**Word Assignment #3**

**“Creating/Formatting a Table in Word”**

**Directions:** Place the information below in a table format. The table should have eight rows and five columns. Make the changes below after creating the table.

Grades

Name Math Science Social Studies Spelling

Molly A B A- B+

Bobby B- A B+ A-

Jimmy C D D- A

Joey A A A- A+

Nancy B B- C+ A

Pete D A- B- B

**Changes:**

1. Horizontally center and Bold the main title (Grades).
2. Center and Underline the Column Headings (Name, Math, Science, etc.).
3. Center all grades.
4. Add a row with the following info:

Bill D- F C C+

1. Put the names in alphabetical order.
2. Put a header with your date, name, and hour.
3. Save as Tables in your Word folder.
4. Print and turn in.