

Worksheet 3 – Community Centre Contact Information

Scenario

You work for a community centre.

Create a document called:

Community Centre Contact Information

Step 1 – Create a Heading

Type:

Community Centre Contact Information

Make it:

- Bold
 - Size 16
 - Centre aligned
-

Step 2 – Type the Paragraph

Our community centre provides activities and support for local residents. Contact information is shown below.

Step 3 – Insert a Table

Create a table with:

2 columns and 5 rows

Step 4 – Merge the First Row





Merge the first row.

Type:

Important Contact Information

Make the title bold and centred.

Step 5 – Complete the Table

Service	Symbol
Telephone	
Email	
Information	
Warning	

Use Insert → Symbol to add the symbols.

Step 6 – Insert a Row

Add:

Emergency Contact

and choose a suitable symbol.

Step 7 – Delete a Row

Delete the Information row.

Step 8 – Save Your Work

Save as:

Community_Centre_Information
