Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Period\_\_\_\_\_\_\_\_\_

LABEL THE TABLE

**Directions:**

* Label the parts of the table using the word bank.
* Key the table using word processing software with appropriate format and spacing rules.
* Answer questions 1 through 10.

Main Title Column Headings Body

Secondary Title Source

1.

|  |
| --- |
| **MADISON MIDDLE SCHOOL****3.**2.**Class Schedule** |
| **Course** | **Teacher** | **Time** |
| Science | Mr. Sawyer | 8:14 a.m. |
| Math | Mrs. Jones | 9:25 a.m.  |
| Social Studies**4.** | Mr. Johnson | 10:35 a.m.  |
| Language Arts | Mrs. Smith | 12:15 p.m. |
| Computer Keyboarding | Mrs. Austin | 1:30 p.m. |
| Art | Mrs. King | 2:30 p.m. |

Source: MMS Data Management System

**5.**

1. What is the line spacing below the main title?
2. What is the line spacing below the secondary title?
3. What is the alignment of column headings?
4. What is the line spacing in the body of the table?
5. What is the purpose of the source?