As an executive assistant working in the Admissions Office at Cernes State University, you are involved with a research project that is exploring the relationship between student GPA and involvement in academic clubs and scholarly activities. Academic and extracurricular data from a random sample of students in the College of Business has been summarized in a Word table that will be included in a brief memo to others on campus. You edit and format the report, preparing it for final submission. Refer to Figure 3.33 as you complete this exercise.

a. Open wo3p1Academics and save the document as wo3p1Academics_LastFirst. Ensure that nonprinting characters are displayed.

b. Click before the blank paragraph mark at the top of page 2. Using Century Schoolbook font at 20-point size, type Cernes State University and press Enter. Change the font size to 16. Type Comparison of Student GPA and Involvement in College Associations. Press Enter.

   Check the document for spelling and grammatical errors. All names in the table are correct.

c. Point to the outside left edge of the first row in the table and click to select the entire row. Click the Table Tools Layout tab and click Align Center in the Alignment group.

d. Click after the last entry in the last row, ending in 115. Press Tab. Type the following data, tabbing between all entries except the last. Do not press Tab after the last item.

<table>
<thead>
<tr>
<th>L0051899</th>
<th>Adams, Mary</th>
<th>Accounting</th>
<th>3.67</th>
<th>101</th>
</tr>
</thead>
<tbody>
<tr>
<td>L0055558</td>
<td>Shockney, Maria</td>
<td>CIS</td>
<td>4.00</td>
<td>97</td>
</tr>
</tbody>
</table>

e. Right-click any name identified as misspelled and click Ignore All. Click Sort in the Data group. In the Sort dialog box, click the Sort by arrow and select Major. The sort should occur in ascending order. Click the Then by arrow and sort by Name in ascending order. Click OK.

f. Indicate that Michael Simpson and Andrew Sams are both active in Delta Mu Delta by typing Yes in the Delta Mu Delta column for each of those students.

g. Click anywhere in the first row. Click Insert Above in the Rows & Columns group. Click Merge Cells in the Merge group. Change the font size to 16. Type Comparison of GPA and Student Involvement. (Do not type the period.)

h. Click the Table Tools Design tab. Click the Shading arrow, and then click Gold, Accent 4 (row 1, column 8). Select all text in the third row through the end of the table, beginning with L0051899 and ending with 98 (on page 3). Bold the selection. Click any cell to deselect the area.

i. Click the Table Move handle to select the entire table. Click the Table Tools Design tab. Click the Pen Color arrow in the Borders group and select Gold, Accent 4. Click the Line weight arrow and click 1½ pt. Ensure that a single line border is shown. Click the Borders arrow and click All Borders. Click any cell to deselect the area.