

RHP Computer Applications Class

3 – 2 Tables II: The Sequel (Pre-RI)



In this assignment, you will enter in data for Los Angeles rainfall, and use the sort options to display your data in different ways.

First, run Word for Windows. In a new document, insert a table with two columns and 20 or so rows.

Label the first row with the headings 'Year', and 'Rain (Inches)'. Use the data below to fill in your table. The first four rows should look like this:

Year	Rain (Inches)
1878	20.86
1879	17.41
1880	18.65

There is a lot of blank space in your table. To make the cells smaller, click on the middle horizontal line (the cursor should turn into an arrow) and drag the border to the left. Do the same with the cells on the right. Your table should now look like this:

Year	Rain (Inches)
1878	20.86
1879	17.41
1880	18.65

Remember, the easiest method to navigate through your table is by hitting the Tab key to move forward through your table, or the Shift-Tab keys to move backwards. If you go backwards through your table, each cell that has something in it will be selected. If you type into the cell, what was in the cell is deleted and your new entry takes its place.

When you get to the end of your table, you will still have more data to enter. Hit Tab and a new row will be added to your table automatically.

The data you need to enter is on the next page.


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Year	Rainfall (Inches)	1902	13.12	1928	8.69	1954	13.69	1980	26.33
1878	20.86	1903	14.77	1929	8.32	1955	11.89	1981	10.92
1879	17.41	1904	11.88	1930	13.02	1956	13.62	1982	14.41
1880	18.65	1905	19.19	1931	18.93	1957	13.24	1983	34.04
1881	5.53	1906	21.46	1932	10.72	1958	17.49	1984	8.90
1882	10.74	1907	15.30	1933	18.76	1959	6.23	1985	8.92
1883	14.14	1908	13.74	1934	14.67	1960	9.57	1986	18.00
1884	40.29	1909	23.92	1935	14.49	1961	5.83	1987	9.11
1885	10.53	1910	4.89	1936	18.24	1962	15.37	1988	11.57
1886	16.72	1911	17.85	1937	17.97	1963	12.31	1989	4.56
1887	16.02	1912	9.78	1938	27.16	1964	7.98	1990	6.49
1888	20.82	1913	17.17	1939	12.06	1965	26.81	1991	15.07
1889	33.26	1914	23.21	1940	20.26	1966	12.91	1992	22.65
1890	12.69	1915	16.67	1941	31.28	1967	23.66	1993	23.44
1891	12.84	1916	23.29	1942	7.40	1968	7.58	1994	8.69
1892	18.72	1917	8.45	1943	22.57	1969	26.32	1995	24.06
1893	21.96	1918	17.49	1944	17.45	1970	16.54	1996	17.75
1894	7.51	1919	8.82	1945	12.78	1971	9.26	1997	10.83
1895	12.55	1920	11.18	1946	16.22	1972	6.54	1998	21.50
1896	11.80	1921	19.85	1947	4.13	1973	17.45	1999	18.55
1897	14.28	1922	15.27	1948	7.59	1974	16.69	2000	17.55
1898	4.83	1923	6.25	1949	10.63	1975	10.70	2001	4.08
1899	8.69	1924	8.11	1950	7.38	1976	11.01		
1900	11.30	1925	8.94	1951	14.33	1977	14.97		
1901	11.96	1926	18.56	1952	24.95	1978	30.57		
		1927	18.63	1953	4.08	1979	17.00		

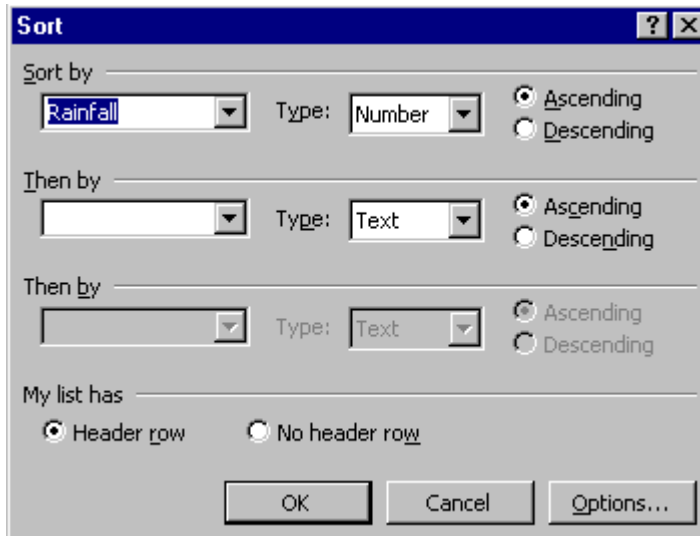
Once you have entered all the data, Autoformat the table (Table, Table AutoFormat command). Choose any format you want.

To make the table fit on less than 4 or 5 pages, we will change the formatting of the table by using columns. By default, new documents use only one column, stretching from margin to margin. Because there is so much white space to the right of your table, we will use multiple columns to use up that white space. To change the number of columns, click on the columns icon (pictured at right) and choose 4 or 5 columns. If 4 or 5 columns don't fit, you can always hit the Undo  button and choose a different number of columns.

Now that your table fits on one page (hopefully), select the table (Table, Select Table). NOTE: If you cannot choose Select Table, it is probably because the insertion point is not in the table.



Next choose the Sort command (Table, Sort). The following dialog box will pop up.



Sort by Rainfall (not year) by clicking on the down arrow and choosing Rainfall. To the right, make sure you sort by Ascending (from lowest value to largest value). Towards the bottom, make sure the *My list has* Header row selected. Hit OK. Your table should now be sorted by the driest years to the wettest years. Save this document in your system folder as **dry.doc**.

Next, re-sort your table using the Descending method. Now, all the wettest years should be listed first. Save this document as **wet.doc**.

The last sort will be by Year, by Descending. This will sort your year from 1998 counting backward. Save this document as **rainfall.doc**.

Email me this assignment with your **three** files attached: **dry.doc**, **wet.doc** and **rainfall.doc**. The subject line is **Compapp 3-2 lastname**.