METBD 050
Activity 2 – Word Tables & Stuff

This activity is intended to help you to learn the method for creating and formatting a table in word. In addition, you will learn how to create equations and numbered and bulleted lists.

Open your standard document. Change the header to include Activity 2 and today’s date.

1. Create the table of material unit weights as shown below.

<table>
<thead>
<tr>
<th>Material</th>
<th>Unit Wt (lb/ft³)</th>
<th>Unit Wt (lb/in³)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel</td>
<td>490</td>
<td>0.2836</td>
</tr>
<tr>
<td>Aluminum</td>
<td>165</td>
<td>0.0955</td>
</tr>
<tr>
<td>Brass</td>
<td>534</td>
<td>0.3090</td>
</tr>
<tr>
<td>Copper</td>
<td>556</td>
<td>0.3218</td>
</tr>
<tr>
<td>Cast Iron</td>
<td>450</td>
<td>0.2604</td>
</tr>
<tr>
<td>Lead</td>
<td>710</td>
<td>0.4109</td>
</tr>
<tr>
<td>Magnesium</td>
<td>112</td>
<td>0.0648</td>
</tr>
<tr>
<td>White Pine</td>
<td>36</td>
<td>0.0208</td>
</tr>
<tr>
<td>Titanium</td>
<td>282</td>
<td>0.1632</td>
</tr>
</tbody>
</table>

- Double border .5 pt
- 2.25 pt border
- .75 pt border
- 3 columns – 1.25” wide
- Center the table on the page horizontally.
- 2.25 pt border all around and a black fill.
- 9 rows - .25” high
- 10 pt Arial
- .5 pt
- 2.25 pt border
- .75 pt border
- Center the table on the page horizontally.

2. Copy the table to a spot below the original table and sort the table, placing the materials in alphabetical order. (Table – Sort…) Re-format the table as necessary.
4. On the second page, create the following equations using the MS Equation Editor.

Quadratic Equation: \[ x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \]

Distance Formula: \[ d = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2} \]

Force in Member CD: \[ F_{CD} = -\frac{L_{CD}}{L_{BC}}(F_{BC}) \]

5. Insert the following symbols into your document: \( \emptyset, \uparrow, \rightarrow, \downarrow, \leftarrow, \leftrightarrow, \equiv, \approx, \neq, \angle, \Leftrightarrow \) (HINT: the first ten are symbol font, the last one is Wingdings font)
6. From your Activity 1 document, copy the list of beam and truss types and format the list as numbered and bulleted lists as shown below:

1. Beam Types
   - Cantilever
   - Simply Supported
   - Propped Cantilever
   - Continuous

2. Truss Types
   - Warren
   - Pratt
   - Howe
   - Fink
   - Bowstring
   - Scissors
   - Saw Tooth
   - Three-hinged Arch

1/4"

1/2"

11/16"