**Creating a Table Word**

Laying out information in a table makes it easier to read and understand.

Skills: making tables, merging cells, splitting cells, cell shading, and cell align

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1. Open Word – Open a NEW BLANK Document – Save AS Tables Exercise



INSERT RIBBON > TABLE > 5 columns x 8 Rows

**OR**

Insert > Table > Insert Table

Clicking on the + at row or column ends allows the user to add a new row or a new column

Now create the following table

|  |
| --- |
| Sally’s Gym and Spa |
|  |
| WeekdayOpeningtimes | GYM OPENING HOURS | SPA OPENING HOURS |
|  |
| MondayTuesdayWednesdayThursdayFriday |  | 09.00 – 22.00 | 12.00- 21.00 |
|  | 09.00 – 22.00 | 16.30 – 21.00 |
|  | Closed | 09.00 – 21.00 |
|  | 09.00 – 22.00 | 16.30 – 21.00 |
|  | 09.00 – 22.00 | 12.00 – 21.00 |
|  |
| WeekendOpening Times |  |  |
| Saturday |  | 09.00 – 20.00 | 09.00 – 16.30 |
| Sunday |  | 09.00 – 20.00 | 12.00 – 16.30 |

* Does it look the same?
* Make a border around the page.
* Insert a clip art image related to gym or spa.
* Insert your name and today’s date into footer.
* Send it as an attachment to: **elaine.munn@aol.com**