# Business Technology
# Table Formatting Guidelines

**Main Heading(s)**
- Choose a new font that is not all capital letters
- Should look the largest in the table
- Center across table and vertically in cell
- Bold

**Column Headings**
- Same font as main heading
- Looks larger than body text, but smaller than main heading
- Bold
- Left align over text, Right align over numbers
- Center align vertically in cell unless told otherwise

**Body Text**
- Use a Serif font – Times New Roman, Garamond, Goudy, Librarian
- Size 11-14
- Looks the smallest in the table
- Right align numbers
- Left align text
- Center align vertically in cell unless directions say otherwise

**Column Widths/Row Heights**
- Column widths should be slightly wider than the longest item in the column
- Row Height - .4" unless directions say otherwise

**Borders/Shading**
- Follow directions given in assignment
- General rule for borders – place around all cells, except for blank cells
- Change color/style of border(s) only when instructed in assignment
- Shade only when instructed in assignment – lightly
- Bold text whenever you shade a cell

**Miscellaneous Requirements**
- Center table vertically/horizontally on page
- May need to change to landscape for larger tables
- Table should fill the page nicely – no small tables!
- Always include an appropriate footer