Word <mark>Adv</mark> Exercise 04 Directions
Paragraph Tools Options

- Open <mark>WordAdvExercise04</mark>. The file is located in the ICS-Tech Lab Web Page, <mark>8th grade</mark> link
- Using Word formatting Table set-up options create a table using: Insert tools, design ribbon, & Layout ribbon to design a unique table.
- Layout cannot exceed 1 page.
- The following is allowed as well:
  - Images
  - Text effects
  - Paint bucket
  - Borders

Rubrics:

> There is very little table formatting **>** File naming was not done correctly	50 Points
> A few tools were used to create a unique table. **>** However, More tools that were taught could have been used.	80 Points
> Table was well layout with extensive table tools. **>** Good presentation.	100