Small Towns, School Store & Cars

**Part 1**

**Directions:**

1. Convert the following information to a 4 column table

Separate at paragraph marks

1. Sort the columns by column 4 (ascending)
2. Insert a row above the first town and type the labels: Ranking, Town, State & Population
3. Insert a row above these labels with the title: America’s Best Small Towns
4. Merge and center that title row.
5. Apply a table style

1

Sharon

MA

17,944

2

Louisville

CO

18,924

3

Vienna

VA

16,285

4

Chanhassen

MN

23,685

5

Sherwood

OR

18,734

6

Berkeley Heights

NJ

13.345

7

Mason

OH

31,761

8

Papillion

NE

19,831

9

Apex

NC

40,205

10

West Goshen Township

PA

22,421

**Part 2**

**Directions:**

1. Convert the following table to text

Separate text with tabs

1. Increase the left indent to .5”
2. Change the spacing to 1.5

|  |  |
| --- | --- |
| Pencils | $.25 |
| Pens | $.30 |
| Student Planners | $3.00 |
| Glue Sticks | $.50 |
| Folders | $1.25 |
| Calculators | $5.50 |
| Gum | $.75 |
| Popcorn | $2.00 |

**Part 3**

**Directions:**

1. Convert the following text to table.

Separate text at commas

1. Apply a table style effect
2. Resize the columns to fit the text.
3. Insert a column to the left of the Top Family Cars
4. Merge the cells in that column and type “Cars, Cars, Cars”

Change the text direction & cell alignment

Top Family Cars, Top Environment Cars, Best Resale Value Cars

Chevy Suburban, Toyota Prius, Audi A Series

Honda Odyssey, Honda Insight, BMW M Seres

Chevy Traverse, Ford Fusion Hybrid, Chevrolet Camaro

Ford Flex, VW Jetta SportWagen TDI, Chevrolet Corvette

Subaru Outback, MINI Cooper, Honda CR-V

Additional Instructions:

1. Change document Properties: Subject 🡪Word Tags 🡪 Tables, Converting
2. Insert a page border
3. Insert a footer with today’s date
4. Insert a header with your name on the left and File Name on the right
5. Spell check
6. Using Find/Replace -- Find the word Environment and replace with Green
7. Save again and copy to your “to be graded” folder on Cobra for credit.