Tables Review

Create a header with your name, Tables Review and class period. Save as classperiod\_lastname\_firstname\_Tables Review in your Bell Ringer Folder.

1. Using the Table Below do the following:
2. Merge the top row – Select the top row only, right click, merge cells.
	1. Change to bold and size 14. Change alignment to center **(Table tools, Layout, center)**
3. Select the 1st 2 cells in row 2. Then merge these two cells and change alignment to center **(Table tools, Layout, center)**, type in Bold and Size 12 – **Most Populated States**.
4. Select the last 2 cells in row 2. Then merge these cells together and change alignment to center. Type in Bold and Size 12 – **Least Populated states**.
5. 3rd row use bold, size 12 and center alignment.
6. Choose a Table Style of your choice.
7. In Table Style Options make sure there are checks in Header Row, Banded Rows and Total Row.
8. Select Auto Fit Contents.
9. Set Spacing Between Cells to 0.03”. On Table Tools Layout in the Alignment Group click Cell Margins.
10. Align center the populations in their cell.
11. Place insertion point in 2nd cell of last row. Insert a formula to find the Average of the 3 states in that column.
12. Place the insertion point in last cell of last row. Insert a formula to find the Average of the 3 states in the column.
13. Center the entire table. You will need to open Table Properties.

|  |  |  |  |
| --- | --- | --- | --- |
| SELECTED STATE POPULATIONS |  |  |  |
|  |  |  |  |
| State | Population | State | Population |
| California | 35,116,033 | Wyoming | 498,703 |
| Texas | 21,779,893 | Vermont | 616,592 |
| New York | 19,157,532 | North Dakota | 634,110 |
| Average: |  | Average: |  |