# Word Assignment - Forecast

Jim Cammack 2-3-17, rvs:2/9/18

Use the notes below and create the document similar to that shown on the next page.

NOTES:

1. Set the document's Theme to Integral (in the Design Tab).
2. Change the Margins to Narrow (in the Layout tab)
3. Use the Title style for first line.
4. Change the Style Set to Centered. Notice, in this case, the lines around the title will caused by the Style Set you've selected (Centered). Thus, you will not need to insert the lines yourself. Be sure you've watched the video on Style Sets to fully understand Styles and Style Sets.
5. Create the table shown and change the font in the table to Calibri 14 point. Note that the table should contain actual forecast temperatures. Do a Google search and find and use actual forecast temperatures for our area for the next week. For this table use only 5 days. In the second part of the assignment, you will add extra days to make a 7-day forecast. (**To insert a table**, click on the Insert tab and choose the drop-down arrow on Table and move mouse to select the table size you want.)
6. Creating and editing the table:
    a. To change the width of columns or rows, click on the row or column border and drag it. To change the width of the table itself, drag the right side border of the table.
    b. To move the table to center it in the middle of the page:



To move the table, click on the table then click here and drag
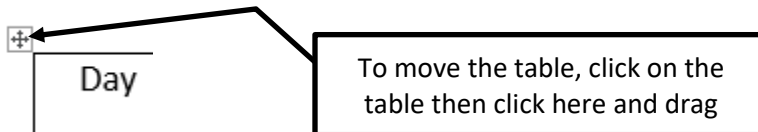
7. Create and size the arrow shape. **Add an effect you like.** I used Orange Accent 2, solid fill, with Shadow Effect Preset "Inside: Right" but you should choose a different one that you like.
8. Insert the textbox with an **appropriate phrase describing the upcoming weather**. Add formatting to the arrow and text box (add an effect you like)
9. Save the document as a Word document *yourname 5-day forecast*. **It should look similar to the one shown at the top of the next page.**
10. After saving, insert rows at the end of the table (see figure1) and put in two more days of data (you should be able to find a 7-day forecast if you do a Google search)
11. Insert a column for the date
12. Make the column headings bold.
13. Change the title (the first line to 7-day forecast
14. Save the document but his time save as *yourname 7-day forecast*. It should look similar to the one shown at the bottom of the next page.
15. **Submitting your Assignment**: In Blackboard, in the assignment **Word Assignment – Forecast** submit the two Word documents, *yourname 5-day forecast* and *yourname 7-day forecast.*

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**Figure 1**
**Working with Tables**
When you click on a table in Word, you will see the Drawing Tools menu at the top of the screen.
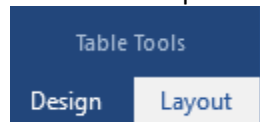


It contains two tabs, Design and Layout. Use these tabs to edit your table. You can easily insert/delete/merge rows and columns and do other magnificent things to your table with these tools ☺

**Another way to insert rows or columns**: click in the row or column which is beside where you wish to insert the row or column. Then right-click and choose Insert from the menu and then select what you want to do. To insert more than one row or column at one time, you can select multiple rows or columns, and then right-click and choose Insert.

# [YOUR NAME] 5-DAY FORECAST

| Day | High Temp | Low Temp |
|---|---|---|
| Thurs | 77 | 61 |
| Fri | 79 | 64 |
| Sat | 78 | 63 |
| Sun | 78 | 64 |
| Mon | 74 | 65 |

Hello Spring!  Goodbye cold weather!

# [YOUR NAME] 7-DAY FORECAST

| Day | Date | High Temp | Low Temp |
|---|---|---|---|
| Thurs | March 23 | 77 | 61 |
| Fri | March 24 | 79 | 64 |
| Sat | March 25 | 78 | 63 |
| Sun | March 26 | 78 | 64 |
| Mon | March 27 | 74 | 65 |
| Tues | March 28 | 78 | 65 |
| Wed | March 29 | 79 | 64 |

Hello Spring!  Goodbye cold weather!