

WORD TABLE REQUIREMENTS: LAB REPORT

Directions: You must show the use of the items below in the creation of your Word Lab Report Table. Remember that this table is meant to help YOU to organize and understand the lab results and form a conclusion. Make sure that you have organized your columns, rows, and information in a way that is visually pleasing to you, readable, and logical. Random placement of items is not helpful. Thoughtful, logical placement makes studying easy and the recall of information even easier. You will either download an image or copy and paste an image representing an aspect of the lab and place it in the table. You will be graded on your lab report table based on the points listed behind each item.

Table Title (1 pt.)

Rows and columns (2 pts.)

Column titles (1 pt.)

Row titles (1 pt.)

Lab results and conclusions inserted into appropriate columns and rows (5 pts.)

Logical organization of information (5 pts.)

Specification of height and width of cells (1 pt.)

Center text in cell (1 pt.)

Use of color to organize information (1 pt.)

Creative use of borders (1 pt.)

Font Style and Size logical and visually pleasing (1 pt.)

Download or copy and paste an image related to the lab assignment from the Internet into table (5 pts.)

Total possible = 25 pts

Extra Credit: Creative use of the auto-format function of Word tables (3 pts.)

