**Instructions**

Follow the instruction above each table to experiment with the table styles in the *Table Styles* group on the *Table Design* tab.

1. Apply the style ‘Plain Table 3’ to the table below.  
   Align all text vertically in the centre of the cells.

|  |  |
| --- | --- |
| File type | File extension |
| Graphics | jpeg, bmp, gif, wmf, tiff, png |
| Office | docx, xlsx, pptx, accdb |
| Audio | mp3, wav, cda, wma |
| Video | mp4, mpeg, asf, wmv, avi |
| Program | exe, com |
| Portable Document Format | pdf |
| Compressed | zip, rar |
| (Plain) text | txt |
| Rich Text Format | rtf |
| Hypertext Markup Language | html, xhtml |

1. Apply the style ‘Grid Table 5 Dark’ to the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Senior International Food Fair** | | | |
| **Country** | **Class** | **Teacher** | **Amount** |
| Greece | 10 A | Mr Renaldo | R374 |
| Egypt | 10 B | Ms Ndlovo | R628 |
| Australia | 10 C | Ms Abrahams | R585 |

1. Apply the style ‘Table Grid’ (under *Plain Tables*) to the table below.

|  |  |
| --- | --- |
| File type | File extension |
| Graphics | jpeg, bmp, gif, wmf, tiff, png |
| Office | docx, xlsx, pptx, accdb |
| Audio | mp3, wav, cda, wma |
| Video | mp4, mpeg, asf, wmv, avi |
| Program | exe, com |
| Portable Document Format | pdf |
| Compressed | zip, rar |
| (Plain) text | txt |
| Rich Text Format | rtf |
| Hypertext Markup Language | html, xhtml |

1. Apply a style of your choice to the table below.

|  |  |
| --- | --- |
| File type | File extension |
| Graphics | jpeg, bmp, gif, wmf, tiff, png |
| Office | docx, xlsx, pptx, accdb |
| Audio | mp3, wav, cda, wma |
| Video | mp4, mpeg, asf, wmv, avi |
| Program | exe, com |
| Portable Document Format | pdf |
| Compressed | zip, rar |
| (Plain) text | txt |
| Rich Text Format | rtf |
| Hypertext Markup Language | html, xhtml |