**Lecture 6 practice DO THAT AT HOME**

**Chapter 5**

**Present information in columns**

Open the AddColumns document in Print Layout view, display formatting marks and rulers, and then perform the following tasks:

1. Select all the paragraphs except the heading and the first paragraph.
2. Lay out the selected text in three columns. Notice that a section break precedes the columns.
3. Justify all the text in the document except for the title.
4. With the cursor in the first column on the first page, use the commands inthe Columns dialog box to change the spacing to 0.2”, applying the change to this section only.
5. Turn on automatic hyphenation for the document.
6. In the third column, change the hanging indent of the NOTE paragraph so that the text after the first line indents at the first mark (0.125 in.).
7. At the bottom of page 1, insert a column break at the beginning of the Take your Room Planner home paragraph in the first column.
8. At the bottom of the third column on page 1, insert another column break at the beginning of the If you’re not sure paragraph.
9. Save and close the document.

**Create tabbed lists**

Open the CreateTabbedLists document in Print Layout view, display formatting marks and rulers, and then perform the following tasks:

1. On the blank line at the end of the document, enter Location, press Tab, enter Discount Applies, press Tab, enter Hourly Rate, and then press Enter.
2. Add three more lines to the list by typing the following text, pressing the Tab key between each row entry, and the Enter key at the end of each row.



1. Apply bold formatting to the first line of the tabbed list.
2. Select all four lines of the tabbed list, including the headings.
3. Change the left indent of the list to **0.5”** and the spacing after each line to **0 pt**.
4. With the entire list still selected, set a centered tab at the **2.5** inch mark and a right tab at the **4.5** inch mark.
5. Save and close the document.

**Present information in tables**

Open the CreateTables document in Print Layout view, display formatting marks and rulers, and then perform the following tasks:

1. On the second blank line below *Please complete this form*, insert a table that contains five rows and five columns.
2. Merge the five cells in the first row into a single cell and center-align the cell content. Then enter Consultation Estimate in the cell as a table title.
3. Insert the following text in the cells of the second row, and then format the text as bold:



1. Insert the following text in the cells of the third row:



1. Add two rows to the end of the table.
2. Merge the first four cells of the last row of the table into a single cell. Enter Subtotal in the cell, and align the word with the right edge of the cell.
3. Create two new rows with the same formatting as the Subtotal row. Enter Add trip charge in the first cell of the first new row, and Total in the first cell of the second new row.
4. In the cells to the right of *Subtotal* and *Total* enter the SUM formula in the cell and display the formula results.
5. In the cell to the right of *Add trip charge*, enter $10.00. Then update the results in the *Total* cell.
6. At the end of the document, under the *In-Home Trip Charge* heading, convert the tabbed list to a table.
7. Resize the columns to fit their longest entries.
8. In the last row of the table, replace the existing text in the first cell with 50+ miles, and replace the existing text in the second cell with Email for an estimate.
9. Add a third cell to the last row, and enter **your email** in that cell.
10. Save and close the document.

**Format tables**

1. Open the FormatTables document in Print Layout view, and perform the following tasks:
2. Select the table, and display the **Table Styles** gallery.
3. Apply the **Grid Table 4 – Accent 1** table style (the second thumbnail in the fourth row of the **Grid Tables** section) to the table.
4. Apply the table style options to the header row, total row, first column, and last column.
5. Apply banded formatting to the table rows.
6. Add an outside border to the last row in the table. The border should have the line style that features a thick line on top and a thin line below it, with a line weight of 3 points.
7. Apply orange shading to the last row of the table.
8. Save and close the document.