**Tables Exercise**

1. Create a word document, insert the required table and type the following.
2. Embolden column headings.
3. Left align Salesperson column.
4. Right align all other columns.
5. Set the table design style to Light List Accent 3
6. Save into your Word Processing folder as Table\_Styles
7. Correct spelling mistakes and proof read
8. Save into your Word Processing folder as Table\_Styles\_2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Salesperson** | **Region** | **Dolls** | **Trucks** | **Puzzles** |
| Kennedy, Sally | S | 1327 | 1423 | 1193 |
| White, Pete | N | 1421 | 3863 | 2934 |
| Pillar, James | N | 5214 | 3247 | 5467 |
| York, George | S | 2190 | 1278 | 1928 |
| Banks, Jennifer | S | 1201 | 2528 | 1203 |
| Atwater, Kelly | S | 4098 | 3079 | 2067 |