

Weekly School Homework Tracker

Microsoft Word Project

Objective: Create a table using Microsoft Word that could be used to keep track of homework assignments for a week.

Instructions:

1. Launch Microsoft Word on your computer.
2. Save your file as Homework Tracker.
3. Insert a table with six columns. You will need two rows PLUS one for every class you have. If you have six classes, your table will have eight rows and six columns.
4. Merge the cells in the first row.
5. Type [Your Name's Homework Tracker] in the first row. Type the week's date on the next line for Monday-Friday. An example would be December 7-11.
6. Leave the first cell of the second-row blank. Type the days of the school week, Monday-Friday, in the rest of the row going across.
7. Starting in the first cell of the third row, type your classes going down the table.
8. Select the cells that contain the name of your classes. From the Table Tools Layout tab, click the Text Direction button twice in the Alignment group.
9. Using the Table Tools Layout tab, change the width and height of the table and individual rows so the table is about the size of the page.
10. Edit and the font, font size, and table design to make the table more appealing.
11. Submit to your instructor.

Example

Ruby's Homework Tracker December 7-11					
	Monday	Tuesday	Wednesday	Thursday	Friday
Health					
English					
Math					

Grading Rubric

_____/10 – Design

_____/5 – Merge Cells

_____/5 – Rotated Text

_____/5 – Spelling

_____/25 – Total Points