

Tables

WP1 2.04 Tables

Apply correct table format.

AVERY MIDDLE SCHOOL

Athletics Department

Sport	Coach	Number on Team
Basketball	Ray Smith	32
Football	Jacob Johnson	48
Hockey	Mac Hall	28
Cheerleading	Velvet Jones	25
Volleyball	Janice Newkirk	24

Source: AMS Student Handbook

DIRECTIONS

- While viewing the WP1 2.04 Tables PowerPoint fill in your notes with the words that are in **GREEN** and underlined.
- The headings on the slides match the headings on your notes.

What is a **Table**?

A table is a grid of rows and columns used to display and organize information.

FBLA CLUB MEMBERSHIP

Cooley Middle School

Class	Number of Members
Keyboarding	20
Business Computer Technology	20
Career Decisions	31
Total	71

Source: Cooley Middle Agenda

Creating a Table

Tables are created by defining the number of rows and columns that will be needed to enter information.

SOUTH MIDDLE SCHOOL

Career and Technical Education

Teacher	Subject	Room Number
Elaine Evans	Business Computer Technology	109
Janice Smith	Career Decisions	111
Jeremy Conyers	Keyboarding	208

Source: SMS Faculty Handbook

SOUTH MIDDLE SCHOOL

Career and Technical Education

1. Column

2. Row

Teacher	Subject	Room Number
Elaine Evans	Business Computer Technology	109
Janice Smith	Career Decisions	111
Jeremy Conyers	Keyboarding	208

Source: SMS Faculty Handbook

Fill in Boxes 1 and 2 with the correct label
Row or Column

- Columns show the vertical arrangement of data.
- Rows show the horizontal arrangement of data.

SOUTH MIDDLE SCHOOL

Career and Technical Education

3. Cell

Teacher	Subject	Room Number
Elaine Evans	Business Computer Technology	109
Jarice Smith	Career Decisions	111
Jeremy Conyers	Keyboarding	208

4. Entry

Source: SMS Faculty Handbook

Fill in the Boxes 3 and 4 with the correct label
Entry or Cell

- **Cells** are the boxes that are formed as the row and column intersect.
- **Entry** is each piece of information you key in the table

SOUTH MIDDLE SCHOOL

Career and Technical Education

Teacher	Subject	Room Number
Elaine Evans	Business Computer Technology	109
Jarice Smith	Career Decisions	111
Jeremy Conyers	Keyboarding	208

5. Gridlines

Source: SMS Faculty Handbook

6. Source Note


Fill in the Boxes 5 and 6 with the correct label
Source Note or Gridlines

- **Gridlines** are the vertical and horizontal lines in the table.
- **Source Note** identifies where the information in the table came from

SOUTH MIDDLE SCHOOL

Career and Technical Education

Column Headings



Teacher	Subject	Room Number
Elaine Evans	Business Computer Technology	109
Jarice Smith	Career Decisions	111
Jeremy Conyers	Keyboarding	208

Source: SMS Faculty Handbook

How many rows are in this table? **4**

How many columns are in the table? **3**

How many entries are in this table? **9**

(HINT: DO NOT count the first row; these are your **column headings**.)

Formatting a Table

TITLES

Center the **secondary title** in initial caps and bold.

EAST MIDDLE SCHOOL
DS
Career and Technical Education
DS

Center the **main title** in all capital letters and bold.

Teacher	Subject	Remaining Budget
James Massey	Career Decisions	\$900.32
Carrie Shore	Business Technology	834.90
Mandy Johnson	Keyboarding	547.24

Source: EMS Faculty Handbook

- The **main title** is centered and bold and keyed in ALL CAPS.
- The **secondary title** is centered and bold and keyed in Initial Caps.
- DS (Double Space) after the main title
- DS (Double Space) after the secondary title

CHECK YOUR TABLE

TYPE OF TITLE	ALIGNMENT	FORMATTING	
<u>MAIN TITLE</u>	<u>Centered</u>	<u>BOLD</u>	<u>ALL CAPS</u>
<u>Secondary Title</u>	<u>Centered</u>	<u>Bold</u>	<u>Initial Caps</u>

COLUMN HEADINGS

EAST MIDDLE SCHOOL

Career and Technical Education

Center
and bold
column
headings.

Teacher	Subject	Remaining Budget
James Massey	Career Decisions	\$900.32
Carrie Shore	Business Technology	834.90
Mandy Johnson	Keyboarding	547.24

Source: EMS Faculty Handbook

- Column headings are center aligned and bold and keyed in Initial Caps

ENTRIES

EAST MIDDLE SCHOOL

Career and Technical Education

Left align or center text entries.

Key the \$ symbol in the first entry to show currency.

Teacher	Subject	Remaining Budget
James Massey	Career Decisions	\$900.32
Carrie Shore	Business Technology	834.90
Mandy Johnson	Keyboarding	547.24

Source: EMS Faculty Handbook

SS or DS between table entries (body).

Right align number entries.

- Text entries may be left aligned or centered.
- Numerical entries are usually right aligned.
 - Key the \$ in front of money entries.

SOURCE NOTE

EAST MIDDLE SCHOOL

Career and Technical Education

Teacher	Subject	Remaining Budget
James Massey	Career Decisions	\$900.32
Carrie Shore	Business Technology	834.90
Mandy Johnson	Keyboarding	547.24

Source: EMS Faculty Handbook

Source Note

- left aligned under the table
- identifies the source of the information used n the table.

- The source note should be left aligned under the table and keyed in Initial Caps
- All of the entries (all of the information in the table) is called the body
- Between entries you can DS space or SS

CHECK YOUR TABLE

	ALIGNMENT			FORMATTING	
Column Headings	<u>Centered</u>			<u>BOLD</u>	<u>Initial Caps</u>
Text Entries	<u>Left</u>	OR	<u>Centered</u>	<u>Initial Caps</u>	
Numerical Entries	<u>Right</u>			Key the <u>\$</u> in front of money entries	
Source Note	<u>Left</u>		<u>Under</u>	<u>Initial Caps</u>	

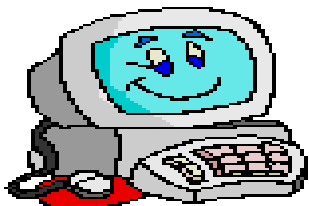
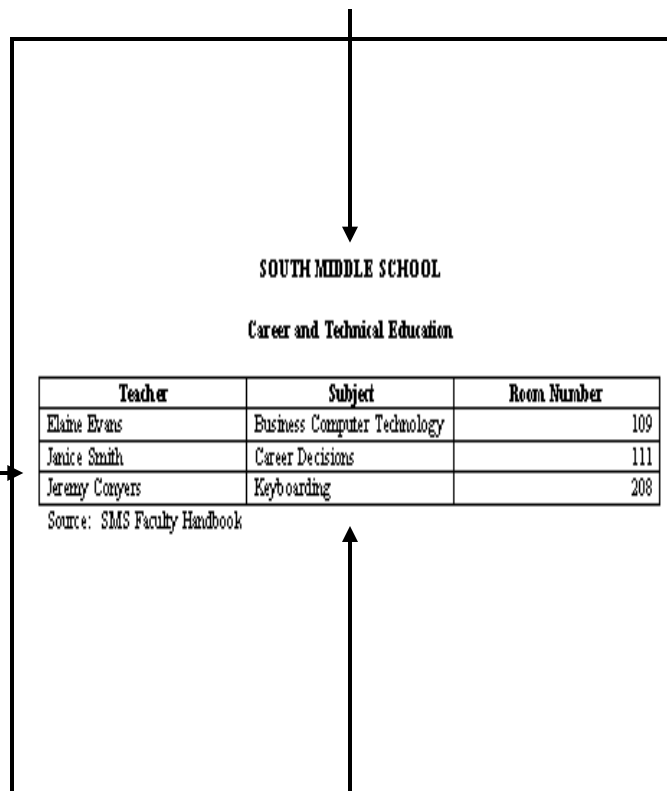
Inserting Tables Into Documents

- **If the table is the only object on the page:**

- Center the table vertically, leaving equal top and bottom margins.
- Center the table horizontally, leaving equal left and right margins.

**Equal left
and right
margins**

**Equal top
and bottom
margins**



- **If the table is inserted between text:**
 - **DS above and below the table.**

We are going to have a wonderful academic year at South Middle School. Career and Technical Education courses are listed in the table below.

 **DS**

SOUTH MIDDLE SCHOOL

Career and Technical Education

Teacher	Subject	Room Number
Elaine Evans	Business Computer Technology	109
Janice Smith	Career Decisions	111
Jeremy Conyers	Keyboarding	208

Source: SMS Faculty Handbook

DS 

If additional information is needed, please contact an administrator as soon as possible. There are course outlines available for each listed subject.

THE END