

**Course
&
Test Series**

Self-Made Assignment - MS Word

Merging, Splitting and Sorting of Tables in MS Word

Make the following three tables with the instructions given below. And save it with the name "Weekly Assignment"

**Weekly
Assignment**

NAME: Malini Sharma MONTH: January YEAR: 2023

Instruction for Table 1:

- Weekly Assignment is written as "Merge and Centre"
- Name, Month, Year have font size = 16 and color= Red.
- Malini Sharma, January and 2023 have font size = 16 and color = Dark Green.
- All Cells are Centre Aligned.
- Add table border = "No Border" as shown.

| MON | TUES | WED | THURS | FRI |
|-----|------|------|-------|------|
| 1/9 | 1/10 | 1/11 | 1/12 | 1/13 |

Instruction for Table 2:

- Days of the Week have font size = 14 and color= Orange Accent.
- 1/9, 1/10, 1/11, 1/12, 1/13 have font size = 12 and color =Blue.
- All Cells are Centre Aligned Top.
- Add table border as shown.

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**

 **MBA Entrance**

 **Railways & Metro Services**

...many more

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CLASS

| | Chapter 1 #1-60 | Chapter 2 #65-120 | Chapter 3 #1-18 | Chapter 4 #20-100 | Chapter 5 #1-50 |
|------------------------|---------------------------------|----------------------|--------------------|----------------------|--------------------|
| 6TH | | | | Module 1 due | |
| 7TH | Quiz | | | Chapter 1 test | Quiz |
| 8TH | Biography due | | Oral presentation | | |
| 9TH | Auditions for school play begin | | | | Auditions end |
| 10TH | | Pool day | | Pool day | |

Instruction for Table 3:

- First Column have font size = 12 and color= Red.
- Quiz, Biography due, Auditions for school play begin, pool day, Oral presentation, quiz, Auditions end have font size = 10 and color =Yellow.
- From Table Design Tab, choose “Plain Table 1” to the above table.