| Chapter | **1** | **Introducing Desktop Publishing** | **Project 1-9** | **R** |

Project 1-9 (pages 41–45)

Create a Table

Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

	Student Checklist		**Teacher Evaluation**
Criteria	**Completed**	**Not Completed**	**Comments**
Create a 5-column, 7-row table. Merge the top row for the title.			
Key and format data as directed. Right align the number data.			
Insert a new row. Key and format data about New Jersey.			
Sort population data in descending order.			
Add superscript numbers to each header.			
Add footnotes below table in 10 pt serif font and indent.			
Widen columns. Adjust paragraph spacing in Rows 3-8.			
Add red shading to the top row and gray shading to the third row.			
Set line weight to 2¼ pt. Add an outside border and remove interior borders.			
Center align the table horizontally and vertically. Hide the gridlines.			
Follow directions to save and print your work.			