FORMATTING TABLES ACTIVITY



**Directions:** Key the table below following the rules listed.

* Center the **main title** in all capital letters, bold, and followed by a double space.
* Center the **secondary title** in initial caps, bold, and followed by a double space.
* Center and bold **column headings** in initial caps**.**
* Left align all text entries.
* Right align all numerical entries.
* Single or double space between **rows entries (body).**
* Left align the **source note** under the table.
* Center the table vertically and horizontally using the automatic feature of word processing software.
* Save the document.

Main Title

|  |
| --- |
| **AVERY MIDDLE SCHOOL****(DS)**Secondary TitleColumn Headings**Athletics Department****(DS)** |
| **Sport** | **Coach** | **Number on Team** |
| Basketball | Ray Smith | 32 |
| FootballBody | Jacob Johnson | 48 |
| Hockey | Mac Hall | 28 |
| Cheerleading | Velvet Jones | 25 |
| Volleyball | Janice NewkirkSource Note | 24 |
| Source: AMS Student Handbook |