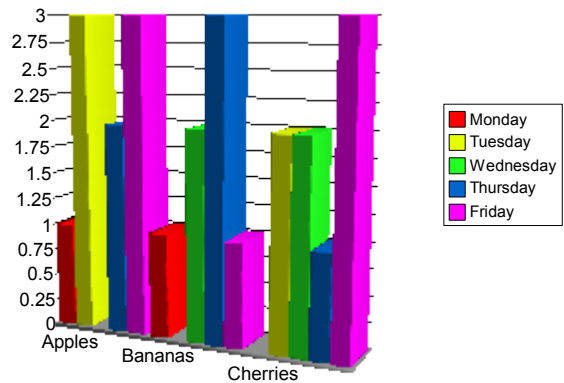
* COLORS

Now change the colors of the graph. Make the colors as follows:

- Monday Red
- Tuesday Yellow
- Wednesday Green
- Thursday Blue
- Friday Pink or Purple

To do this, double or triple click on one specific color on your chart. Select the tab that says "area". Here, you should be able to select the color. Repeat this for each of the five colors.

Fruit by Day



* 3D

Change your chart from two dimensional to three dimensional. To do this, double click on the chart, and then right click. Select "chart type". From here, you can select 3D at the top of that pop up. Your final chart should look something like the one at the right, although your numbers will be different.

NEW
Columns

Go to a new page. Copy the following nonsense paragraphs and paste them onto your page.

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- - - **More editing on the next page!!!** - - -

* Re-Size

Change the font to a 10 point font and then change to an approved font, such as Times New Roman, Garamond, Book Antiqua, Century, Georgia, Palatino, or Perpetua

* Create columns.

Select only the middle three paragraphs. Make sure they are highlighted (selected).

At the top of the page, select "Format"

Scroll down and select "Columns"

Increase the number of columns to three.

On that same column select, add a line between the paragraphs – as thin as possible

If you can't find it, it's at the bottom of the pop-up window

* Add bold, centered headers to the columns.

Inside each column, at the top, label the columns "Column 1" "Column 2" and "Column 3"

Leave a space on the line after each label

Bold and center each header

* Add horizontal lines

Above the columns,

add a double line by pressing the equal sign about five times ===== and hit enter

Below the columns,

add a single line by pressing the minus sign about five times ----- and hit enter

WARNING – created lines are VERY hard to delete correctly.

Part of your document should look like this:

capibus raris aqua, ac nendrent tortor congue a. Auquam erat yourpat, vestouum ornare purus vitae leo ullamcorper interdum. In tincidunt, nunc sit amet malesuada dignissim, risus libero tincidunt eros, accumsan venenatis elit velit in enim. Sed ultrices, lectus sed gravida sagittis, eros tellus mattis orci, eu imperdiet dolor urna eu mi. Nullam suscipit placerat risus, Maecenas orci metus, egestas a cursus pellentesque, sollicitudin sed nulla. Nullam ullamcorper suscipit tortor, eu lacinia ante porta in.

Column 1	Column 2	Column 3
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Once you're done, send the two-page document to:

To: dlowe@libertyacademycs.org
From: your email
Subject: X9 Document
Message: Your name, class period, Columns Document

Remember to attach your document

GRADING

Table

Present	1
Correct data	1
Correct colors	1
Correct formatting	1
Correct width	1

Table Total 5

Chart

Present	1
Correct data	1
Correct colors	1
Header/Title	1
3D	1

Chart Total 5

Columns

Info copied	1
Resize	1
Correct columns	2
Line between columns	2
Double line above	2
Single line below	2

Columns Total

10

GRAND TOTAL 20