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| Centennial College logo | **THE BUSINESS SCHOOL**  **CENTRE FOR LEGAL AND ADMINISTRATIVE STUDIES**  **ASSIGNMENT COVER SHEET** | |
| **Assignment #1 - Tables** | |
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| **COURSE NAME** | Intro to Word Processing |
| **COURSE CODE + SECTION** | OAGN 115-003 |
| **SEMESTER** | Winter 2023 |
| **PROFESSOR’S NAME** | Shanii Defoe |
| **MARKS ALLOTTED** | 50 marks |
| **WEIGHTING** | 15% |
| **DATE ASSIGNED** | February 10, 2023 10:30 am |
| **DATE DUE** | February 28, 2023 11:59pm |
| **STUDENT NAME** | Elnaz Yousefimoghadam |
| **STUDENT NUMBER** | 301285506 |
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| **READ ALL INSTRUCTIONS CAREFULLY** | |
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| **FORMAT REQUIREMENTS:** | Margins at 1” all around. Apply either page breaks or section breaks as needed to apply instructed formatting to the tables. |
| **PAGE LENGTH** | n/a |
| **SPACING** | n/a |
| **FONT** | Use Arial on all tables – default body font size is 10 points – *unless otherwise advised* |

**ASSIGNMENT INSTRUCTIONS**

**READ THIS VERY CAREFULLY**

There are 4 sections to this assignment. **Use this document to do all your work**. Following each section, create a blank page or use the table on the page provided – follow the instructions.

At the end of this assignment, you should only have this 1 document to upload.

Add your name and student number to the first-page cover sheet. Save this file as

**(Your first name and last name) Tables Assignment.docx**

As you are working on your tables, apply the appropriate type of page break. If you are doing special table formatting that might affect your whole document, remember to apply section page breaks versus page breaks.

Proofread all your work. A mark will be deducted for every typing error and for each instruction now followed:

**Sections and marks allotted:**

Section 1 = Text to Table Conversion (20 marks)

Section 2 – Multi-page Table (20 marks)

Section 3 – Re-creation & Merge Cells (10 marks)

###### Section 1: Text to Table Conversion /20 marks

**INSTRUCTIONS:**

As coach of a soccer team, you need to distribute a roster to all your players with contact information, uniform numbers, and assigned snack responsibilities. You received a rough list from the league, and you would like to convert it to table form.

Begin on a blank page below the section 1 instructions (page 4 of the document).

1. You are going to begin at 2.1” on the page.
2. Insert text from file from the ***Soccer Team*** data file downloaded from ECentennial Assignments.
3. Convert Text to Table using 4 as the number of columns and separate text by commas. Select your table and apply the proper font style (as per class guidelines). Use 11 pt. font for the body of this table. Make sure all columns are properly aligned in their columns.
4. Sort the table by name in ascending order.
5. Insert a row above at the top of the table for a title row. Merge all cells. The primary header for this table is **Soccer Team Roster**. Press a hard enter within that row, then type **Snack Schedule** underneath - inthe same row**.** Increase that row height to **0.8”**, ensure it’s centre aligned, and the font size/style is treated properly for a primary header.
6. Insert a secondary header row below with the following headings for each column and ensure this secondary header applies proper class formatting. Make this row 0.5” high.

Name Uniform Number Phone Numbers Snack Responsibility

1. Distribute all rows below to 0.3” evenly. Make sure all content in the table rows below headings is not wrapped; everything should be in 1 line.
2. Apply the **List Table 7 Colorful – Accent 5** Table Style to your table. Remove the formatting for the first column.
3. Make sure your table is horizontally centre-aligned on the page.
4. Add alternative text to the table.

###### Section 2: Multipage Table /20 marks

**INSTRUCTIONS**:

Using the table below, you are going to begin working on this multipage table. Make sure it runs over 2-pages, but **IT MUST begin on a page of its own**, not on the same page as these instructions. Apply the appropriate page break to begin.

1. Begin by adding a row at the top of the table and applying a header row.
   1. Column A Heading: Company Name
   2. Column B Heading: Hiring Authority
   3. Column D Heading: Phone Number
   4. Column E Heading: Representative Position
2. Sort the table by Company Name in ascending order.
3. Merge row 1, columns B and C, so that the Hiring Authority heading appears over both columns.
4. Make all rows 0.5” high. Ensure your header row is treated properly according to class guidelines.
5. Make the table font size 11-pt. in the body of the table.
6. Apply any grid-style table design you want. Make sure your Header Row, First Column, and Banded Rows are activated in table style options.
7. Make sure the header appears on both pages of the table. Centre align the table horizontally, but also make sure all your columns are aligned, and all cells are aligned properly.

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| --- | --- | --- | --- | --- |
| Contoso Pharmaceuticals | Rob | Caron | 469-555-0109 |  |
| Litware, Inc. | Julie | Bankert | 469-555-0167 |  |
| Adventure Works | Mark | Harrington | 972-555-0145 |  |
| Proseware, Inc. | Robert | Zare | 972-555-0139 | VP Communications |
| Trey Research | Mike | Tiano | 469-555-0182 |  |
| A. Datum Corporation | Arlene | Huff | 469-555-0173 | VP Marketing |
| City Power & Light | Pat | Coleman | 972-555-0191 |  |
| Lucerne Publishing | Brian | Clark | 469-555-0178 | Director Marketing VP Public Relations |
| Wingtip Toys | Mary | Baker | 972-555-0167 | VP Direct Marketing |
| Fabrikam, Inc. | John | Frum | 972-555-0154 |  |
| Baldwin Museum of Science | Stefan | Delmarco | 972-555-0189 |  |
| Consolidated Messenger | Holly | Dickson | 469-555-0123 | Dir Corp Communications |
| Humongous Insurance | Mindy | Martin | 469-555-0145 | Dir External Communications |
| Woodgrove Bank | Mike | Nash | 972-555-0189 |  |
| Fourth Coffee | Joe | Young | 972-555-0177 | VP Marketing and Public Relations |
| Southridge Video | Tony | Wang | 469-555-0199 |  |
| Tailspin Toys | Olinda | Turner | 469-555-0183 |  |
| The Phone Company | Frank | Lee | 972-555-0166 | Dir National Marketing |
| Wide World Importers | Scott | Culp | 469-555-0141 |  |

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###### Section 3: Re-creation/Merge /10 marks

**INSTRUCTIONS:**

Using the image on the page below, you are going to re-create this table exactly as seen. Start it on a page of its own below these instructions.

1. You are going to align this table on your page vertically.
2. Ensure your primary header row is 0.5” in height, and the secondary header is 0.4” high.
3. Alter your cell margins to 0.05” on top and bottom, and keep the default left & right settings as-is.
4. Allow 0.03” spacing between all cells.
5. Centre the table horizontally on the page.
6. Add a 1 ½ pt. solid orange border to all borders in the table.
7. Ensure all cells are aligned properly and columns are spaced effectively as per class guidelines.

