LET'S LEARN ABOUT TABLES

Practice Table 1:

- ★ Create a table with 6 columns and 6 rows.
- ★ Use your menu—TABLE | INSERT | TABLE and fixed column widths
- ★ All items are left-aligned

Student	M	T	W	R	F
Marti	8	6	5	7	8
Kim	7	5	8	8	6
Lori	6	5	8	4	5
Paula	6	6	6	5	8
Totals	27	22	27	24	27

Practice Table 2:

- ★ Create a table with 7 columns and 7 rows.
- ★ Begin by typing the heading "Hours Worked for Week 14" in 12-point font
- ★ Use your menu—TABLE | INSERT | TABLE and fixed column widths
- ★ All items are aligned as show in the image below. The main headings are bold & centered; the first column uppercase items are left-aligned; and the data is centered. Notice that the "totals" is right-aligned in the last cell.

HOURS WORKED FOR WEEK 14

Employee	MON	TUES	WED	THUR	FRI	TOTALS
J POST	8	8	6	8	7	37
K LEE	6	8	8	4	8	34
R BEAM	7	8	8	8	6	37
T GEER	8	6	6	8	8	36
W CELT	8	8	8	8	8	40
TOTALS	37	38	36	36	37	184

Practice Table 3:

- ★ Create a table with 4 columns and 6 rows.
- ★ Begin by typing the heading "**RECENT NBA CHAMPIONSHIPS SERIES**" in 12-pt. Bold, centered. Double-space after it.
- ★ Use your menu—TABLE | INSERT | TABLE and fit to contents.
- ★ All items are aligned as show in the image below. The main heading is underlined & centered; the first column items are centered; and the rest is left-aligned.
- ★ **When you are done creating, center the entire table horizontally and add text attributes.**

RECENT NBA CHAMPIONSHIPS SERIES

Year	Winner	Loser	Games
2001	Los Angeles Lakers	Philadelphia 76ers	4-1
2000	Los Angeles Lakers	Indiana Pacers	4-2
1999	San Antonio Spurs	New York Knicks	4-1
1998	Chicago Bulls	Utah Jazz	4-2
1997	Chicago Bulls	Utah Jazz	4-2