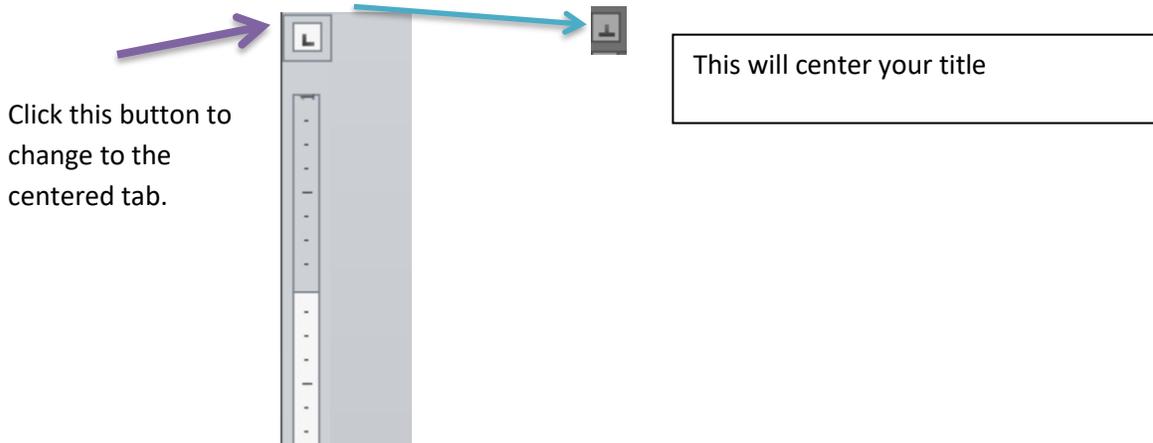


Fall Semester Schedule: Apply 3-1

1. Download Apply 3-1 Fall Semester Schedule Draft from website. Save to your Business Letter folder on your H Drive.
2. Change the document theme to Organic.
3. In the line containing the table title, Fall Semester Schedule, remove the tab stop at the 1" mark on the ruler.



4. Set a centered tab at the 3.5" mark on the ruler



5. Bold the characters in the title. Use the Increase Font button to increase their font size to 14. Change their color to Dark Red, Accent 4, Darker 25%.
6. In the table, delete the row containing the HIS 107 class.
7. In the table, delete the Sunday Column
8. Insert a column between the Monday and Wednesday column. Fill in the column as follows:
 - a. Column Title: Tuesday
 - b. COM 110: 12:30-2:00 p.m.
 - c. MUS 152: 9:30-11:00 a.m.

- d. If the column heading, Tuesday, is not bold, apply the bold format to the text in this cell.
9. Insert a row at the bottom of the table. In the first cell of the new row, enter the word, **Work**, in the cell. If the cell's contents are bold, **remove** the bold format. Fill in the cells in the remainder of the row as follows:
 - a. Tuesday: 4:00-8:00p.m.
 - b. Friday: 8:00-11:00a.m
 - c. Saturday: 1:00-4:00p.m.
10. In the Table Style Options group (Table Tools Design Tab), ensure that these check boxes have check marks: Header Row, Banded Rows, and First Column. The Total Row, Last Column, and Banded Columns check boxes should not have check marks.
11. Apply the Grid Table 5 -Accent 4 style to the table.
12. Select the entire table. Click the 'Decrease Font Size' button once to decrease the font size of all characters in the table to 10 point.
13. Make all columns as wide as their contents (AutoFit Contents). Note that you may need to perform this step a couple of times to achieve the desired results.
14. Align Center left all cells in the first column
15. Align center the column headings containing the weekday names.
16. Align center right all cells containing times.
17. Center the table between the left and right margins of the page.
- 18. Answer the question in the File-Comments section. If you wanted to add a row to the middle of the table, how would you add the row?**
19. Place Cup on top of tower. Save. Minimize until Teacher comes to Grade. Start on assignment 2 while waiting for Mrs. Kratky.