

## Lesson 3: Top Home Run Hitters

1. Open a blank Word Document. Save it as “Lesson 3 Home Run Hitters” to your Word Folder.
2. Double-click in the header. Insert your last name and page # in the upper right hand corner.
3. Insert a table with 11 rows and 2 columns. Click Insert Tab/Table/Insert Table/Enter # of rows and columns/Click OK.
4. Select Row 1. On the Layout Tab, click Merge Cells. Enter the title “Top 10 Home Run Hitters”
5. In Row 2, label the column headings: Name, Homeruns
6. Type the following information in the table starting in Row 3:

Barry Bonds	762
Hank Aaron	755
Babe Ruth	714
Willie Mays	660
Alex Rodriguez	647
Ken Griffey, Jr.	630
Jim Thome	612
Sammy Sosa	609
Frank Robinson	586

7. Insert a new row after Row 11. On Layout Tab/Click Insert Below. Type in the following information:                      Mark McGwire                      583
7. Click anywhere in Column 1. On Layout Tab/Click Insert Left. Re-merge Row 1. Label the new column: Rank
8. Type in the ranks of the Home Run Hitters from 1-10 starting in Row 3.
9. Select the entire table. On Layout Tab/Cell Size Group/Change the row height to 0.25.
10. Apply the following alignments (Remember to use the nine alignment options on the Table Layout tab!)    a. Select Row 1-2: Apply Align Center    b. Select Row 3-12: Apply Align Center Left
11. Select the entire table. On the Layout Tab/Click Auto Fit/Auto Fit Contents.
12. Center the table vertically on the page: On the Page Layout Tab/Page Set-up Dialog Box/Layout Tab/Change Vertical Alignment to CENTER).
13. Center the table horizontally on the page: Select Entire Table/Right-Click/Table Properties/Center Align/ Click OK.
14. Select Row 1 and apply the following formatting: Font: Impact, size 16, color: Red
15. Select Row 2-12 and apply the following formatting: Font: Garamond, size 12, color: Blue
16. Select Row 1 and apply a Gray shading. On the Design Tab!

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17. Select ONLY the ranks 1-10 in Column 1. Click on the Sort Button (Layout Tab). Sort by Column 1, Numbers, Descending Order. Click OK. The ranks should now be in reverse order from 10-1.
- 18.. Hit the floppy disc to save. Print to B9. Compare your print-out to the answer key on the back table.