

## Word Processing

### Tables Demonstration by Raymund O'Connor

**Objectives** – to understand and perform the following

- Create / insert a table
- Insert or Delete row(s)/column(s)
  
- Merging cells
- Split table/cell
  
- Resizing row/column
- Aligning text
  
- Sorting data in a table
- Table styles
- Borders & Shading

**Exercise 1**

- 1 Produce a table with data, layout and design identical to the table below.

Company Sales

Monday	Tuesday	Wednesday	Thursday	Friday
3				
22				
34				
34				
45				

**Exercise 2**

- 1 Create a table and input data as follows:

Week	Cork	Thurles	Killarney	Ennis	Waterford
1	45000	45544	33000	67000	22950
2	25960	29900	35700	25750	67000
3	45333	90000	25750	20370	50050
4	26447	67000	45555	67060	25750

2. Insert a new row above the subheadings Week, Monday, etc.
3. Merge the cells in this new row and insert the heading Car Sales.
4. Adjust the new heading row to have a height of 1.5cm
5. Align the heading in the cell to Centre/Middle.
6. Adjust all columns to Autofit the contents.
7. Copy the table and paste it twice so you should now have 3 tables in your document.
8. Ensure the 3 tables have a blank line between them. You may need to use the Spilt Table function.
9. Sort all data in ascending according to the column labelled Waterford in the second table.
- 10.** Highlight the second table and set the Table style to **Grid Table 5 Dark Accent 4**.
11. In the third table set the shading to Light Green for the cells containing Week/1/2/3/4 as well as Cork/Thurles/Killarney/Ennis/Waterford.
12. Set the outer border to 2¼ pt, Blue with all inner borders set to 1pt, Orange.
13. Insert you name and date in the header of the document.
14. Save the file as a Word document with filename CarSalesWord.
15. Save the file as a PDF file with filename CarSalesPDF to your Word Processing folder on your OneDrive.
16. If the assignment exists on Moodle you should submit the CarSalesPDF file.