Table Review

Create a footer with your name, Table Review and class period. Save as classperiod\_lastname\_firstname\_Table Review in your Bell Ringer Folder.

1. Below the instructions insert a 4 X 6 Table. **(Insert, Table)**
2. Select (Highlight) the top row only. **Right click, merge cells**. Change to bold and size 14. Change alignment to center **(Table tools, Layout, center)** – Type in all caps: SELECTED STATE POPULATION
3. Select the 1st 2 cells in row 2. Change to bold and Size 12. Merge these two cells and change alignment to center **(Table tools, Layout, center).** Type: Most Populated States.
4. Select the last 2 cells in row 2. Then merge these cells together and change alignment to center. Change to bold and Size 12 – Type: Least Populated states.
5. 3rd row use bold, size 12 and center alignment. Type: 1st cell – State, Next cell – Population, next cell – State, Last Cell – Population. Shade each cell of the 3rd row a different color **(Highlight, right click, borders & shading).**
6. Rows 4 – 6 type the following (1 word or number in each cell)
	1. California 35,116,033 Wyoming 498,703
	2. Texas 21,779,893 Vermont 616,592
	3. New York 19,157,532 North Dakota 634,110
7. Center the populations.
8. Select the entire table and change the border **(Right click, borders and shading, borders)**.
9. Select just the top row and change the border of just this row to a different border.
10. Delete the instructions and print.