You are organizing a series of canoe races on the Murray River in southeastern Australia as part of a river festival. For each race, you need to create a flyer that describes the race for the participants. In this exercise, you will format one flyer.

1. Open the file WD EX-1.docx from my Web site, File – Download – Open with Word - save it as *40KRelayLastName* to your Word folder.
2. In the second blank paragraph (show formatting marks) below the Relay Details heading (above the paragraph text), insert a table with 5 columns and 6 rows.
3. Enter the text shown in the following table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Leg | Km | Check-in | Start Location | Distance |
| 1 | 0 | 8:30 | Echuca Wharf | 8 km |
| 2 | 8 | 10:00 | Rosemount Homestead | 8 km |
| 3 | 16 | 11:00 | Mungo Billabong | 4 km |
| 4 | 20 | 11:30 | Kingfisher Park | 9 km |
| 5 | 29 | 12:30 | Yarrawonga Winery | 1. m
 |

1. Resize the columns to autofit the text.
2. Insert a column between the Start Location and Distance columns. Enter the data below:

|  |
| --- |
| Portages |
| 0 |
| 0 |
| 2 @ 300m |
| 1 @ 800m |
| 2 @ 200m each and 1 @ 500m |

1. Resize the Portages column to autofit the text, and then distribute the table rows evenly.
2. Apply the Light List Accent 1 table style to the Table.
3. Align Center the text in each cell in the table both horizontally and vertically.
4. Select Rows 2-6 and change the row height to .3
5. Scroll up, and then select the six paragraphs of tabbed text under the Race Details heading.
6. Convert the text to a 2-column table.
7. Remove all the borders from the table.
8. Press [Ctrl][End], hit enter twice, type your name, save your changes, preview the flyer, upload to DocuShare for credit!

It’s your job to write and design a catalog for the fall term of arts and crafts classes at the Oakland Arts Center. The finished catalog will be several pages long and include information on classes, membership, and registration. You have formatted the text and pages for the catalog and now need to add information about the schedule. You will format this information in tables.

1. Open the file WD EX-2.docx from my Web site, File – Download – Open with Word - save it as *OaklandArtsELastName* to your Word folder.
2. Type your name at the TOP of the document and then press [Enter].
3. Scroll to the last page in the document, page 7. (Control+End)
4. Select the table on the last page, AutoFit the contents to fit the window, and then distribute the columns evenly.
5. With the table selected, set the row height to be .45”.
6. Align Center Left the text in all the table cells.
7. Select the first row in the table, center the text in the table cells both horizontally and vertically, change the font color to white, and then fill the cells with black shading.
8. Select the Weekend Workshops row, merge the cells in the row, center the text both horizontally and vertically, change the font color to white, and then fill the cell with black shading.
9. Split the table above the Weekend Workshops row, and then add two extra blank lines between the two tables.
10. In the first column of the top table, select Mornings, press and hold [Ctrl], then select Afternoons and Evenings.
11. Format the selected text in 20-point Verdana, no bold, with a shadow effect.
12. Merge the cells in the Mornings, Afternoons, and Evening rows.
13. Select the top table, and then remove all the borders.
14. Add a 2 ¼ pt dotted line border below the Mornings, Afternoons, and Evening rows. (*Hint*: With the insertion point in the row, change the Line Style and Line Weight settings, then apply a bottom border. )
15. Select the bottom table, remove all the borders, and then add 2 ¼ pt dotted line inside vertical borders.
16. Save your changes, upload to DocuShare for credit.