Records List

**project description:**

Meadowland College keeps track of the amount of financial aid it gives students in certain high schools. You work in the Financial Aid Office and have been asked to create a list of the financial aid that has been awarded to various high schools around the country.

**additional information and instructions:**

* In this project, you will use a Word 2010 table to create a records list to track financial aid for Meadowland College.
* A **records list** is a table in which each row contains related information about one person or one thing.
1. Open a new blank document and apply the following settings:
	1. Use single spacing with no spacing before or after each paragraph.
	2. Choose a font that adds some visual appeal.
	3. Size 12 font usually works well.
2. Save the file in your own directory. Call it *financialaid*.
3. Create the records list shown below.
	1. Enter the School, City, State, Students, and Aid data shown in the cells.
	2. The “TOTALS” row should contain a SUM formula at the bottom of the Students and Aid columns.
	3. Sort the records in descending order (highest to lowest) by Aid.
	4. Add a dollar sign to the number at the top of the list and to the Total.
4. Add information to the table by doing the following:
	1. Insert a new column to the **left** of the School column.
	2. Insert a new row **above** the top row of column titles.
	3. Merger cells together and add text in the new column and the new row to create the effect shown in the example below:
5. Enhance the visual appeal of the table by doing the following:
	1. For the Meadowland College cell, rotate the text and choose a cell alignment that centers the **text** both vertically and horizontally.
	2. Right-align the cell that reads, “Freshman Class Financial Aid…”
	3. Center and bold the columns titles (School, City, State, etc.) and apply some shading to the cells in that row.
	4. Center the data in the State and Students columns.
	5. Right-align the data in the Aid column.
	6. Shade the Meadowland College cell and apply a creative font.
	7. Apply bold, all caps to the word TOTALS and shade that row similar to the examples on the previous page.
6. Spell check and proofread your document, place your name on the page so it will be printed, and save.
7. E-mail a copy as an attachment. Be sure to put an appropriate description in the subject line of the e-mail. If e-mail is not available, print in color.