

## WORD TABLE REQUIREMENTS: STUDY GUIDE 1

Directions: You must show the use of the items below in the creation of your Word Table Study Guide. Remember that this guide is meant to help YOU to remember the information you must study. Make sure that you have organized your columns and 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 be graded on your study guide 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.)

Study information 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.)

Total possible = 20 pts

Extra Credit: Creative use of the auto-format function of Word tables

