6ᵗʰ Grade Word Assignment #8

"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+

5. Put the names in alphabetical order.
6. Put a header with your date, name, and hour.
7. Save as Tables in your Word folder.
8. Print and turn in.