

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Word Processing Table Project (Microsoft Word)

**Please note: You will have four classes to complete the project.**

### Checklist (Use the checklist to help keep you on track)

- You will need to start a **NEW** Microsoft Word file.
- You will need to **SAVE** your work.
- You will need a WordArt title (centered).
- You will need to include your name.
- You will need a 3 column and 5 row table.
- You will need three headings.
- You will need to bold the headings.
- You will need to include four computer parts.
- You will need to define each computer part (four functions).
- You will need one image of each computer part.
- You will need to shade the table with a color of your choosing.
- You will need to change the font face.
- You will need to change the font size.
- You will need to change the font color.




**Proofread:** Check for spelling and grammatical mistakes. Make sure you follow the typing rules, such as, one space after every word.

**There are a total of 23 elements.**

WordArt title (centered)	
Name	
Table (3X5)	
Three headings	
Bold headings	
Four computer parts	
Four functions	
Four images	
Table shading	
Font face	
Font size	
Font color	
<b>Total:</b>	

# Computer Hardware

## By Edwin Salcedo

Computer Parts	Functions	Picture
Hard Drive	It stores saved files and applications.	
RAM (memory card)	It helps access and open programs.	
Processor	It helps the other computer parts complete tasks.	
Power Supply	It supplies power to the computer.	