Making a Table in Word

1. Open a blank word document
2. Recreate the table below
3. Type your NAME at the top of your paper
4. Go to TABLE-INSERT-TABLE
5. You need 4 columns
6. You need 14 rows
7. Click OK
8. Type in the information from the table below
9. Press the TAB key to move from left to right
10. Make your NAME and the first row of your table bold and 14 pt font
11. Make the text in your date column blue by highlighting it and selecting the Font Color button
12. Change the text in your opponent/event column green
13. Change all Columbus, Ohio locations to red
14. Add a column to the right for wins/loses by selecting TABLE-INSERT-COLUMN TO THE RIGHT
15. Find an OSU (Ohio State) logo on the internet and paste it below your table

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Opponent / Event** | **Location** | **Time / Result** |
| 08/30 | vs. Navy | Baltimore, Md. | 12:00 p.m. ET |
| 09/06 | vs. Virginia Tech | Columbus, Ohio | 8:00 p.m. ET |
| 09/13 | vs. Kent State | Columbus, Ohio | 12:00 p.m. ET |
| 09/27 | vs. Cincinnati | Columbus, Ohio | 6:00 p.m. ET |
| 10/04 | at Maryland | College Park, Md. | TBA |
| 10/18 | vs. Rutgers | Columbus, Ohio | 3:30 p.m. ET |
| 10/25 | at Penn State | State College, Pa. | 8:00 p.m. ET |
| 11/01 | vs. Illinois | Columbus, Ohio | 8:00 p.m. ET |
| 11/08 | at Michigan State | East Lansing, Mich. | 8:00 p.m. ET |
| 11/15 | at Minnesota | Minneapolis, Minn. | TBA |
| 11/22 | vs. Indiana | Columbus, Ohio | TBA |
| 11/29 | vs. Michigan | Columbus, Ohio | TBA |
| 12/06 | Big Ten Championship Game | Indianapolis, Ind. | TBA |

