



Lesson 7 Essential Activity: Word – Tables & Columns. Collision Rates	
Student Name & Nr:	20

Create a table and manipulate text into columns.

Refer to the attached completed document in order to gain an understanding of the layout required.

1. Set your page to A4 with margins to 2cm all around. (2)
Set the gutter at 0cm.
2. Heading "COLLISION RATES..." Arial, size 14, bold and centred. (2)
3. Create the table as seen in the attached document. Note that the outer border of the table is a double line. The shaded areas are light grey. The font is Arial size 10. (10)
4. Heading "Annual Safety Checks" Arial, size 12, bold and centred. (2)
5. Split the body text below "Annual Safety Checks" into two columns as shown and justify the text. (4)

Save this document by adding your Surname and First name in front of **(20)** the existing filename, e.g. *Smith John Essential Activity.docx*

Submission date	20/04/2021
------------------------	-------------------