

Building Your Digital Skills for Work

Week 7 – Editing Tables and Using Symbols

Worksheet 1 – Editing a Table

Your Task

Create the table below:

Name	Age
Ahmed	25
Sarah	30
Maria	22

Part 1 – Insert a Row

Insert a new row between Ahmed and Sarah.

Add:

Name	Age
John	35

Part 2 – Insert a Column

Insert a new column between Name and Age.

Call the column:

City

Add the following information:

Name	City	Age
Ahmed	London	25
John	Bristol	35
Sarah	Manchester	30
Maria	Leeds	22

Part 3 – Insert a Row at the Top

Insert a new row at the very top of the table.

Part 4 – Add a Title

Type:

Community Centre Members
into the first cell of the new top row.

Part 5 – Merge Cells

Select all the cells in the top row.

Use Merge Cells so the title stretches across the table.

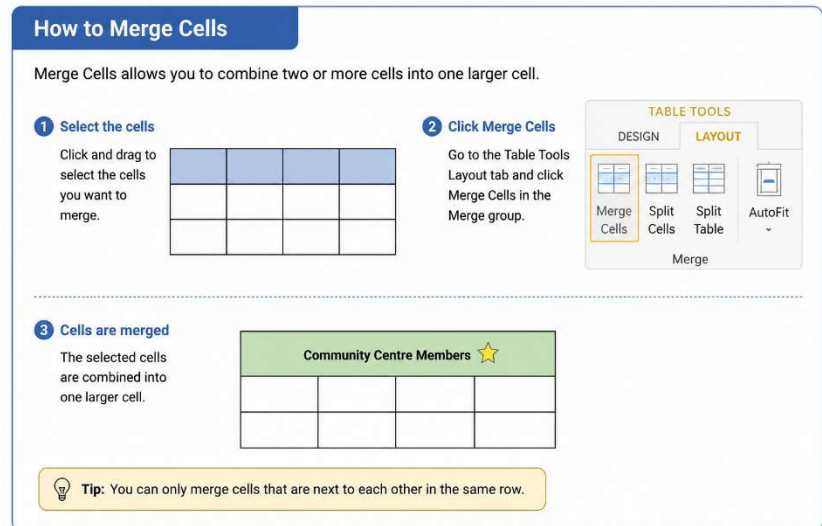
Make the title:

- Bold
- Centre aligned

How to Merge Cells

Merge Cells allows you to combine two or more cells into one larger cell.

- 1 Select the cells**
Click and drag to select the cells you want to merge.
- 2 Click Merge Cells**
Go to the Table Tools Layout tab and click Merge Cells in the Merge group.
- 3 Cells are merged**
The selected cells are combined into one larger cell.



Tip: You can only merge cells that are next to each other in the same row.

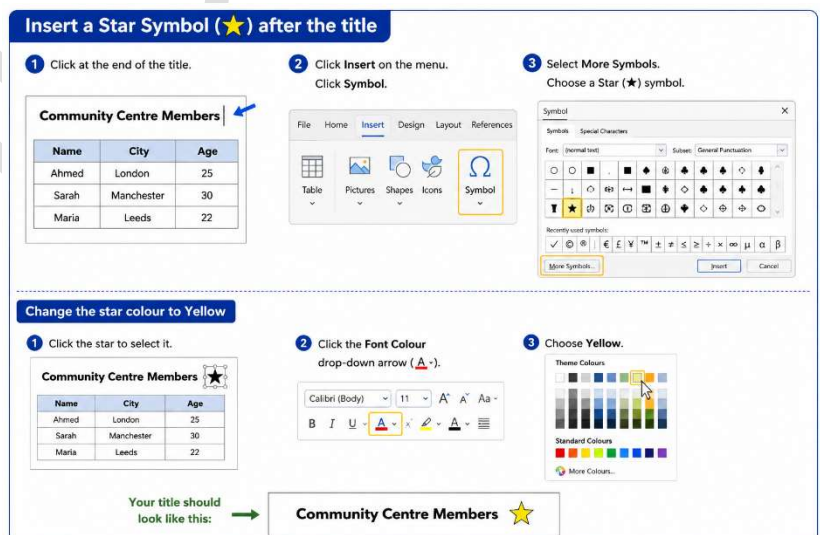
Part 6 – Insert a Symbol

Insert a Star symbol (★) after the title.

Change the star colour to Yellow.

Insert a Star Symbol (★) after the title

- 1 Click at the end of the title.**
- 2 Click Insert on the menu. Click Symbol.**
- 3 Select More Symbols. Choose a Star (★) symbol.**



Change the star colour to Yellow

- 1 Click the star to select it.**
- 2 Click the Font Colour drop-down arrow (A-):**
- 3 Choose Yellow.**

Your title should look like this: **Community Centre Members ★**

Part 7 – Delete Information

Delete the row containing: John

Part 8 – Format the Table

- Make the headings bold
- Centre the headings
- Apply a table style

Part 9 – Save Your Work

Save as: Editing_A_Table