**Word Processing Advanced Skills Test Tables I**

1. Click on Insert Tab
2. Word Process your name and class in the header
3. Create a Table with 2 rows and 2 columns.
4. Insert a flower in cell A1

C:\Users\jlarocca\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\06HJLEKS\MC900410621[1].wmf

1. Resize it to make is very small, e.g.
2. Word process the word flower in cell A2
3. Insert a small star in cell B1
4. Double click on the star to reveal the Drawing Tools toolbar
5. Format the star:

Shape Fill: No fill

Shape Outline: Black

1. Print the document ONE TIME ONLY!!

BONUS: Format cell B2

Place your cursor in cell B2  
 Click on the Home tab