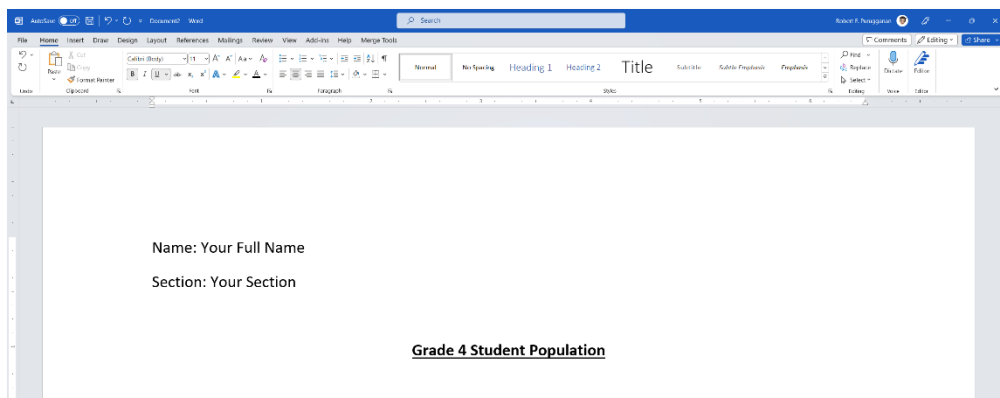


Grade 5 Computer Microsoft Word Tables

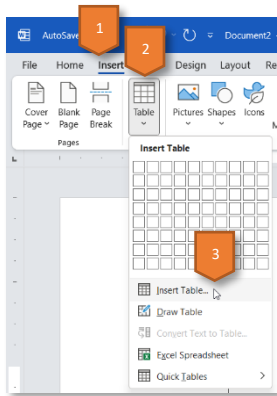
A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be used to organize any type of content, whether you're working with text or numerical data. In Word, you can quickly insert a **blank table** or convert **existing text** to a table. You can also customize your table using different **styles** and **layouts**.

Follow the instructions below to learn to use tables in your Word document:

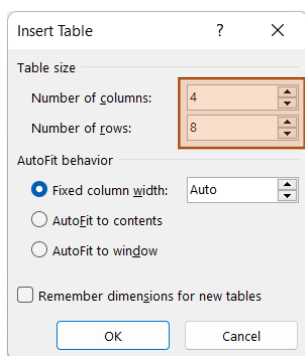
1. Enter your Full Name and Section on the first two lines of the document. Press Enter twice and then type the title for the table. Press Enter again to add a new line to the document.



2. On the Ribbon click Insert > Table > Insert Table.



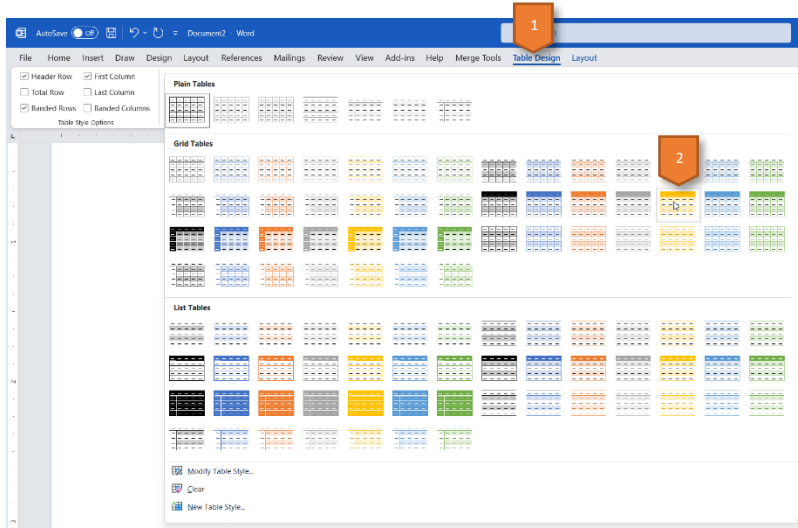
3. Enter the following data in the Insert Table dialog box. Click the OK button when you're done.



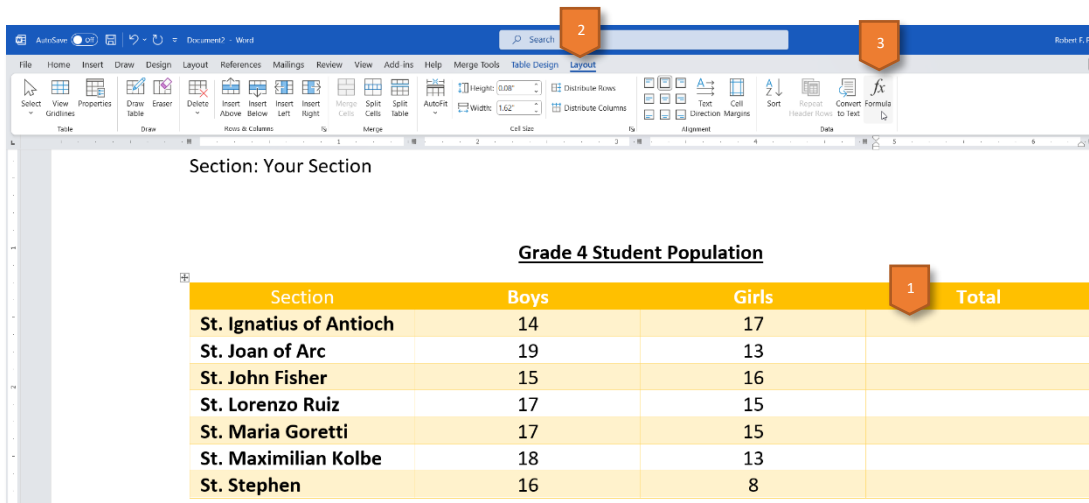
4. Enter the following data. Use the down arrow key instead of the Enter key to move one row down. To move one column to the right, use the Tab key or the right arrow key. Use the alignment buttons to change how the data is displayed in a cell.

<u>Grade 4 Student Population</u>			
Section	Boys	Girls	Total
St. Ignatius of Antioch	14	17	
St. Joan of Arc	19	13	
St. John Fisher	15	16	
St. Lorenzo Ruiz	17	15	
St. Maria Goretti	17	15	
St. Maximilian Kolbe	18	13	
St. Stephen	16	8	

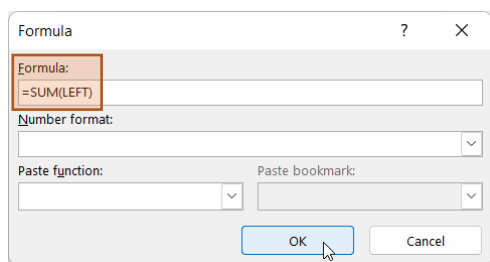
- To change the Table Style click on any cell in the table and then on the Ribbon click Table Design. Choose a table style that you like.



- To get the sum of the number of boys and the number of girls per Section first select the cell where you want the sum to appear. Click Layout on the Ribbon and then choose the Formula command.

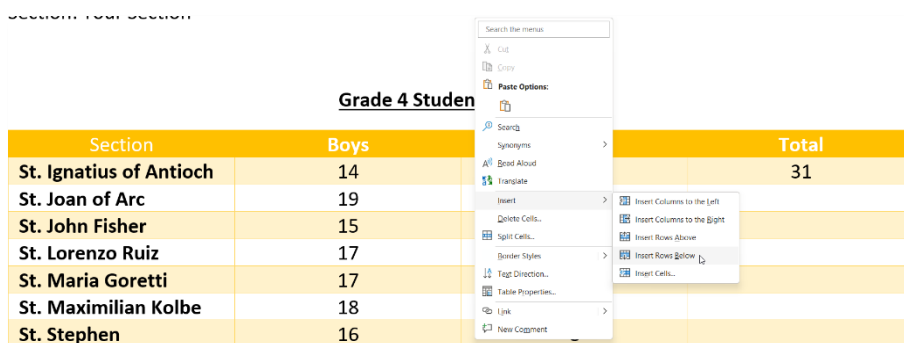


- In the Formula dialog box make sure the formula field shows `=SUM(LEFT)`. Click OK to return to the document. The table cell should now show the result of the formula. Do the same with the other rows.



Section	Boys	Girls	Total
St. Ignatius of Antioch	14	17	31
St. Joan of Arc	19	13	
St. John Fisher	15	16	
St. Lorenzo Ruiz	17	15	
St. Maria Goretti	17	15	
St. Maximilian Kolbe	18	13	
St. Stephen	16	8	

- Insert a new row to the table by right-clicking on the last row and then choose Insert > Insert Rows Below from the menu that appears.



- Get the sum of the boys, girls, and total columns by following the instructions above, but the formula should show `=SUM(ABOVE)`.

10. Do the same to the other Grade levels:

Grade 5 Student Population

Section	Boys	Girls	Total
St. Ambrose	15	16	31
St. Anthony	17	14	31
St. Augustine	17	14	31
St. Basil	18	14	32
St. Catherine	17	14	31
St. Dominic	16	16	32
St. Jerome	10	10	20
	110	98	208

Grade 6 Student Population

Section	Boys	Girls	Total
Daniel	14	16	30
Ezekiel	13	17	30
Hosea	17	13	30
Isaiah	13	16	29
Jeremiah	13	16	29
Jonah	12	17	29
Samuel	16	20	36
Zechariah	17	19	36
	115	134	249

Grade 7 Student Population

Section	Boys	Girls	Total
St. Adelaide	14	16	30
St. Adelogia	16	14	30
St. Anscar	17	13	30
St. Aurea	15	15	30
St. Benedict	13	17	30
St. Columban	14	16	30
St. Hilda	15	15	30
St. Mechtild	16	19	35
St. Maur	15	15	30
St. Placid	18	12	30
St. Theodore	9	6	15
	162	158	320

Grade 8 Student Population

Section	Boys	Girls	Total
St. Ada	16	12	28
St. Alberic	16	12	28
St. Bartholomew	16	13	29
St. Dominic	13	15	28
St. Dunstan	15	13	28
St. Joan	18	14	32
St. Margaret	18	11	29
St. Modesta	18	13	31
St. Peter	16	14	30
St. Relindis	17	11	28
	163	128	291