Apply Correct Table Format

PowerPoint Activity

**Directions**

Use the PowerPoint presentation on table formatting to find the answers to the following questions.

Create a word processing document to respond to the assignment questions.

* + Key your heading in the header
  + Type each question in bold and unbold your answers
  + DS between questions.

**Assignment Questions**

1. What is a table?
2. What type of line spacing should be used after the main title?
3. What type of line spacing should be used between entries?
4. What type of line spacing should be used after the secondary title?
5. What is the source?
6. How should column headings be aligned in a table?
7. How should the main titled be keyed in a table (list 3 rules)?
8. What is the horizontal arrangement of information in a table?
9. What is the vertical arrangement of information in a table?
10. Create a bulleted list of the key pieces of information found in a table.
11. How should secondary titles be keyed in a table (list 3 rules)?
12. How should text entries be aligned in a table?
13. How should numerical entries be aligned in a table?
14. If the table were positioned in the middle of a paragraph, what would be the line spacing above and below the table?
15. If a table were the only object on the page, what would be the vertical alignment of the document?
16. Where should the source be positioned when keying a table?