**Word Practice Activity 11: Making Tables #2**

**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 11
8. Make a table with **6 rows and 3 columns**
9. Label the columns: *Name, Phone Number, Address*
10. Shade the top tow with these titles green.
11. Highlight the table and center-align all boxes
12. Choose 5 people to under names and fill out this table (you can make up phone numbers and addresses, if you don’t know them)
13. Highlight the names you have chosen and shade that column yellow
14. Save your table to your Tech Lab folder on OneDrive