W 6.5

**6th Grade Microsoft Word**

**Insert Tab: Tables**

**Instructions:**

1. Open a new document in Microsoft Word

2. Save the document as “w 6.5”

3. Insert a header

4. Double click below the header

5. Using the insert tab, create a table that has 2 columns and 9 rows. Make your table look like the one below, with the information in left column.

|  |  |
| --- | --- |
| **Description** | **# of Students in Class** |
| Students who are blonde |  |
| Students who are wearing jewelry |  |
| Students who have 2 or more siblings |  |
| Students who like the Cardinals |  |
| Students who like chocolate ice cream |  |
| Students who are the oldest sibling |  |
| Students who are an only child |  |
| Students who like cats better than dogs |  |

6. Now you must find the number of students for each description! Type each number in the correct spot, and center each number.

7. Save the document again