

Conference Agenda Table

Create a table using the following instructions: DO IN ORDER OF INSTRUCTIONS!

1. Title your table Conference Agenda. (Center horizontally, 36 pt. & Times New Roman)
2. Insert a table with 8 rows and 7 columns. Merge cells to match the table shown below. Put the table **54 pts. below** the title.
3. Use 14 point Times New Roman for the days of the week in the first row.
4. Use 12 point Times New Roman for all other text.
5. Apply **bold** to all cells in rows 1, 2, 6, 7, and 8, and to columns 1, 2, and 7, and also to the cells where the word **Lunch** is inserted.
6. Center the text in all cells in rows 1, 2, 4, 7, 8 and where the word **Lunch** is inserted, both horizontally and vertically.
7. Align the text in column 1 to the left and center vertically.
8. Adjust the cell heights and widths to match the table shown below.
 - a. Set row 7 height to 1”
9. Draw diagonal lines in cell as shown.
10. Apply borders and shading as shown.
11. **Insert a top row.** Add the text: DECA States 2012, 18 pt and **bold**. Align center.
12. Center your table horizontally and vertically align your **page**.
13. Put your name and period in the header. Call your teacher over before you print.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:45 a.m.		Continental Breakfast				
9:00-11:30 a.m.		Seminar: Using Color in Web Page Design	Roundtable: Marketing on the Web	Workshop: Web Page Animation	Q & A with Sarah Ching, President Expose, Inc.	Check out by 11:30.
11:45 a.m.-1:15 p.m.		Lunch		Lunch and Keynote Address. Speaker TBA	Lunch	
1:30 - 3:00 p.m.	Check in and registration	Roundtable: Is there such a thing as too many links?	Seminar: Interactive Web Pages	Workshop: Designing Web Pages with MS Word		
3:00-5:00 p.m.	Open					
5:15-6:30 p.m.	Reception with the Sponsors					
7:00 p.m.	Dinner					