

Question 2

Create a new Word Document

Save this document as Practice Table in your Practice ² folder in your T:Drive

Change the page orientation to Landscape

Insert the table and enter the following data

PROJECTED RETURNS					
	Quarterly Review %			Yr. 1 Review %	
Arrears	4 weeks %	8 weeks %	12 weeks %	6 months %	Audit Date
IHB Bank	5	28.9	4.3	51	Mar
Allied Finance	2.9	52.2	2.6	45	Jun
Hedge Funds	5	15	2.5	15	Dec
Relief Funds	7.8	66.8	1.9	16	Dec
Investments	6	22.1	0.5	48	Oct
Incentives	4.2	19	3.5	43	July

Change the Heading Projected Returns to Size 16, centred and bold

Change text in table to Calibri size 12

Centre align all the data

Split the table, after Projected Returns row

Insert a column to the right of the 6 months column called 9 months % and enter the data below

9 months %
26
33
49
54
17
67