

Word 2010 – Cleaner Environment Tables

You will need the Word document called **A CLEANER ENVIRONMENT**.

1. Insert a table with three columns and five rows. Place it at the end of the document. Enter the word *City* in the first row, first column of the table
 - a) Click at the end of the document, underneath the line with the text Jane Heald
 - b) Go to the **Insert** tab on the ribbon
 - c) Click **Table > Insert table**
 - d) Type **3** in the **Number of columns**
 - e) Type **5** in the **Number of rows**
 - f) Click **OK**
 - g) Click in the top left hand cell and type the word **City**

2. Apply a different background colour of your choice to the top row of the table
 - a) Click to the left of the first row of the table to select the entire row
 - b) Go to the **Table Tools – Design** tab on the ribbon
 - c) In the Table Styles area, click the arrow below **Shading**
 - d) Choose a colour from the drop-down menu

3. Enter the text shown below into the table

City	Country	Particulate matter
Delhi	India	153
Karachi	Pakistan	117
Beijing	China	56
Moscow	Russia	22

4. Set the width of the first column of the table to 2.5 centimetres
 - a) Highlight just the first column of the table
 - b) Find the **Table Tools – Layout** tab on the ribbon
 - c) Click the **Width** button > set the width to **2.5** > **OK**

5. Apply a Bold style to the first row in the table
 - a) Highlight the first row of the table
 - b) On the **Home** tab on the ribbon click the **Bold** button

6. Delete the bottom row of the table
 - a) Click once in the bottom row of the table
 - b) Find the **Table Tools – Layout** tab on the ribbon
 - c) Click **Delete > Delete rows**

7. Change the width of all borders in the table to 1.5 point
 - a) Highlight the entire table
 - b) Find the **Table Tools – Design** tab on the ribbon
 - c) Click the arrow below **Borders**
 - d) Change the **Width** to **1.½**
 - e) Choose **All Borders > OK**

8. Change the right margin of the whole document to 3 centimetres
 - a) Go to the **Page Layout** tab on the ribbon
 - b) In the Page setup section, click **Margins**
 - c) Click **Custom Margins >** In the **Right** box enter **3.0**

9. Apply automatic hyphenation throughout the document
 - a) Make sure that no text is selected
 - b) Go to the **Page Layout** tab on the ribbon
 - c) In the Page Setup section, click **Hyphenation >** click **Automatic**