**Word Practice Activity 10: Making Tables #1**

**NOTE: *When you have two documents open, press the Windows key and then the left/right arrow key to move the document to one side. Click on the other document and it will appear on the other side.***

1. Open a new Word document
2. Click on Insert 🡪 Headers & Footers 🡪 Header 🡪 3 columns
3. Type your first and last name on the left
4. Type your teacher’s name and your grade in the middle
5. Type the date on the right
6. Close the header and footer
7. Give your document the file name Word Practice 10
8. Below the directions, create this table (5 columns 3 rows) with Calibri font size 16

Volunteer Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TIME | Monday | Tuesday | Wednesday | Friday |
| 9:00-12-00 | Food Kitchen | School Office | ----- | Food Kitchen |
| 1:00-5:00 | Meals on Wheels | L’il Tots Daycare | Fire Dept. | ----- |

1. Save to your Tech Lab folder on OneDrive.