

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 26  41 Jeremy Affeldt RP 31  46 Santiago Casilla RP 30  55 Tim Lincecum SP 26  60 Waldis Joaquin RP 23  49 Javier Lopez RP 33  59 Guillermo Mota RP 37  52 Ramon Ramirez RP 29  54 Sergio Romo RP 27  47 Chris Ray RP 28  57 Jonathan Sanchez SP 27  38 Brian Wilson RP 28  40 Madison Vumgarner SP 21  28 Buster Posey C 23  22 Eli Whiteside C 31  14 Mike Fontenot 2B 30  18 Matt Cain SP 26  17 Aubrey Huff 1B 33  10 Travis Ishikawa 1B 27  16 Edgar Renteria SS 35  21 Freddy Sanchez 2B 32  48 Pablo Sandoval 3B 24  5 Juan Uribe SS 31  9 Pat Burrell LF 34  13 Cody Ross CF 29  33 Aaron Rowand CF 33  56 Andre Torres CF 32 |  |
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