Tables Grade Eight

Part One - Basic Table

Directions: Create the table shown below

1. Setup for 3 columns and 5 rows.
2. Centre the headings in the first row
3. Enter the text shown
4. Adjust the column sizes as needed to look similar to below
5. Centre the table left to right on the page

ITEM	MODEL	STOCK NUMBER
9 cubic foot refrigerator	Admiral	ADC-2698Z-2
20 cubic foot refrigerator	Kelvinator	KL5690-LD
4 burner electric stove	Gibson	ST900-462
side-by-side refrigerator	Amana	AM-1042-Z81

Part Two

Directions: Create the blank invoice table shown below
•   Use **your own name**.
•   Use **your own graphics and type of business**
•   Shade the cells as shown.
•   Save as "Invoice Table *your name*"

Save as "Tables *your name*" and place in the drop box.

Stewart's Jewellery Boutique

"Quality Gemstones, Gold and Silver Jewelery for the Discriminating Buyer"

Bill to:

Name _____

Address _____

City/Prov/State _____

Postal/Zip Code _____

Ship to:

Name _____

Address _____

City/Prov/State _____

Postal/Zip Code _____

QUANTITY	ITEM	STYLE	TYPE	UNIT COST	COST
				Shipping	
				Tax	
				Total Order	

Thank you for your order