

Chicago Cubs Table Assignment

In this activity, you will be practice creating and formatting a table that show Cubs players, their numbers, and their salary. You will be sorting columns, deleting and adding a row, change color of borders, and aligning table.

1. Open a NEW document in Word and save as **yourinitials cubs**
2. Use Times New Roman and margins 1” left & right, .5” top & bottom.
3. Insert a header with your name and your block aligned right – Close Header
4. Starting on the first line of the document, with size 16 font, center align and bold the title **Chicago Cubs 2019**. Change to 14 size font and then double space.
5. Type the following paragraph, not bold, left align, single space, size 14 font, with a .5 indent first sentence as below.

Several members of the Chicago Cubs baseball team will be guests at our festival in August in New Lenox. We have put them up at a local hotel and assigned them room suites. This information has been forwarded to their coaching staff. Below is a list of players and their room assignments.

6. Double space after the above paragraph. Put in a left tab stop at **1.5”** and another left tab stop at **4”** to type in the *Player* and *Room* columns. **BOLD and Underline** the titles only. Single spacing.

 <u>Player</u>	 <u>Room</u>
Jason Heyward	Lenox Suite
Javier Baez	Sanctuary Suite
Ben Zobrist	Bluestone Suite

7. Double space after the columns and then type the following short paragraph with a .5 indent using single spacing.

This information is to be kept confidential, and I am counting on each one of you to hold this information in the strictest confidence. Below is a copy of their salaries for the 2019 season.

8. Next insert a table with 3 columns and 17 rows as shown below, then type the text into the table as shown.

Number	Player	Salary
18	Ben Zobrist	\$16,500,000
12	Kyle Schwarber	\$3,390,000
34	Jon Lester	\$27,000,000
5	Albert Almora	\$615,500
27	Addison Russell	\$5,850,000
46	Pedro Strop	\$6,250,000
35	Cole Hamels	\$20,000,000
40	Wilson Contreras	\$684,500
44	Anthony Rizzo	\$11,285,000
9	Javier Baez	\$5,200,000
32	Tyler Chatwood	\$12,500,000
13	David Bote	\$545,000
22	Jason Heyward	\$28,166,667
17	Kris Bryant	\$12,850,000
11	Yu Darvish	\$25,000,000
8	Ian Happ	\$603,500

9. **After typing in the information into the table**, apply the following formatting changes to the table:
 - a. Shade fill the first row that has the titles using a color of your choice.
 - b. Change the border color (**anything other than black**) and make sure the line size is 1/2.
 - c. **Center align the Number column**, **Left align the Player column**, and **Right align the Salary column**.
 - d. **Bold** and *italicize* the column titles.
 - e. Insert one row after the last row. In this row type the following text “62”, “Jose Quintana”, \$8,850,000
 - f. Select the entire table, click on Sort icon and sort it by **Number**, Type: **Number**, and ascending order.

10. Carefully proofread the document for spelling, grammar, and accuracy.

11. This should fit on one page. Save and close document then drop in your block dropbox.