

Computer Careers Table

Using Word, create a table and transcribe your notes to it.

- 1) Change the orientation of your document to **landscape** (Layout → Page Setup → Orientation)
- 2) Change the margins of your document to **Narrow** (Layout → Page Setup → Margins)
- 3) Use Word Art to create the title **Computer Careers** (Insert → Text → Word Art)
- 4) Create a table with **5** Columns and **9** Rows (Insert → Table → Insert Table)
- 5) Select a table style from the **Grid Table 4** row (Table Tools → Design → Table Styles)
- 6) Type the information from your notes into the appropriate cells in the table
- 7) Font sizes = Row 1 → 18 Column 1 → 15 Everything Else → 12 Change font type and color to something that is not Calibri and black (Home → Font)
- 8) Highlight your whole table and **Align Center** your content (Table Tools → Layout → Alignment → Align Center)
- 9) If your columns are not all the same size, highlight your table and **Distribute Columns** (Table Tools → Layout → Cell Size → Distribute Columns)

	Name of Job	Name of Job #2	Name of Job #3	Name of Job #4
Type of Person				
Job Duties				
Education & Training				
Salary				
Outlook				
Hired in US				
My Opinion	Type 2-3 sentences	telling me why	you would or	would not get this job when you are older.
Websites	Look for 2	website sites that	tell you more about	each career. Hyperlink them