

Word Inter Exercise 04 Directions

Paragraph Tools Options

- Create WordExercise04.
- Using Word formatting Table set-up options create a table using: Insert tools, design ribbon, and Layout ribbon to design a custom table that looks like a day planner.
- Layout cannot exceed 1 page.
- The following is allowed as well:
 - Images
 - Text effects
 - Paint bucket
 - Borders

Rubrics:

> There is very little table formatting > File naming was not done correctly	50 Points
> A few tools were used to create a unique table. > However, More tools that were taught could have been used.	80 Points
> Table was well layout with extensive table tools. > Good presentation.	100