**Table Review Assignment**

**Directions:**

Place the information below in a table using the following table instructions for alignment of cells, column and row height, border information, and other specifications.

**Data:**

Food Groups Daily Recommendations

Grains 3 oz whole grains

Vegetables 2 to 3 cups

Fruits 1 – ½ to 2 cups

Oils 5 to 7 teaspoons

Milk 3 cups

Meat and Beans 5 to 6 – ½ ounces

1. Insert a table with two columns and 7 rows
2. Insert the data into the cells as shown above
3. Change the font size of the text in row 1 to 20 pt
4. Change the row height of row one only to .6
5. Change the width of the column 1 to 2”
6. Change the cell alignments for row 1 to center text horizontally and vertically in the cell
7. Bold the text in row one of the table
8. Change the font style of all the text in the table to Comic Sans
9. Change the row height of rows 2 through 7 to .3
10. Change the column width of column two to 4.25
11. Insert a row above the first row of the table
12. Merge the first row and add the title “USDA Daily Food Pyramid Guidelines”
13. Change the title to Comic Sans 24 Point
14. Change the title row to .6 row height if necessary
15. Bold and italicize the title
16. Change the font size to 16 pt for rows 3 through 8 (Grains through Meat and beans)
17. Set the cell alignment for column one rows 3 through 8 to center vertically and align to the left of the cell
18. Center align the vertically and horizontally the text in column 2 rows 3 through 8
19. Add the White, Background 1, Darker 35% shading to Row 1 (title row) and a double thin line box border
20. Add the White, Background 1, Darker 15% shading to row 2 (Food Groups and Daily Recommendations)
21. Center align the table on the page
22. Insert a column to the left of the table
23. Merge the cells in the new column
24. Add the text “You are what you eat!” to the new column
25. Change the text direction so that the text is running vertically going down.
26. Make sure the column is formatted with the White, Background 1, Darker 35% shading and is bolded but not italicized.
27. Add a 3 pt thin thick thin page border. Change the font color to theme color purple accent 4, darker 25%.
28. Vertically center the table on the page
29. Add your name and period number in a header using Comic Sans 14 point, purple, accent 4, 50% darker.