

Presidents and Their Dogs

New Skills

1. Create and format a table.
2. Insert a row in a table.
3. Merge cells in a table.

Activity Overview

Using tables in a document is an easy way to present data in an organized format. Tables contain columns and rows that are displayed as cells (similar to a spreadsheet) in a document. Tables can be customized to look just about any way you want – you can insert or delete rows and columns, merge cells, change borders, fill cells with different colors, and much more.

In this activity, you will practice creating and formatting a table that showcases 29 documented U.S. Presidents who had dogs and some of their dogs' names.

Instructions

1. Open a NEW document in Word.
- ★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Starting on the first line of the document, type the title "U.S. Presidents and Their Dogs" as shown in **Figure 37-1**. Center align and bold the title then hit ENTER two times.
- NEW SKILL** ▶ 4. Create a table with 3 columns and 30 rows as shown in **Figure 37-1**, then type the text into the table as shown in **Figure 37-1**.
- NEW SKILL** ▶ 5. Apply the following formatting changes to the table:
 - a. Add a 1 point border to all cells.
 - b. Center align, bold, and italicize the column titles.
 - c. Shade (fill) the first row using a color of your choice (be sure the shading is light enough so it doesn't interfere with the readability of the text in the cell).
 - NEW SKILL** ▶ d. Insert a blank row between the first and second rows.
 - e. Insert one row after the last row.
 - NEW SKILL** ▶ f. Merge the cells in the last row.
 - g. In the last row, type the text "My favorite dog name on this list is <insert your favorite dog name>."
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Save the document as DOGNAMES.
8. Print the document if required by your instructor.



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Presidents and Their Dogs

FIGURE 37-1

U.S. Presidents and Their Dogs

President	Dog's Name	Breed
George Washington	Tipler	Coonhound
John Adams	Juno	Unknown
Thomas Jefferson	Buzzy	Briard
John Tyler	Le Beau	Greyhound
James Buchanan	Lara	Newfoundland
Abraham Lincoln	Fido	Unknown
Ulysses Grant	Faithful	Newfoundland
Rutherford Hayes	Hector	German Shepherd
James Garfield	Veto	Unknown
Benjamin Harrison	Dash	Collie
Theodore Roosevelt	Pete	Bull Terrier
William Howard Taft	Caruso	Unknown
Woodrow Wilson	Davie	Airedale Terrier
Warren Harding	Laddie Boy	Airedale Terrier
Calvin Coolidge	Peter Pan	Terrier
Herbert Hoover	Big Ben	Fox Terrier
Franklin D. Roosevelt	Fala	Scottish Terrier
Harry Truman	Mike	Irish Setter
Dwight D. Eisenhower	Heidi	Weimaraner
John F. Kennedy	Shannon	Irish Cocker Spaniel
Lyndon B. Johnson	Him	Beagle
Richard Nixon	Vicki	Poodle
Gerald Ford	Liberty	Golden Retriever
Jimmy Carter	Lewis Brown	Afghan Hound
Ronald Reagan	Lucky	Bouvier des Flandres
George H.W. Bush	Millie	English Springer Spaniel
Bill Clinton	Buddy	Labrador Retriever
George W. Bush	Barney	Scottish Terrier
Barack Obama	Bo	Portuguese Water Dog

Source: <http://dogtime.com>