# Unit 1 Review

Create a 2x2 table, fill with the numbers 1 through 4, resize the columns to be about 1 inch wide:

|  |  |
| --- | --- |
| 1 | 2 |
| 3 | 4 |

Insert a row between 1 and 3, insert a column to the right of 2, fill the empty boxes with 9’s:

|  |  |  |
| --- | --- | --- |
| 1 | 2 | 9 |
| 9 | 9 | 9 |
| 3 | 4 | 9 |

Centre justify the middle column, right justify the right column:

|  |  |  |
| --- | --- | --- |
| 1 | 2 | 9 |
| 9 | 9 | 9 |
| 3 | 4 | 9 |

Bold the first row, italicize the second row, underline the third row:

|  |  |  |
| --- | --- | --- |
| **1** | **2** | **9** |
| *9* | *9* | *9* |
| 3 | 4 | 9 |

Delete the first column, make the last column twice as wide:

|  |  |
| --- | --- |
| **2** | **9** |
| *9* | *9* |
| 4 | 9 |

Use Table Tools - > Layout -> Distribute Columns:

|  |  |
| --- | --- |
| **2** | **9** |
| *9* | *9* |
| 4 | 9 |

Create the following bulleted list, use tabs to indent levels, extra enter to unindent:

* Food
	+ Beer
	+ Chips
* Tent
* Sleeping bag
* Clothes
	+ Swim suit
	+ Shorts
	+ Hat

Create the following ordered list, this time use increase and decrease buttons on the ribbon:

1. Unpack
2. Setup tent
3. Make dinner
	1. Open beer
	2. Pour chips in a bowl

Add your name and date to the document and print.