Microsoft Word 2010: Tables, Images and Graphics

**ACTIVITY #1**

*Part 1: Practice Inserting a Table and Entering Data*

1. Open a blank MS Word 2010 document
2. Insert a table that is three (3) rows across and three (3) columns down
3. Enter the days of the week as your column headings
4. Below the days of the week, enter the 2nd and 3rd rows of text as shown in the example below

|  |  |  |
| --- | --- | --- |
| **Tuesday** | **Wednesday** | **Thursday** |
| Oil Change | Make Lunch | Pay Bills |
| Grocery Shopping | Word Class | Clean Kitchen |
| Make Dinner | Gym | Read Book |

*Part 2: Practice Formatting a table*

1. Insert a new row at the bottom of the table to accommodate the 4th row of text
2. Apply a design of your choice to your table from Table Styles
3. Bold and Center Align the days of the week
4. Select the table and drag it down a few spaces

**ACTIVITY #2**

*Part 1: Practice Inserting Clip Art*

1. Double-click in the open space below your table to set a new insertion point
2. From the **Insert** Tab, click on the **Clip Art** button
3. Type **To Do List** in the Search box and click the **Go** button
4. Select an image you like and insert it into your document

*Part 2: Practice Formatting an Image*

1. **Re-size** the image so it is appropriate for the document
2. Click the **Wrap Text** button and select **Behind Text**
3. **Reposition** the image so it is in the right corner above the table
4. Apply a **Picture Style frame** to the image

**ACTIVITY #3**

*Part 1: Practice Inserting WordArt*

1. Double-click in the open space below your table to set a new insertion point
2. From the **Insert** Tab, click the **WordArt** button

Today’s Tasks

1. Select one of the styles
2. In the text box that appears, type **Today’s Tasks**

*Part 2: Practice formatting WordArt*

1. Add a background color to the WordArt box using **Shape Fill**
2. Add a different **Shape Outline** color to surround the WordArt box
3. With the text selected, increase the **Font Size** to **48**
4. Click the **Text Effects** button from the WordArt Styles group and select on the **Transform** styles
5. Reposition your Word Art so it is in the left corner above your table

**ACTIVITY #4**

*Practice adding a border and watermark to your document*

1. From the **Page Layout** tab, insert a colored, 3pt line border around your document
2. Apply a Textured page background. Hint: Use the Fill Effects option in the Page Color Menu.
3. Insert a Custom Text Watermark that states **Things to Do**
4. Remove the Watermark
5. Insert an artistic Horizontal line underneath your table using the **Page Borders** button



Example of completed activity