

## OBJECTIVE 3 – LECTURE 1

### “Create Tables and Lists”

#### Task 1 – Creating table

<b>Create a simple table</b>	
Assign to a new blank document	
Columns	<b>3</b>
Rows	<b>10</b>
Fixed Column Width	<b>: 2,5 cm</b>

#### Task 2 – Modifying table's column

<b>Modify the column width</b>	
Apply to the table created in task 1	
Autofit	<b>: Autofit Window</b>

#### Task 3 – Insert new rows and columns

<b>Add new rows and columns</b>	
Apply to the table created in task 1	
Insert rows below	<b>: 2 rows</b>
Insert column to the left	<b>: 1 column</b>

#### Task 4 – Convert text to table

<b>Convert text to a table</b>	
All tabbed text from “Distance ... \$20.00” below the “In-Home Trip Charge” heading in “Word_3-1.docx”	
<ul style="list-style-type: none"><li>• Autofit to Contents</li><li>• Separate text at <b>Tabs</b></li></ul>	

#### Task 5 – Format the table

<b>Change the Table Styles</b>	
Assign to converted table from Task 4	
Table Style	<b>: Grid Table 7 Colourful – Accent 2</b>
Table Shading	<b>: Orange, Accent 2, Lighter 40%</b>

#### Task 6 – Format the table

<b>Merge the table's rows</b>	
The most top table in “Word_3-1.docx”	
<ul style="list-style-type: none"><li>• Merge all the rows in the 1<sup>st</sup> column</li><li>• Align the word “Estimate” to <b>Center Left</b></li></ul>	

### Task 7 – Convert table to text

<b>Convert a table to text</b>
The table below “Consultation Fee Schedule” heading
Separate text with <b>Tabs</b>

### Task 8 – Add borders to the table

<b>Add borders to the table</b>
Table in “Word_3-2a”
Border style : <b>Double solid lines, ½ pt, Accent 3</b> Borders : <b>All Border</b>

### Task 9 – Sorting the Table’s column

<b>Sort the table’s column</b>
Table in “Word_3-2a”
Sort by : <b>“City” (Ascending)</b> Then by : <b>“First Name” (Descending)</b>

### Task 10 – Creating bulleted list

<b>Create a bulleted list</b>
To the content below “The Teacher” heading in “Word_3-3.docx”
<ul style="list-style-type: none"><li>Filled Circle Bullet</li><li>Indent bullet position : <b>hanging, by: 0,7 cm</b></li><li>Line spacing : <b>1,5 lines</b></li></ul>

### Task 11 – Creating a custom bulleted list

<b>Create a custom bulleted list</b>
Assign to the content below “The Hero” heading
<ul style="list-style-type: none"><li>Bullet character : <b>♣</b></li></ul>

### Task 12 – Creating numbered list

<b>Create a numbered list</b>
Apply to the content below “The Sequence of Events” heading
Numbering list : <b>romawi number (small)</b> Spacing before : <b>6 pt</b>