Practice Exercise 6

1. Make a table 6 X 5.
2. Add the days of the week, starting with Sunday. Oops there is no column for Saturday.
3. Insert a column to the right of Friday.
4. Columns are no longer equal. Manually adjust. Add Saturday and make sure columns are more or less equal (Wednesday will be larger)
5. Center the days of the week, italics and a different font.
6. Insert a row above the days of the week.
7. Merge the cells in the top row. (Select first)
8. Type in your name and the month (Suzie L's April)
9. Press enter at the beginning of Suzie
10. Press enter at the end of April(this creates a nice large title cell with even spacing)
11. Center, bold , select an attractive font and make it a large size
12. Figure out what day the 1st is and start numbering the days of the week.
13. (Put in 1 use tab to change cells put in 2 3 4 . . . to fill that row)
14. start row 2 with next numbers then show QuickFill (is there a Word equivalent?)
15. Oops not enough rows.
16. Short cut to add a row (insertion point in last cell hit Tab)
17. Finish Days of the week.
18. Insertion point in title cell. Put a border around the cell. Note the tab choices (cell, table)
19. Repeat, put 20% fill in top cell
20. Repeat put border around table
21. Join the first 2 cells that are not numbered and add the text notes:
22. Join the last 2 cells like above.
23. Insert an appropriate symbol in Apr 10 (Good Friday) and Apr 13 (Easter Monday)
24. Zoom to full page zoom
25. Use enter to make the rows equal in size and to fit the page.
26. Go back to each symbol and press enter to center it top to bottom in the cell (don't change the cell size) enlarge the symbol to about 20 and centre it in the cell.
27. Centre the page top to bottom.
28. Use Print preview or zoom to check.

Save in WP folder as Exercise 6