

(you determine page border) →

(Comic Sans, 20 pt.) →

(Times New Roman 12 pt.) ↓

HIGH SCHOOL NICKNAMES

| High School | Nickname |
|-----------------------------|--------------|
| Westerly High School | Bulldogs |
| Cranston East High School | Thunderbolts |
| East Greenwich High School | Avengers |
| Hendricken High School | Hawks |
| North Kingstown High School | Skippers |
| East Providence High School | Townies |
| Cranston West High School | Falcons |
| South Kingstown High School | Rebels |

(you determine the shading) ↗

↖ (you determine the table border)
(make sure grid lines still show)

1. Insert a column titled **Number of Students** and enter the following data: 1150,1420, 910, 440, 1250, 1490, 1310, 880.
2. Sort the High School column alphabetically by A-Z.
3. Insert a new row for the **TOTAL**, and find the total number of students (using the AUTO SUM tool on the toolbar). Right align the numbers in this column.
4. Save as High School Nicknames in your Tables folder and print.