

The table and table heading are centered on the page.

The font size of the table heading is 18 pt.

Projected Sales in Millions, Fiscal Year 2010

Text in the first row is centered. Text in the first column is left-aligned. All numerical data is right-aligned.

The table rows are sorted alphabetically by Office.

Office	Q1	Q2	Q3	Q4	Total
Berlin	8800	8500	6800	7400	31500
Melbourne	7900	6800	3800	6200	24700
New York	8500	7800	9800	9400	35500
Paris	9500	5800	3900	9800	29000
Shanghai	5800	7200	4700	8200	25900
Tokyo	6700	8900	4500	4900	25000
Total	47200	45000	33500	45900	171600

Fonts, font colors, shading and borders are applied. Student

The table contains 8 rows and 6 columns.

Your Name

Columns are resized to fit the text.

A table AutoFormat is applied. Student selections will vary.

Totals are entered for the rows and columns using the