ANNIECANNONS

Table Exercise

In this exercise you will practice:

- Creating a table
- Changing the Margin size
- Changing the page Orientation
- Navigating and using tools on different tabs
- Using Save and Save As
- Copying and pasting between documents

1. **Open a new Google Doc**

2. On the File Tab, click the **Page Setup**. In the **Page Setup page,** click **Landscape.** This will change the direction the document will print on a piece of paper. Portrait orientation prints the document vertically. Landscape orientation prints the document horizontally.

3. On the Menu Bar, click the **Table Tab.** Hover over the **Insert Table** button**.** A menu with little squares should appear.

4. Move the cursor over squares until the top of the menu shows **7x7 Table** and then click. This tells Google Docs you want a table with 7 rows and 7 columns. The table should appear in your document.

5. Your document should now have a table.

6. Click in the **cell in the top left corner** of the table, you should see your cursor flashing there. Each box that is part of your table is called a cell.

7. Type: **April**

8. Click in the cell below April. Type: **Sunday**

9. Press the **Tab Key** on the keyboard. This will move the cursor to the next cell. Type: **Monday**

10. Use the **Tab key** to type **Tuesday, Wednesday, Thursday, Friday,** and **Saturday** in the next 5 cells.

11. Click in the cell **below Friday.** You should see your cursor flashing there. Type: **1**

12. Use the **Tab key** to **fill in the rest of the calendar dates** like the picture below. Pressing Tab at the end of a row will automatically bring you down to the first cell in the next row.

April						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

13. Select All to highlight the entire table.

14. Change the font size to 20, and then click before the word April to clear the highlighting. Look in the Font group to find the Font Size dropdown menu.

15. Hold your cursor over the table and **look for the little white square in the bottom right corner**. Move the cursor over the white square, and it should look like a **double-pointed arrow.** The arrow allows you to change the size of the table.

16. Click the square and drag straight down. You should see a **dotted line** showing the size the table will be when you let go of the mouse button.

17. Make the table bigger until the bottom row is near the bottom of the page. You may need to click and drag several times.

18. Highlight the **top row of cells.**

19. On the **Table tab**, in the **Merge group**, click **Merge Cells.** This will combine all the columns in the top row into one for the title.

20. Keep the top row highlighted and then **Center** the text, change the font size to 48 and change the font to Corsiva.

21. Hold your cursor over the **line below Wednesday**. The cursor should change to look like this: This cursor allows you to change the cell height.

22. Click and drag up until there is **very little white space** below the days of the week.

			April			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2

23. Highlight the **top row** of the table.

24. On the **More tab,** click **Background Color** to show a menu of colors you can choose to shade your table.

25. Click a **green** square. The background of the top row should be green. You will need to click to clear the highlighting to see the color of the row.

26. Highlight the **second row** of the table. This is the row with the days of the week. Change the background color to light green.

27. Click the **File tab** to open the Backstage View. Click **Print** to look at a print preview of the document. It should look like this:

28. Name the document **April 2011 Calendar.**

29. Use the double arrow cursor to make the table smaller.

			April			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

30. Click the **Insert tab**. In the **Pages group** click **Page Break.** The cursor should be flashing at the top of page 2.

31. Open the Word document **Google Doc Exercise 3 Table Exercise Supplement**.

32. Select All to highlight all the text in the document. And **Copy** the text.

33. Paste the text you copied from the CelebratingApril document on Page 2

34. Scroll up and down to see the entire document. There should be **3 pages.** There is a little grey space between each page.

35. Look at page 3. There is only one bullet point on page 3. It would be better to have the last bullet point with the rest of the list on page 2.

36. Click File à **Page Setup**. In the **Page Setup group,** click **Margins** to show a list of margin options.

37. Click the **Narrow** option, which has the top, bottom, left and right margins set to .5". The Narrow margin setting makes the margins smaller and allows more text to fit on the page.

38. Scroll up and down to see the entire document. There should be **2 pages.** The last bullet point should be on page 2.

39. The document should look like this. Format and Share!

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Celebrating April!

In St. Paul, April is the start of spring! Warm weather, melting snow, and returning green are all signs of a new season. The month of April is also a time to recognize many causes. Look at the list below to see the different causes that are celebrated in this month.

- Jazz Appreciation Month
- National Poetry Month
- Sexual Assault Awareness Month
- National Poetry Writing Month
- National Arab American Heritage Month
- National Child Abuse Prevention Month
- National Library Week
- National Volunteer Week
- National Park Week
- National Public Health Week