

## ACTIVITY 38: MONEY MAKERS

### New Skills Reinforced:

In this activity, you will practice how to:

1. sort text within a table.
2. use the AutoSum feature within a table.

### Activity Overview:

Much like spreadsheets, Word's table feature is capable of sorting data and performing mathematical calculations. In this activity, you will gain more practice in working with tables.

### Instructions:

1. Open a NEW document in Word.

**Note:** Unless otherwise stated, the font should be set to Times New Roman, the font size to 12 point.

2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Starting on the first line of the document, type the title (in all caps) "ALL-TIME LEADING BOX OFFICE GROSS SALES (WORLDWIDE)" as shown in **Figure 38-1**. Center align and bold the title, then hit ENTER two times.
4. Create a table with 3 columns and 11 rows as shown in **Figure 38-1**, then type the text into the table as shown in **Figure 38-1**.
5. Apply the following changes to the table:
  - a. Add a ½ point border to all cells.
  - b. Resize the columns so they are in proportion with the text.
  - c. Bold the titles in the first row.
  - d. Shade (fill) the first row using gray 15%.
  - e. Delete the row containing the highest gross sales.
  - f. Insert one row above the row containing "Jurassic Park."  
Type the following into the corresponding cells in the new blank row:  
Spider Man 3    \$885,430,303    2007
  - g. Right align the text in the "GROSS SALES" and "YEAR" columns, including the titles.
  - h. Select the entire table and sort it by "MOVIE TITLE" alphabetically in ascending order (A-Z).
  - i. Insert one row below the last row in the table.
  - j. Type the word "Total" in the first cell in the new row.
  - k. With the cursor positioned in the second cell in the new row (under the "GROSS SALES" column), compute the total gross sales for all of the movies in the table using the AutoSum feature. Remove any decimals from the answer, if they appear.
  - l. Horizontally center the entire table.
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Save the document as MONEYMAKERS.
8. Print the document if required by your instructor.

NEW SKILL

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## Activity 38: Money Makers *Continued*

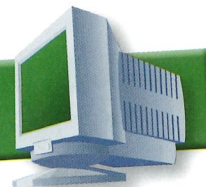


Figure 38-1

### ALL-TIME LEADING BOX OFFICE GROSS SALES (WORLDWIDE)

MOVIE TITLE	GROSS SALES	YEAR
Titanic	\$1,835,300,000	1997
The Lord of the Rings: The Return of the King	\$1,129,219,252	2006
Pirates of the Caribbean: Dead Man's Chest	\$1,060,332,628	2006
Harry Potter and the Sorcerer's Stone	\$968,657,894	2001
Pirates of the Caribbean: At World's End	\$957,681,208	2007
Star Wars: Episode I-The Phantom Menace	\$922,379,000	1999
The Lord of the Rings: The Two Towers	\$921,600,000	2002
Jurassic Park	\$919,700,000	1993
Harry Potter and the Order of the Phoenix	\$914,625,495	2007
Harry Potter and the Goblet of Fire	\$892,194,397	2005

Total