

ACTIVITY 12: 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 a popular NFL football team roster.

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. Set the page margins to 1" on all sides.
4. Set the following tabs:
 - a. Left aligned tab at 1.25"
 - b. Left aligned tab at 2.25"
 - c. Left aligned tab at 3.5"
 - d. Left aligned tab at 4.75"

To set tabs, double click on the top ruler to open up the "Tab Dialog" box. Type in the desired tab measurements, chose alignment, then hit set.

5. Starting on the first line of the document, type the text as shown in **Figure 12-1**. Separate the text in the columns using the TAB key.

Note: Hit the TAB key before typing the text in the first column.

6. Underline and bold the column headings "Number," "First Name," "Last Name," and "Weight."
7. Save the document as First & Last Name, TEAM

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8. Select the text in the columns and sort it in Ascending (A to Z) order by "Weight."

Note: Be sure to indicate that your list has a header row.

9. Carefully proofread the document for spelling, grammar, and accuracy.
10. Resave the document.
11. Email file to your instructor. Subject line should be the same as your document name.

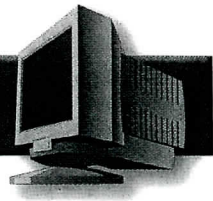


Figure 12-1

New England Patriots 2007 NFL Team Roster							
Tab →	Number	Tab →	First Name	Tab →	Last Name	Tab →	Weight ← (Header Row)
	52		Eric		Alexander		240
	23		Willie		Andrews		190
	32		Rashad		Baker		198
	88		Kyle		Brady		280
	12		Tom		Brady		225
	65		Wesley		Britt		320
	98		Chad		Brown		245
	95		Kareem		Brown		295
	80		Troy		Brown		196
	54		Tedy		Bruschi		247
	16		Matt		Cassel		230
	13		Bam		Childress		185
	59		Rosevelt		Colvin		250
	63		Dan		Connolly		313
	38		Kyle		Eckel		237
	44		Heath		Evans		250
	33		Kevin		Faulk		202
	10		Jabar		Gaffney		200
	21		Randall		Gay		190
	3		Stephen		Gostkowski		210
	97		Jarvis		Green		285
	8		David		Greene		225
	7		Matt		Gutierrez		230
	43		Justise		Hairston		220
	6		Chris		Hanson		202
	37		Rodney		Harrison		220
	27		Ellis		Hobbs		195
	71		Russ		Hochstein		305
	53		Larry		Izzo		228
	17		Chad		Jackson		215
	29		Eddie		Jackson		200
	19		C.J.		Jones		195
	77		Nick		Kaczur		315
	67		Dan		Koppen		296
	72		Matt		Light		305
	49		Oscar		Lua		238
	70		Logan		Mankins		310
	39		Laurence		Maroney		220
	46		Corey		Mays		245
	31		Brandon		Meriweather		200