Table With Borders

SALARY CHART *(bold)*
(DS)
Administrative Support Department *(bold)*

(QS)

Position	Current Salary	Percent Increase	Amount Increase	New Salary
Accountant	$26,000.00	6.5	$1,690.00	$27,690.00
Accounting Clerk	19,000.00	5.0	950.00	19,950.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Data Processing Programmer	23,500.00	6.0	1,410.00	24,910.00
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Assistant	16,000.00	0.5	80.00	16,080.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
Total	**$168,000.00**		**$8,712.50**	**$176,712.50**

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Note:
- Titles and subtitles should be boldfaced.
- Column headings may be centered over column or blocked at left of column. Column heading should be boldfaced. For two-line column headings, align headings at bottom of cell.
- Borders are optional unless otherwise stated.
- If borders are not used, underline column headings and DS after heading.
- Use currency style as shown.
- All columns containing numbers should be right or decimal aligned.
- All columns containing text should be left aligned.
- The body of the table may be single or double-spaced.
- Tables formatted as an individual document should be centered horizontally and vertically. Tables within a document should be centered horizontally unless otherwise indicated. DS before and after the table.
- Bold font for Total line.