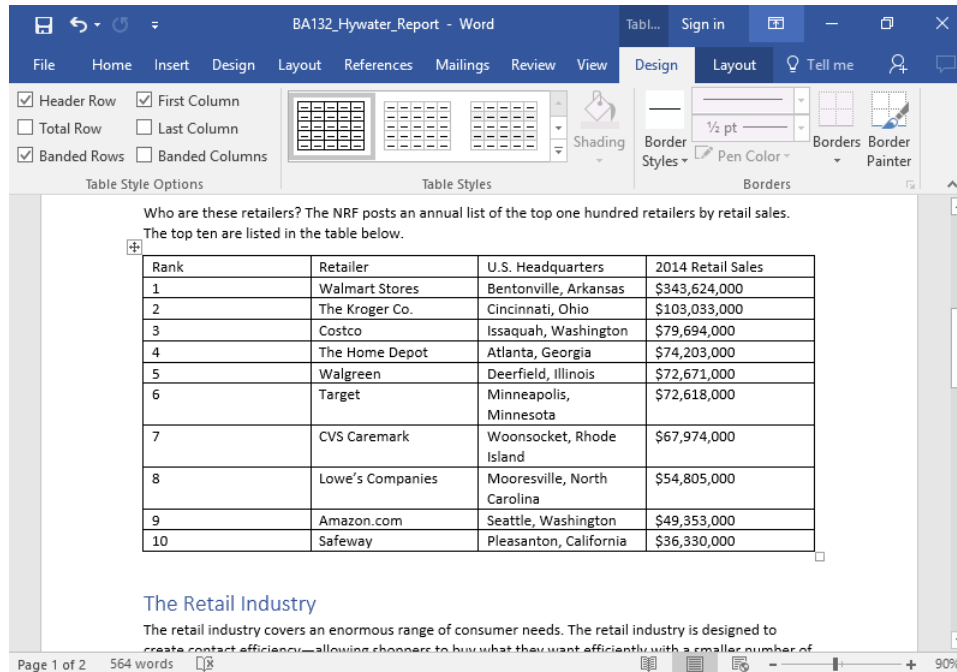


4.18: Assignment- Create Document with Tables and Images

For this assignment, you will format a document with a table and an image. Follow the directions, then submit your assignment. If you get stuck on a step, review this module or previous modules and ask your classmates for help in the discussion forum.

1. Download [the report document](#) and open it in Microsoft Word.
2. Save the document as **BA132_LastName_Report.docx**, replacing “LastName” with your own last name. (Example: BA132_Hywater_Newsletter). It is a good idea to save your work periodically.
3. Convert the text after “The top ten are listed in the table below” and before “The Retail Industry” heading into a table. Separate text at Tabs.



Who are these retailers? The NRF posts an annual list of the top one hundred retailers by retail sales. The top ten are listed in the table below.

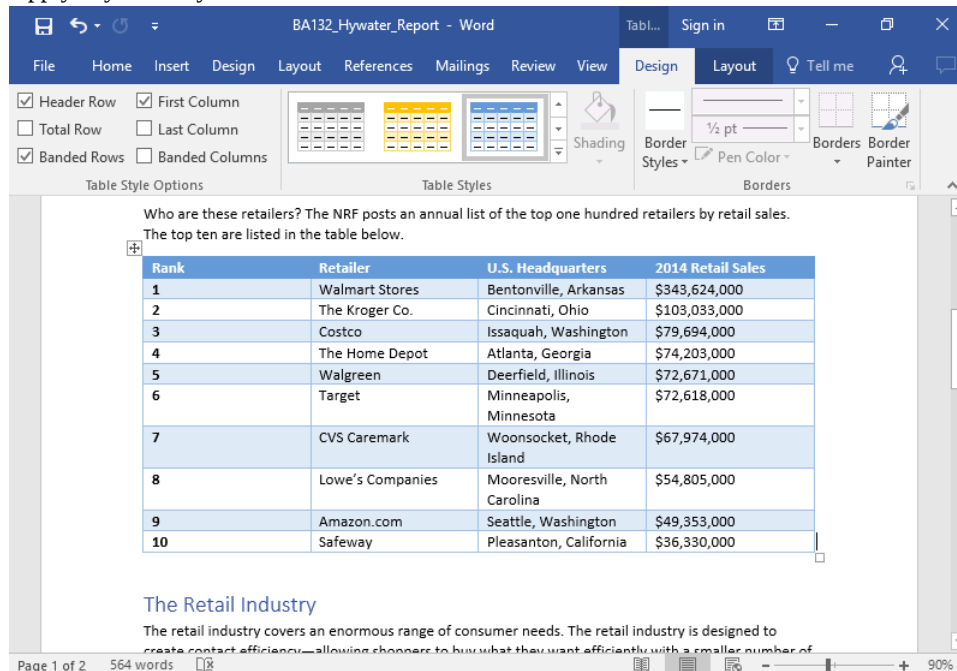
Rank	Retailer	U.S. Headquarters	2014 Retail Sales
1	Walmart Stores	Bentonville, Arkansas	\$343,624,000
2	The Kroger Co.	Cincinnati, Ohio	\$103,033,000
3	Costco	Issaquah, Washington	\$79,694,000
4	The Home Depot	Atlanta, Georgia	\$74,203,000
5	Walgreen	Deerfield, Illinois	\$72,671,000
6	Target	Minneapolis, Minnesota	\$72,618,000
7	CVS Caremark	Woonsocket, Rhode Island	\$67,974,000
8	Lowe's Companies	Mooresville, North Carolina	\$54,805,000
9	Amazon.com	Seattle, Washington	\$49,353,000
10	Safeway	Pleasanton, California	\$36,330,000

The Retail Industry

The retail industry covers an enormous range of consumer needs. The retail industry is designed to create contact efficiency—allowing shoppers to buy what they want efficiently with a smaller number of

Page 1 of 2 564 words

4. Apply any table style.



Who are these retailers? The NRF posts an annual list of the top one hundred retailers by retail sales. The top ten are listed in the table below.

Rank	Retailer	U.S. Headquarters	2014 Retail Sales
1	Walmart Stores	Bentonville, Arkansas	\$343,624,000
2	The Kroger Co.	Cincinnati, Ohio	\$103,033,000
3	Costco	Issaquah, Washington	\$79,694,000
4	The Home Depot	Atlanta, Georgia	\$74,203,000
5	Walgreen	Deerfield, Illinois	\$72,671,000
6	Target	Minneapolis, Minnesota	\$72,618,000
7	CVS Caremark	Woonsocket, Rhode Island	\$67,974,000
8	Lowe's Companies	Mooresville, North Carolina	\$54,805,000
9	Amazon.com	Seattle, Washington	\$49,353,000
10	Safeway	Pleasanton, California	\$36,330,000

The Retail Industry

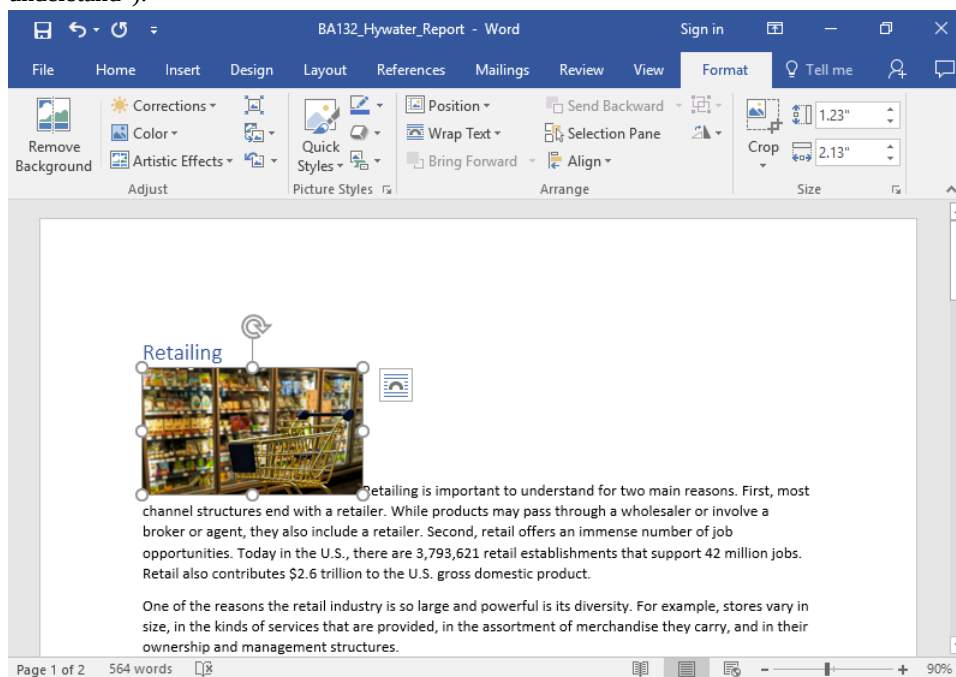
The retail industry covers an enormous range of consumer needs. The retail industry is designed to create contact efficiency—allowing shoppers to buy what they want efficiently with a smaller number of

Page 1 of 2 564 words

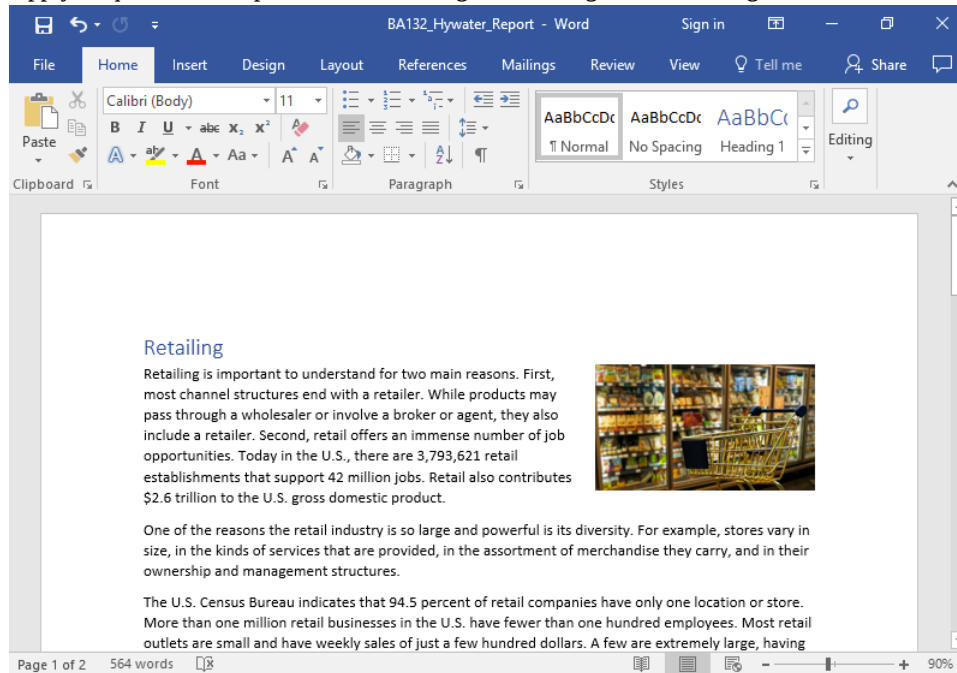
5. Download this image to your computer.



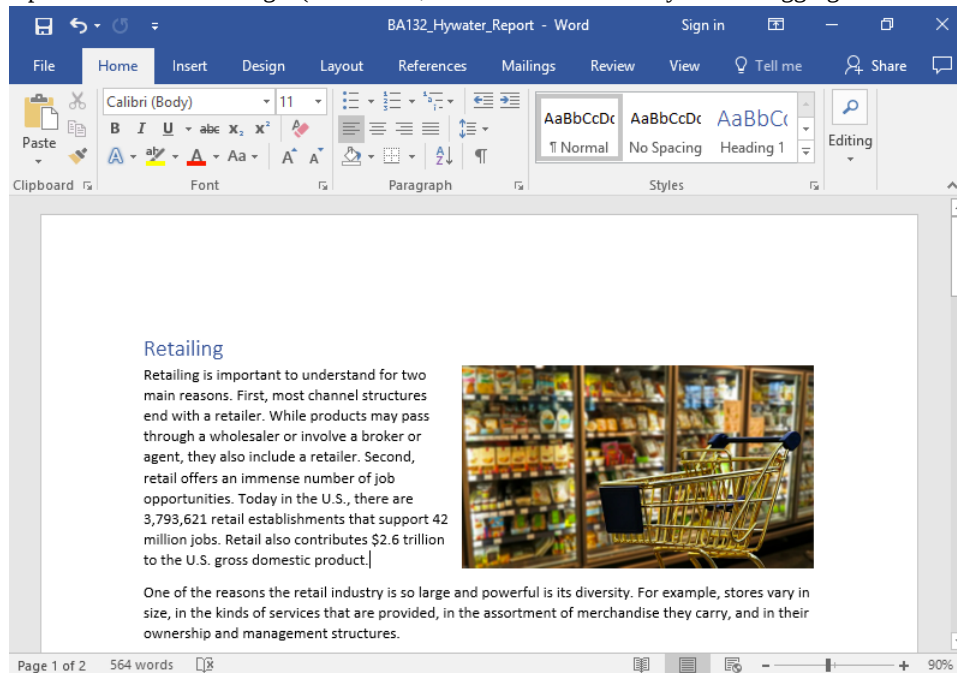
6. Insert the shopping cart image into the document at the beginning of the first paragraph (It starts with “Retailing is important to understand”).



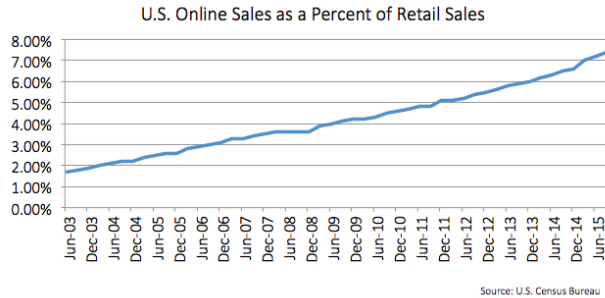
7. Apply a square text wrap and move the image so it is aligned with the right side of the document.



8. Optional: Resize the image. (Remember, hold down the Shift key while dragging a corner to keep the image proportional.)

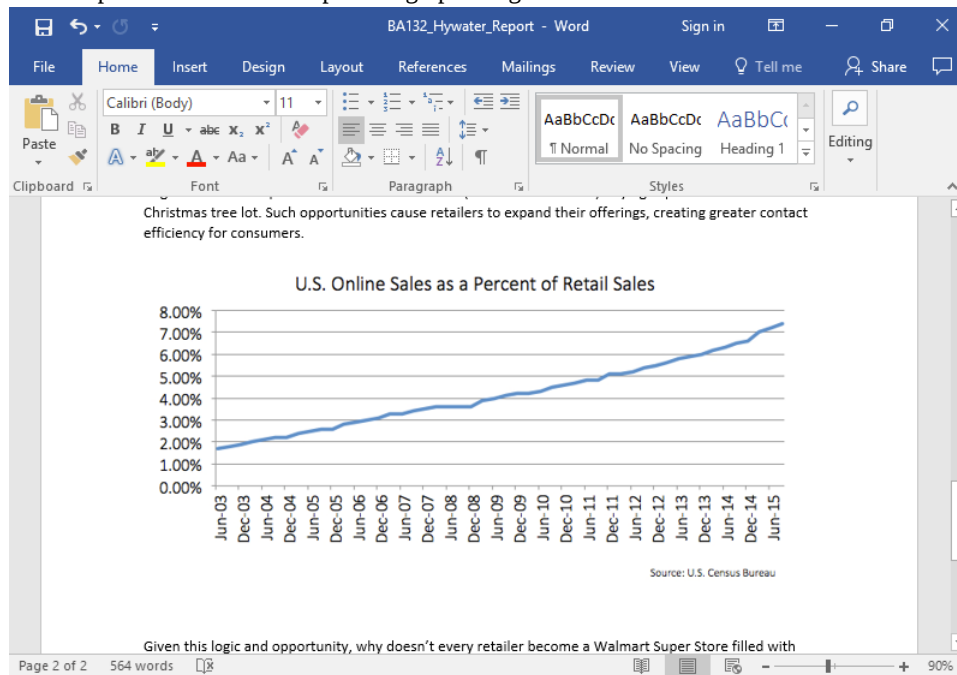


9. Download this graph image to your computer.



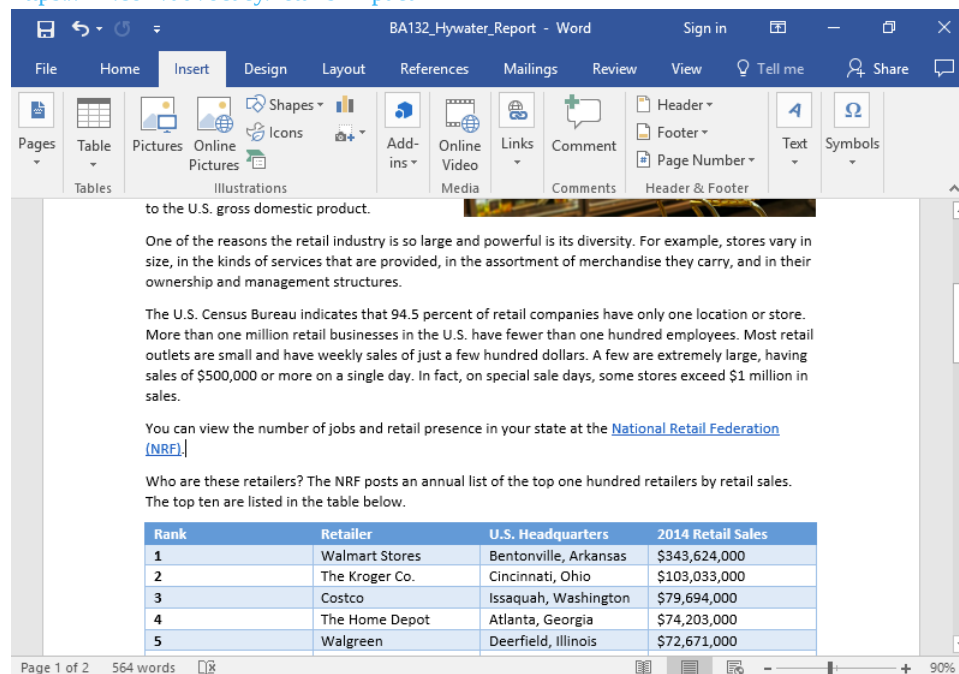
10. Insert the graph image into your document after “creating greater contact efficiency for consumers.”

11. Add a top and bottom text wrap to the graph image.



12. Look for the phrase “You can view the number of jobs and retail presence in your state at the National Retail Federation (NRF)” in your document. Add a hyperlink to “National Retail Federation (NRF)” that leads to this website:

<https://nrf.com/advocacy/retails-impact>



to the U.S. gross domestic product.

One of the reasons the retail industry is so large and powerful is its diversity. For example, stores vary in size, in the kinds of services that are provided, in the assortment of merchandise they carry, and in their ownership and management structures.

The U.S. Census Bureau indicates that 94.5 percent of retail companies have only one location or store. More than one million retail businesses in the U.S. have fewer than one hundred employees. Most retail outlets are small and have weekly sales of just a few hundred dollars. A few are extremely large, having sales of \$500,000 or more on a single day. In fact, on special sale days, some stores exceed \$1 million in sales.

You can view the number of jobs and retail presence in your state at the [National Retail Federation \(NRF\)](https://nrf.com/advocacy/retails-impact).

Who are these retailers? The NRF posts an annual list of the top one hundred retailers by retail sales. The top ten are listed in the table below.

Rank	Retailer	U.S. Headquarters	2014 Retail Sales
1	Walmart Stores	Bentonville, Arkansas	\$343,624,000
2	The Kroger Co.	Cincinnati, Ohio	\$103,033,000
3	Costco	Issaquah, Washington	\$79,694,000
4	The Home Depot	Atlanta, Georgia	\$74,203,000
5	Walgreen	Deerfield, Illinois	\$72,671,000

Page 1 of 2 564 words 90%

13. Save your document again and submit your work in your course online.

Contributors and Attributions

CC licensed content, Shared previously

- shopping-business-retail [used in report document]. **Authored by:** Alexas_Fotos. **Located at:** pixabay.com/en/shopping-business-retail-1165437/. **License:** *CC0: No Rights Reserved*
- Reading: Types of Retailers. **Authored by:** Lumen Learning. **Located at:** <https://courses.lumenlearning.com/marketing-spring2016/chapter/reading-types-of-retailers/>. **License:** *CC BY: Attribution*

Lumen Learning authored content

- Assignment: Report. **Authored by:** Lumen Learning. **License:** *CC BY: Attribution*
- The Retail Industry [used in report document]. **Authored by:** Lumen Learning. **Located at:** <https://courses.lumenlearning.com/marketing-spring2016/chapter/reading-define-retailing/>. **License:** *CC BY: Attribution*
- Outcome: Retailers As Channels of Distribution. **Authored by:** Lumen Learning. **Located at:** <https://courses.lumenlearning.com/marketing-spring2016/chapter/outcome-retailers-as-channels-of-distribution/>. **License:** *CC BY: Attribution*

4.18: Assignment- Create Document with Tables and Images is shared under a *CC BY* license and was authored, remixed, and/or curated by LibreTexts.