**Assignment: Exploring the Table Options in Microsoft Word**

**Objective:**

The aim of this assignment is to understand and utilize the various tools and features available for working with tables in Microsoft Word.

**Instructions:**

1. **Insert a Table**
   * Open Microsoft Word and create a new document.
   * Save the file as Table\_Assignment\_YourName.
   * Insert a table with **5 columns and 4 rows**.
   * Add the following headings in the first row:
     + **Name**, **Age**, **Grade**, **Subject**, **Remarks**.
2. **Table Design**
   * Apply a **Table Style** of your choice.
   * Change the table borders to a **thicker line style** (e.g., 2.5 pt).
   * Add **shading** with a light color to the heading row.
   * Alternate the row colors using **banded rows**.
3. **Table Layout**
   * Adjust the column width so that the table fits the page.
   * Center-align the text in the **"Age"** and **"Grade"** columns.
   * Apply **text direction** to rotate the text in the **"Remarks"** column.
   * Merge the first two cells in the last row and type **"Total Students"**.
4. **Working with Data**
   * Fill in the table with sample data (you can use your own or create fictitious entries).
   * Insert a row between the 2nd and 3rd rows and add more data.
   * Delete the last row after merging the cells and creating the "Total Students" label.
5. **Table Tools**
   * Split the table into two parts after the 2nd row.
   * Add a new column between the **"Grade"** and **"Subject"** columns and label it **"Attendance"**.
   * Insert a formula in the merged cell to display "Count: 4".
6. **Sorting and Alignment**
   * Sort the table by the **"Name"** column in **ascending order**.
   * Align the table to the center of the page.
7. **Additional Features**
   * Add a caption above the table: **"Student Performance Data"**.
   * Add a comment to the first row stating: *"Ensure accuracy in student data."*
   * Protect the table by locking it against editing (optional, if using advanced Word features).

**Submission Guidelines:**

* Save your file in .docx format.
* Include your name and date in the header of the document.
* Submit your file as per your institution's instructions.

**Evaluation Criteria:**

* Table design and formatting (20 marks)
* Correct application of layout tools (20 marks)
* Proper use of advanced features (10 marks)
* Neatness and creativity (10 marks)

**Total Marks: 60**