

Your Name

Mr. Fisher

CSA 1

Today's date

WHAT IS A TABLE?

A table is a grid of rows and columns used to display and organize information. Tables are created by defining the number of rows and columns needed to enter information. Rows represent the horizontal arrangement of information and columns represent the vertical arrangement of information. A cell is created at the intersection of the row and column. Gridlines are the vertical and horizontal lines in a table. The table below identifies five major parts of a table and their formatting rules.

WHAT IS A TABLE?	
Formatting Rules	
Parts of a Table	Formatting Rules
Main Title	All caps, centered, bold, and followed by a DS
Secondary Title	Initial caps, centered, bold, and followed by a DS
Column Headings	Initial caps, centered, and bold
Body/Entries	SS or DS between rows in a table, left align or center text and right align numbers
Source	Left align the source under the table

The table should be centered vertically and horizontally if the table is the only object on the page. As in this document, if the table is inserted between text, the table should be positioned a double space below and a double space above text.