**SEATING CHART**

### Tables

- Sierra
- Savannah
- Aaron
- EL3
- Victor
- Alejandro Alexandra
- EL3
- EL2
- Cinthia
- IFEP, IEP
- Sarai
- EL3
- Cecilia
- IFEP
- Aaron
- EL3
- Elias
- Pilar
- EL3
- Jancy
- Juan Carlos
- EL3
- Lindsey
- Dayanna
- Gloria
- Jaime
- Jacob
- Student Names:
- Alejandro
- Alexandra
- El3
- El2
- Cinthia
- IFEP
- Aaron
- EL3
- Elias
- Pilar
- EL3
- Jancy
- Juan Carlos
- EL3
- Lindsey
- Dayanna
- Gloria
- Jaime
- Jacob
- Student Names:
- Alex
- Kimberly
- EL3
- El2

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**To Create “Seating Chart”**

**Wording:**
1. Click **Insert** in top menu
2. Click **WordArt** (with a blue A)
3. Choose the wording style
4. Type in text, click **ok**
5. Click on **Format** in top menu
6. Click **Shape Fill** – **Gradient** – **More Gradients**
7. Choose from preset, or make your own

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**To Create Text Boxes for Student Names:**
1. Click **Insert**
2. Click **TextBox – Simple text box**
3. Type in student’s name
4. Click on **Format** – **Shape Fill** – **No Fill**
5. Then click on **Text Wrapping** – **In front of text** (this allows you to move the text box anywhere, and it will appear over anything else you have in the document, like tables)

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**To Create Tables:**
1. Click **Insert** in top menu
2. Click **Shapes**, then choose rectangle
3. Draw rectangle in the size and shape needed
4. Click on **Format** in top menu
5. Click **Shape Fill** – **Texture**
6. Choose from textures listed (this one is the dark wood texture)
7. Click on the object you just added, then click on **Format**
8. Click on **Text Wrapping** – **In Front of Text**: this allows shapes to be moved anywhere on the document