Activity 13: WORLD SERIES TEAM ROSTER

New Skills Reinforced:

**In this activity, you will practice how to**:

1. sort text in a document.

Activity Overview:

Sorting a list alphabetically is a very useful tool when you are trying to locate information quickly. Word comes equipped with a feature that can sort lists alphabetically or numerically, eliminating the task of sorting manually. This activity takes the common task of organizing a list from lowest to highest and applies it to 2010 Baseball World Series Champions.

Instructions:

1. **Open** a NEW blank document in Word.

**NEW SKILL**

1. Turn on the **Ruler** and the **Show/Hide** (¶) button.
2. Set **spacing after** to 0 pt and **line spacing** to single.
3. Set the **page margins** to 1” on all sides.
4. **Type** the text **San Francisco Giants** and press **ENTER**
5. **Type** the text **2010 World Series Champions** and press **ENTER**
6. **Type** the text **Team Roster** and **ENTER** two times.
7. Set the following **tabs**:
	1. Left aligned tab at 1.25”
	2. Left aligned tab at 2.25”
	3. Left aligned tab at 3.25”
	4. Left aligned tab at 4.25”
	5. Left aligned tab at 5”
8. **Type** the remaining text as shown in **Figure 13-1** on the next page.
	1. **Note**: Hit the TAB key before typing the text in the first column.
	2. Separate each column using the **TAB key** as shown.
9. Select the **three lines** of text at the top – **Center** and **14** point font size.
10. **Underline** and **bold** the column headings “Number,” “First Name,” “Last Name,” “Position,” and “Age.”
11. **Vertically Center** the text on the page.
12. Select the text in the columns and **sort** in **Ascending** order (A to Z) by “**Last Name**.” **Note**: Be sure to indicate that your list has a **header row**.
13. Insert a **header**: Name Team Roster Date
14. Carefully **proofread** the document for spelling, grammar, and accuracy.
15. **Save** the document as class\_lastname\_**TEAM ROSTER\_Activity 13** to your desktop and drag to blue folder.

**Print** if required by your instructor.

Activity 13: TEAM ROSTER Continued

Figure 13-1

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **San Francisco Giants 2010 World Series Champions****Team Roster**TAB **Number** TAB **First Name** TAB **Last Name** TAB **Position** TAB **Age**12 Nage Schierholtz RF 2641 Jeremy Affeldt RP 3146 Santiago Casilla RP 3055 Tim Lincecum SP 2660 Waldis Joaquin RP 2349 Javier Lopez RP 3359 Guillermo Mota RP 3752 Ramon Ramirez RP 2954 Sergio Romo RP 2747 Chris Ray RP 2857 Jonathan Sanchez SP 2738 Brian Wilson RP 2840 Madison Vumgarner SP 2128 Buster Posey C 2322 Eli Whiteside C 3114 Mike Fontenot 2B 3018 Matt Cain SP 2617 Aubrey Huff 1B 3310 Travis Ishikawa 1B 2716 Edgar Renteria SS 3521 Freddy Sanchez 2B 3248 Pablo Sandoval 3B 245 Juan Uribe SS 319 Pat Burrell LF 3413 Cody Ross CF 2933 Aaron Rowand CF 3356 Andre Torres CF 32 |  |
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