Learning Goal: Demonstrate ability to create a table, merge cells, add shading, and use graphics

Before you start, click here to learn general information about inserting a table
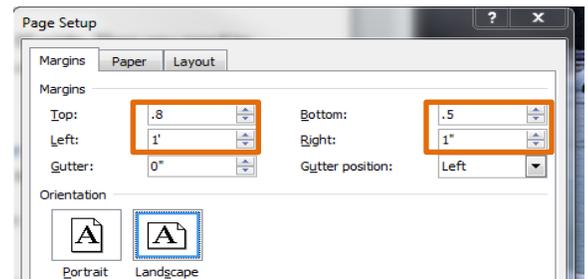
Calendar for Summit Hiking Club

➢ Look at the Example here.

Create the Table

You need to set up the document in **landscape format** so that the completed calendar is 9" wide. Then you need to create a small table to contain the legend and a large table that consists of seven columns and 15 rows.

How to:

1. Start Word. Select *Page Layout*, click Orientation and select *Landscape.* Choose Margin➔ Custom Margin: set a top margin of 1, set a bottom margin of 1, then verify that the left and right margins are set to 1 as shown

2. Click OK, save the document as 04 Hiking Club to Digital Tools>Word.

3. Make sure you are in the Home Tab. Click the *Font list arrow* ➔ select *Tahoma,* type *Summit Hiking Club August Trip Schedule*, then press [Enter] twice. ➔ *All the text you enter for the calendar will be formatted in the Tahoma font*
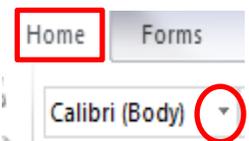
4. Click the Insert Tab and point to *Table*, drag to create a table that is 2 columns wide and 3 rows high, then enter text as shown

Strolls	
Day Hikes	
Backcountry Adventure	

5. Click cell 1, click the *right mouse button*, click *Table Properties*, click the *Column Tab*, select the contents of the preferred width text box, type 2, then click *Next Column*.
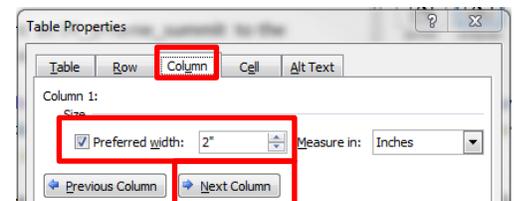
6. Select the contents of the Preferred width text box for column 2, type .6, then click OK

7. Click cell 1, click *Table Tools –Layout* on the menu bar, point to Select, click *Select Table*, click the Align Right button

8. Click the Home tab and choose the Border icon. Click on the arrow and select *no border* from the pop-up menu. The table for the legend is right-aligned and the borders are removed.   See Sample for Clarification

9. Press *[Enter]* once, click the Insert tab and point to Table on the menu bar. Choose *Insert Table*. In the pop-up box, type 7 for columns and 15 for the Number of rows

10. Enter the text for row 1 of the new table as shown below. Save the document.

Summit Hiking Club August Trip Schedule

Strolls
Day Hikes
Backcountry Adventures

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Merge Cells and Add Shading

In the completed schedule, two or more cells are **merged** so that the text for the Backcountry Adventure tours—each of which lasts for more than one day—**spans** the merged cells. In addition, different levels of shading indicate the different trip categories. You need to enter text into the schedule and then display the Tables and Borders toolbar so you can quickly merge selected cells and add shading where required.

How to:

1. Click the cell below Tuesday, type 1, press [Tab], type 2, press [Tab], then continue to enter the date for each day in the first week of August (ending with a 5 for Saturday)

2. Select cells 1 to 4 at the beginning of the next row (Sunday to Wednesday) as shown below, click the *Table Tools* →*Layout Tab* and choose *the Merge Cells icon*.
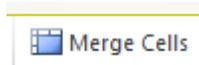
Backcountry Adventures

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5

Shortcut:

You can also click the right mouse button after selecting the cells →and select merge cells from the pop-up menu

3. Type Skyline Trail to Manning Park, press *[Tab]* two times, type Deep Cove for Friday, press *[Tab],* then type Helm Lake for Saturday.

You've entered three of the hikes being held during the first week in August.

Summit Hiking Club August Trip Schedule

Strolls
Day Hikes
Backcountry Adventures

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
Skyline Trail to Manning Park					Deep Cove	Helm Lake

4. Refer to the sample below to enter the rest of the text for the table, including the date for each day and all the hikes.

Remember that you'll need to merge selected cells in some of the rows to accommodate the Backcountry Adventure tours.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 30	July 31	1	2	3	4	5
Skyline Trail to Manning Park					Deep Cove	Helm Lake
		Capilano Canyon			Black Tusk	
6	7	8	9	10	11	12
	Panorama Ridge					Black Mountain
Cheakamus Lake		Diamond Head		Mount Seymour	Seymour Creek	Grouse Mountain
13	14	15	16	17	18	19
Maplewood Flats		Garibaldi Mountain				
			West Lion	Ambleside Beach	Crown Mountain	Lynn Canyon
20	21	22	23	24	25	26
Singing Pass to Whistler Mountain						Mount Unnecessary
Goat Montain	Howe Sound Crest Trail				Shannon Falls	
27	28	29	30	31	Sept. 1	Sept. 2
Rainbow Lake	Mamquam Lake	Golden Ears Provincial Park				

5. Click to the left of the first row to select it. (To select the entire row, you need to click at a point right outside the row:

| Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
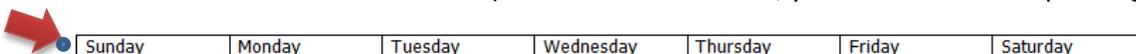
6. Select Table Tools → Design __Shading   → Black. The Font Color will automatically change to White.

7. Press the *CTRL-key* and select each of the rows containing the dates. Click on the arrow next to the fill button in the *Home Tab Ribbon. Set the color to dark grey. The CTRL-key allows you to select multiple areas that are not next to each other.*

Change font color here
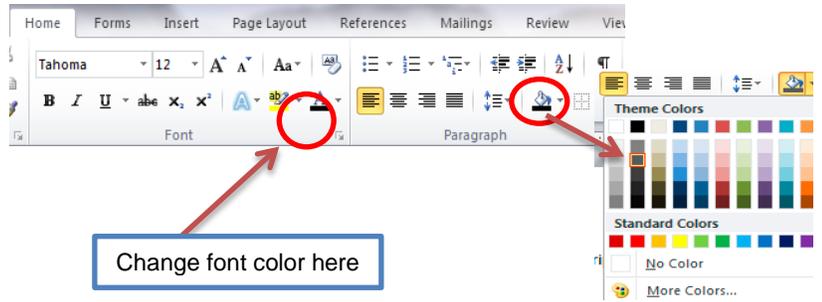
8. While the Selection is still active, change the font color to white.

9. Modify the Legend Table as follows: Change the Text to **Bold,** and set the text alignment to *right-aligned.* Increase the width of column 1 to fit the text.
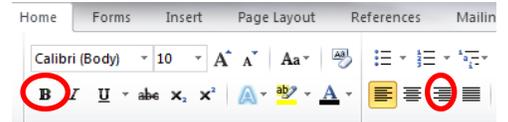
10. Click the cell to the right of the "Stroll cell" in the legend table, click *Table Tools → Design and choose Shading.* From the Pop-up color menu, choose a color for your "Strolls" and fill the cell. Do the same for the other two legend items.

**Strolls
Day Hikes
Backcountry Adventures**

11. Refer to the picture below to shade the cells in the schedule so they match up with the legend.

Summit Hiking Club August Trip Schedule

**Strolls
Day Hikes
Backcountry Adventures**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 30	July 31	1	2	3	4	5
Skyline Trail to Manning Park					Deep Cove	Helm Lake
		Capilano Canyon			Black Tusk	
6	7	8	9	10	11	12
	Panorama Ridge					Black Mountain
Cheakamus Lake		Diamond Head		Mount Seymour	Seymour Creek	Grouse Mountain
13	14	15	16	17	18	19
Maplewood Flats		Garibaldi Mountain				
			West Lion	Ambleside Beach	Crown Mountain	Lynn Canyon
20	21	22	23	24	25	26
Singing Pass to Whistler Mountain						Mount Unnecessary
Goat Mountain	Howe Sound Crest Trail				Shannon Falls	
27	28	29	30	31	Sept. 1	Sept. 2
Rainbow Lake	Mamquam Lake	Golden Ears Provincial Park				

12. To complete the Schedule:
   ➢ Insert a piece of clipart that relates to your schedule.
   ➢ Change the Title by clicking on the *Text Effect* icon and align it to the right.
   ➢ Add "created by YrName, Period___, Date" below your schedule.
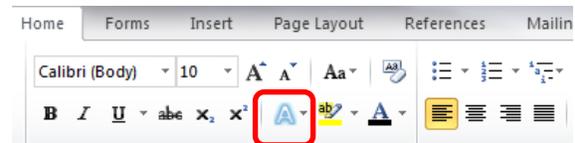
HIKING CLUB CALENDAR CHECKLIST

Check your work

1. Your document is saved in the correct folder (Digital Tools>Word) and   is correctly named (05 Hiking Club Calendar).
2. Your name and period # are in a one-line header (View>Header/footer)
3. Work fits on one page – no blank 2nd page..
4. Border around the page is properly formatted and below the header.
5. You have a Legend
6. You have a minimum of 25 hikes
7. You have a minimum of 5 hikes that are more than one day (use Merge Cells)
8. Your table has a design applied to it
9. The title is in Word Art
10. You have a minimum of 3 graphics, properly wrapped
    You completed the Learning Log

See next page for "full size" example

Summit Hiking Club August Trip Schedule

Strolls
Day Hikes
Backcountry Adventures

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 30	July 31	1	2	3	4	5
Skyline Trail to Manning Park					Deep Cove	Helm Lake
		Capilano Canyon			Black Tusk	
6	7	8	9	10	11	12
	Panorama Ridge					Black Mountain
Cheakamus Lake		Diamond Head		Mount Seymour	Seymour Creek	Grouse Mountain
13	14	15	16	17	18	19
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27	28	29	30	31	Sept. 1	Sept. 2
Rainbow Lake	Mamquam Lake	Golden Ears Provincial Park				

Created by: Birgit Bonham, Period XYZ, Thursday, September 06, 2012