

Original 13 States Table Assignment

In this activity, you will be creating and formatting a table in Word. Make sure you read the directions carefully and in order.

1. Open a NEW document in Word.
2. Save your document as **yourinitials states**
3. Change Orientation to Landscape.
4. Insert a header (**aligned right**) with your name and your block - close header.
5. Use 20 size font, Arial, Center align and bold the title:
Original 13 States
6. Change font to 14 size font. Return twice after the title, take off bold, and left align your document.
7. Type the following paragraph with a .5 tab indent for the first line.

The first colonists settled on the eastern coast of America seeking a safe haven for their families and the right to practice their own religion. They were self-sufficient and most of them farmed and fished for a living. The Revolutionary War gained the colonists a victory against England and a new nation was born – the United States of America.

8. Next insert a table with 4 columns and 14 rows as shown on the next page, then type the text into the table as shown.

State	Abbreviation	Nickname	Flower
Connecticut	CT	Constitution State	Mountain Laurel
Delaware	DE	The First State	Peach Blossom
Georgia	GA	Peach State	Cherokee Rose
Maryland	MD	Old Line State	Black-eyed Susan
Massachusetts	MA	Bay State	Trailing Arbutus
New Hampshire	NH	The Granite State	Purple Lilac
New Jersey	NJ	Garden State	Violet
New York	NY	Empire State	Rose
North Carolina	NC	Old North State	American Dogwood
Pennsylvania	PA	Keystone State	Mountain Laurel
Rhode Island	RI	Ocean State	Violet
South Carolina	SC	Palmetto State	Yellow Jessamine
Virginia	VA	Old Dominion State	American Dogwood

9. Apply the following formatting changes to the table:

- a. Highlight the whole table, In your Table Design tab, click on 2 ¼ point border for the line, then change pen color to any color but black, finally click on all borders in the borders.
- b. Bold and italicize the column titles
- c. Shade *only* the title row using a light color in your table design tab. **(Be sure the shading is light enough so it doesn't interfere with the reading of the text.)**
- d. Align the columns by going to your Layout tab:
 - State column – Left align
 - Abbreviation column – Center align
 - Nickname column – Center align
 - Flower column – Center align

11. Save your document, close it, and drop it in the drop box.