

Microsoft Word: - Exercise 1 to 9

Exercise 1: Table Formatting

1. On a new document, create a new table as below.

	Jan	Mar
John	1430	1240
Steve	1820	1530

2. Format the table as below.

Resize the table third columns to 1" width.

Align Jan and Mar to center.

Align Numbers to right.

Change John and Steve font format to **Bold**. Font: Times New Roman.

3. Change space between cells to 0.05"

4. Distribute Jan and Mar column width evenly.

5. Add a new row and a new column and enter the new data into the cells.

	Jan	Feb	Mar
John	1430	2410	1240
Steve	1820	940	1530
Total			

6. Delete Mar column and use formula to calculate the total.

7. Add Borders to the table and shade the Jan and Feb cell in light blue.

8. Insert a new row above the table and merge the row cells. Type in the table title as below.

Sales for Year 2003		
	Jan	Feb
John	1430	2410
Steve	1820	940
Total	3250	3350

Exercise 2: Generate following layout in word document

Very Complex Ms Word Practice Exercises

Tao Wei



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