

GENERAL TABLE SETUP:

Margins—leave all margins at default

Centering—tables are centered vertically and horizontally

Column alignment—normal text in columns is left aligned; numbers in columns are right aligned

HILLSIDE ALUMNI ASSOCIATION

Main titles of tables are centered and typed in bold and ALL CAPS.

DS between all titles and subtitles; QS after last subtitle to start of column headings or body of table.

Financial Statement, June 30, 20--

All subtitles are centered and typed in bold and initial caps.

<u>Activity</u>	<u>Revenue</u>	<u>Expense</u>
Class Reunion	\$ 5,385	\$ 4,323
Softball Tournament	5,272	4,216
Golf Classic	3,840	3,050 *
Basketball League	3,500	3,100
Newsletter	2,950	2,135
Spring Dance	2,062	1,583
Interest Income	137	-----
President's Reception	-----	1,176
Operations and Meetings	-----	814
Advertising/Public Relations	-----	722
Totals	\$23,146	\$21,119

Column headings are typed in bold and underlined. DS after column headings before starting the table body.

Only put \$ signs on the first and total rows.

For divider lines, type 20 underscores. SS down to type the divider line, then DS after the divider line. The divider line starts at the left edge of the table.

The table body is typed with eight (8) spaces between each column. This is accomplished by using a tab setup line / keyline to help place your tabs.

Footnotes are typed a DS beneath the divider line, and start at the left edge of the table.

*Some expenses still to be paid

STANDARD TABLE FORMAT