

7th Grade Word Quiz- Part II

Directions:

Place the following information in a table format. You will need a total of nine rows and three columns. Next, go through the numbered list at the bottom of the page and make sure you make all the proper changes.

Student Grades

Name	Grade Level	Semester Grade
Mary	6	A
Bobby	5	B
Billy	5	B-
Jane	6	A-
Kevin	5	C
Shirley	6	D
Freddie	6	A-

Changes to make:

1. Make sure title (Student Grades) is centered and in bold over the entire table. (merge the cells)
2. Use a 16 pt Comic Sans MS font for the title. Use a 12 pt Times New Roman font for the rest of the table.
3. The subheadings (row 2) should be centered over each column and underlined.
4. Keep the names aligned to the left.
5. The numbers for the grade level and the letters for the semester grade should be centered in the cell.
6. Change the outside border to a design with multiple lines. (two lines, a thin one and a thick one, three lines, etc.)
7. The rows with Mary, Billy, Kevin, & Freddie need a 25% grey shading.
8. Make sure you have a header with date, name, and hour.
9. Save as "Word Quiz" in your folder, Print, and hand in.
10. You may go to HoodaMath when you are done. (or work on typingweb- Advanced Course is due March 14!)