**Tabulation Problems**

All problems: Put your name a double space below each table. Create each table in a separate document. Save as prob 1, prob 2, etc.

**Problem 1: Set left/right margins at 2”. Set a left tab at 2.5”. Center, bold and all cap the title; set the line spacing at 2.0.**

LEGAL HOLIDAYS

New Year’s Day January 1

Lincoln’s Birthday February 12

Washington’s Birthday February (third Monday)

Memorial Day May 30 or last Monday

Independence Day July 4

Labor Day September (first Monday)

Columbus Day October 12 or first Monday

Veterans’ Day October (first Monday)

Thanksgiving Day November (fourth Thursday)

Christmas December 25

**Problem 2: Change the left and right margins to 1.75. Set a right leadered tab at 5.00. Change the font size to 14 pt. Double space the text. Center vertically.**

**Index**

Alignment—left, right, center 5

Bold, italicize, underline 6

Columns 7

Cut, copy, paste 1-2

Deleting text 2-3

Deleting files 4

Fonts 8

**Problem 3: Set a left tab at 3 and 5.75. Center the title and double space the body of the table. Center vertically.**

Tottenville High School

Football Schedule

Curtis High School September 28 Night Game

Port Richmond High School October 9 Day Game

New Dorp High School October 16 Day Game

Farrell High School November 9 Night Game

All-Star Game November 20 Day Game

**Problem 4: Change the left and right margins to 2.25. Set a decimal tab at 3.75. Double space the table. Center vertically.**

TRAVEL EXPENSES

Gas $100.00

Tolls 9.00

Car Rental 65.40

Meals 213.76

Hotel 180.00

Airfare 259.00

Entertainment 100.00

$927.16