## Challenge Exercise

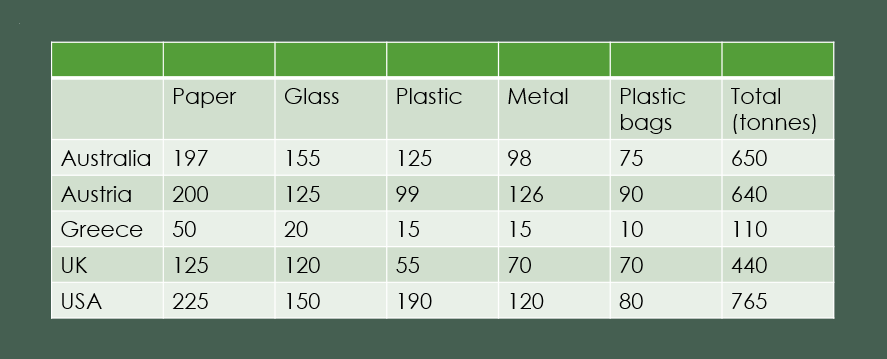
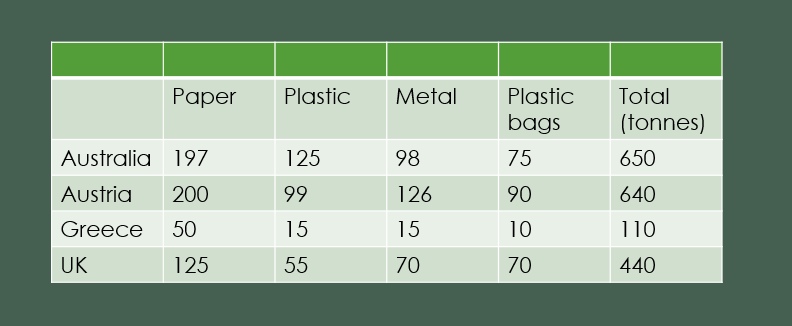
Tables

|  |  |  |
| --- | --- | --- |
| **Tasks:** | | **Completed:** |
|  | Before starting this exercise you MUST have completed all of the topics in the chapter Tables… |  |
|  | Open the presentation ***PE\_Tables.pptx*** (it can be found in the same folder as the student files) | ⬜ |
|  | On slide ***9***, insert a table with 6 rows and 6 columns then enter the data as shown in sample A on the following page – be sure to leave the top row blank | ⬜ |
|  | Insert a new column to the left of the ***Plastic*** column and a new row at the bottom of the table, then enter the additional data as shown in sample B on the following page | ⬜ |
|  | Merge the cells in the top row and type the heading ***Recycling Comparisons*** | ⬜ |
|  | Apply the style ***Light Style 2 – Accent 3*** to the table, then apply ***Green, Accent 1*** shading to the ***Total*** cells and make the font in these cells bold | ⬜ |
|  | Adjust the table to make it ***25cm*** wide and ***10cm*** high, then manually adjust the ***Plastic Bags*** column to make the heading fit on one line. Distribute the four columns to the left | ⬜ |
|  | Vertically centre all of the text in the table, then horizontally centre the text in columns ***2*** to ***7*** (from ***Paper*** to ***Total***)  *Your table should now appear as shown in sample C on the following page…* | ⬜ |
|  | Use the ***Save As*** command to save the presentation as ***PE\_Tables (Completed).pptx*** | ⬜ |

|  |  |
| --- | --- |
| **Files required for exercise:** | *PE\_Tables.pptx* |
| **Files/work created by student:** | *PE\_Tables (Completed).pptx* |
| **Exercise Completed:** | ⬜ |

## Challenge Exercise Sample

Tables



**A**

**B**

**C**