


**TABLES 4.04**

 **Directions for Numbers 1-17** : Carefully read each of the following multiple-choice items and the four possible answers. Select the correct response and mark the letter of the correct answer on your answer sheet or as instructed by your teacher. **REMEMBER: MAKE NO MARKS ON THIS TEST.**

(1) → FBLA club membership  
cooley middle school ← (2) (3)

<b>Class</b>	<b>Number of Members</b>	<b>Percent of Total</b>
Grade 6	20	28.57
Grade 7	20	28.57 (4)
Grade 8	30	42.86
Total	70	100

**FIGURE 4.4A**

- 1** The table in **FIGURE 4.4A** shown above is not formatted correctly. How should the main title be keyed?
- A** All capital letters, bold, and centered
  - B** Initial capital letters, bold, and centered
  - C** All lower case letters, bold, and left aligned
  - D** Initial capital letters, underlined, and right aligned

- 2** The table in **FIGURE 4.4A** shown above is not formatted correctly. What type of line spacing should be used after the main title?
- A** Single
  - B** Double
  - C** Triple
  - D** Quadruple

- 3** In **FIGURE 4.4A** shown above, what is (1)?
- A** Body
  - B** Column headings
  - C** Main title
  - D** Secondary title

**TABLES 4.04**

- 4** The table in **FIGURE 4.4A** shown above is not formatted correctly. What type of line spacing should be used between the data entries?
- A Single or Double
  - B Single or Quadruple
  - C Double or Quadruple
  - D Triple or Double
- 5** The table in **FIGURE 4.4A** shown above is not formatted correctly. What type of spacing should be used below the secondary title?
- A Single
  - B Double
  - C Triple
  - D Quadruple
- 6** The table in **FIGURE 4.4A** shown above is not formatted correctly. How should the column headings be aligned in the table?
- A Center
  - B Justify
  - C Left
  - D Right
- 7** In **FIGURE 4.4A** shown above, what is the name given to the horizontal arrangement of information shown in the body of the table?
- A Cells
  - B Columns
  - C Rows
  - D Source note
- 8** In **FIGURE 4.4A** shown above, what is the name given to the vertical arrangement of information shown in the body of the table?
- A Cells
  - B Columns
  - C Rows
  - D Source note
- 9** How should the table in **FIGURE 4.4A** shown above be aligned if it were included within a document?
- A Horizontally centered
  - B Left aligned
  - C Placed at the top of the page
  - D Right aligned
- 10** The table in **FIGURE 4.4A** shown above is not formatted correctly. How should the text entries in the first column be horizontally aligned?
- A Block
  - B Justified
  - C Left or centered
  - D Right
- 11** The table in **FIGURE 4.4A** shown above is not formatted correctly. How should the entries in the third column be aligned?
- A Center
  - B Justified
  - C Left
  - D Right

**TABLES 4.04**

- 12** The table in **FIGURE 4.4A** shown above is not formatted correctly. How should the secondary title be keyed?
- A All capital letters , bold, and centered
  - B Initial capital letters, bold, and centered
  - C Initial capital letters, bold, and left aligned
  - D Lower case letters, underlined, and centered
- 13** The table in **FIGURE 4.4A** shown above is not formatted correctly. How should the numerical entries in the second column be aligned?
- A Block
  - B Center
  - C Left
  - D Right
- 14** In table in **FIGURE 4.4A** shown above, what name identifies the vertical and horizontal lines?
- A Columns
  - B Entries
  - C Gridlines
  - D Source notes
- 15** In **FIGURE 4.4A** shown above, what is (2)?
- A Body
  - B Column headings
  - C Main title
  - D Secondary title
- 16** In **FIGURE 4.4A** shown above, what is (3)?
- A Body
  - B Column headings
  - C Main title
  - D Secondary title
- 17** In **FIGURE 4.4A** shown above, what is (4)?
- A Body
  - B Column headings
  - C Main title
  - D Secondary title

**TABLES 4.04**

18

**TARBORO MIDDLE SCHOOL****Career and Technical Education**

<b>Teacher</b>	<b>Subject</b>	<b>Room</b>
Robert Johnson	Exploring Career Decisions	112
Loretta Martin	Business Computer Technology	226
Michael Williams	Keyboarding	228

Source: TMS Principal's Notebook

**FIGURE 4.4D**

The table in **FIGURE 4.4D** is formatted correctly. Open your word processing software and key the table as shown. Set the top margin at 2 inches. Set the left, right, and bottom margins at 1 inch. If necessary, adjust the column width or length to match **FIGURE 4.4D** as shown. Save and print the document.

#] **Assess for accuracy, correct format, and spacing.**

#]

#]

#]

**TABLES 4.04**

19

**FBLA state leadership conference registration list  
cooley middle school**

<b>Class</b>	<b>Paid Members</b>	<b>Male</b>	<b>Female</b>
Grade 6	20	8	12
Grade 7	20	9	11
Grade 8	40	19	21
Total	80	36	44

**FIGURE 4.4 C**

The table in **FIGURE 4.4C** is not formatted correctly. Open your word processing software and key the table in the correct format. Set the top margin at 2 inches. Set the left, right, and bottom margins at 1 inch. Save and print the document.

#] **Assess for accuracy, correct format, and spacing.**

#]

#]

#]

**TABLES 4.04**

?	●	Answer/ Scale	Objective	?	●	Answer/ Scale	Objective
1	1	A	MK04.04 Apply correct table format.	12	12	B	MK04.04 Apply correct table format.
2	2	B	MK04.04 Apply correct table format.	13	13	D	MK04.04 Apply correct table format.
3	3	C	MK04.04 Apply correct table format.	14	14	C	MK04.04 Apply correct table format.
4	4	A	MK04.04 Apply correct table format.	15	15	D	MK04.04 Apply correct table format.
5	5	B	MK04.04 Apply correct table format.	16	16	B	MK04.04 Apply correct table format.
6	6	A	MK04.04 Apply correct table format.	17	17	A	MK04.04 Apply correct table format.
7	7	C	MK04.04 Apply correct table format.	18	18	0 Non Mastery 1 Partial Mastery 2 Mastery 3 Above Mastery	MK04.04 Apply correct table format.
8	8	C	MK04.04 Apply correct table format.	19	19	0 Non Mastery 1 Partial Mastery 2 Mastery 3 Above Mastery	MK04.04 Apply correct table format.
9	9	A	MK04.04 Apply correct table format.				
10	10	C	MK04.04 Apply correct table format.				
11	11	D	MK04.04 Apply correct table format.				

**Total questions on test: 19**

Minimum points  
required to achieve  
mastery category

Objectives measured: 1	Items	Points	●	◐	Questions measuring this objective																		
MK04.04 Apply correct table format.	19	23	18	15	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
<b>Totals</b>		<b>23</b>	<b>18</b>	<b>15</b>																			

# TABLES 4.04

## Items used in test

?	Item name	?	Item name	?	Item name
1	MK04.04.05	8	MK04.04.07	14	MK04.04.16
2	MK04.04.01	9	MK04.04.12	15	MK04.04.09
3	MK04.04.08	10	MK04.04.13	16	MK04.04.10
4	MK04.04.02	11	MK04.04.15	17	MK04.04.11
5	MK04.04.03	12	MK04.04.17	18	MK04.04.43P
6	MK04.04.04	13	MK04.04.14	19	MK04.04.42P
7	MK04.04.06				