Name(s): Class:

Tasks:

1. Type a comma after each word.
2. Highlight the 4 lines (4 words).
3. **Insert** a **table** by choosing **convert text to table**.
4. Make sure the **number of columns is 2** and the text is separated by **commas**.
5. **Insert row** above ‘Dissolve’ by clicking the new tab -**Table Layout**.
6. **Highlight** new row.
7. **Merge 2 cells** on the first row to make a Heading – ‘Glossary’**.**
8. Write ‘Glossary’ in the **center, font Comic Sans, bold and Size 20.**
9. **Find and write** a brief meaning for each of the words. Text Comic Sans and size 16. (Hint: Check that your meaning fits the context on the word in the document.)
10. Make one line space between each entry.
11. Select the entire table and either choose a border style or choose no border.

Dissolve

Papillae

Saliva

Texture

|  |  |  |
| --- | --- | --- |
| MARK YOURSELF | | |
|  | Check I did it | Looks same as Example |
| Type a comma after each word |  |  |
| Highlight the 4 lines |  |  |
| Find word in document and make bold |  |  |
| **Insert** a **table convert text to table** |  |  |
| **number of columns is 2** |  |  |
| **Insert row** above ‘dissolve’ |  |  |
| **Highlight** new row |  |  |
| **Merge 2 cells** |  |  |
| Write Glossary in the **center** |  |  |
| Glossary **font Comic Sans** |  |  |
| Glossary **bold** |  |  |
| Glossary **Size 20** |  |  |
| **Find and write** a brief meaning for each of the 4 words |  |  |
| Meaning font Comic Sans |  |  |
| Meaning size 16 |  |  |
| 1 line space after each meaning |  |  |
| Select table |  |  |
| Choose border style or no border |  |  |