W 7.5

**7th Grade Microsoft Word**

**Insert Tab: Tables**

**Instructions:**

1. Open a new document in Microsoft Word
2. Save as “w 7.5”

3. Insert a header

4. Double click below the header

5. Using the insert tab, create a table that has 2 columns and 5 rows. Make your table look like the one below, with the information in left column. Add a picture of each type of pizza.

|  |  |
| --- | --- |
| **Pizza** | **# of Students in Class** |
| Cheese |  |
| Pepperoni |  |
| Sausage |  |
| Supreme |  |

6. Now you must find the number of students who like each type of pizza. (Each student may only choose one type of pizza!)Type each number in the correct spot, and center each number.

7. Save the document again