

Checklist Table

1. Table contains 4 columns and 6 rows
2. Table is in a Boxed Table format
3. Table vertically centered
4. Columns aligned as shown in photo
5. Autofit used to autofit column widths
6. Row 1 merged
7. Title is 14 points, all capital letters & bold
8. Title has one blank line after it
9. TOTAL keyed in exactly as shown
10. Proofreader's marks correctly changed
11. Table horizontally centered