# JOHNS HOPKINS
U N I V E R S I T Y

## Center for Clinical Trials

*Department of Biostatistics*
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*Department of Medicine*
*Department of Ophthalmology*
*Oncology Center*

Wednesday, 14 December 2005

**Memorandum**

**To:**    Center for Clinical Trials Students, Staff, and Faculty

**Fr:**    Curtis Meinert

**Re:**    Tables 101: Wrap-up

This is verschimmelt!

This is it!  Finished!  What a relief to all concerned!

Over this run, there have been 27 subject matter memos, 5 homework assignments, three oath statements (table maker's oath, table master's oath, and document master's oath), a glossary worksheet, and a table and document specification worksheet.

Now for the "cut the grass" blow (Sleepy Eye talk for coup de grâce).  A final exam!  (If you want the key, return your completed exam to Watson).

The fetish represented by these memos is, no doubt, the lingering effect of having created, years back, a "document system" that quickly, in the corridors of the Center, came to be called HGDS – sanitized shorthand for "His God Damn System".  (Historical note: Being confronted with the corridor name, I was faced with having to retrofit a name consistent with its corridor acronym. Hence, was born the **Heterogeneous Generic Document System.**)

I finish as I started, by reiterating that tables are our most important product.  In people, we know that looks are only skin deep, but looks are everything when it comes to tables.

Of all the parts of a table, there is none more important than the title and column headers. As in most things written, generally less is more.  Wordy titles and column headers are signs that the table maker was in a hurry.

If a table title is more than two lines in length it is too long and in need of iteration or indicative of "too many pigs under the same blanket".

The best titles are short and succinct and devoid of superfluous words. For certain, when constructing titles and column headers, it is useful to remember what Winston Churchill said: "Short words are the best and old words when short are best of all".

Good table making!

(Sat 10:23am) 08 Oct 05                                                        \Tables.101\Final.WPD

Enclosure
, Final Exam

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[Tables 101] J:\final.wpd / bcj

# Tables 101: Final Exam

1.  Arithmetic numbers in tables should be left aligned?
    ( ) True          ( ) False

2.  Decimal numbers in tables should be centered on the decimal point?
    ( ) True          ( ) False

3.  The preferred orientation of tables is portrait?
    ( ) True          ( ) False

4.  Page numbers are best centered at the bottom of pages?
    ( ) True          ( ) False

5.  Explanatory notes to tables should be in 8 point or smaller font?
    ( ) True          ( ) False

6.  A master document is a collection of files capable of being assembled and generated as a whole?
    ( ) True          ( ) False

7.  A target is (check all that apply):
    ( )     The name of a chain store
    ( )     Something one aims at
    ( )     A code in WP
    ( )     A code that generates a page or paragraph number
    ( )     None of the above
    ( )     All of the above

8.  Define the following:

    HGDS:    _____

    H&G:     _____

    PITA:    _____

    SEP:     _____

    PTCD:    _____

    FOTD:    _____

    LMNH:    _____

9.  Define "bad break" in reference to document production.

10. Define the following as used in word processing:

       Widow

       Orphan

       Target

       Reference

11.     What is a concordance file?

12.     What is the recommended axis of orientation for treatments in treatment comparison tables.
      ( )   x-axis
      ( )   y-axis
      ( )   Either axis

13.     Where was the Tower of Babel?

14.     What did Paddy shoot at?

15.     Which of the following oaths were not distributed as part of this series of memos?
      ( )   Document Master's Oath
      ( )   Helsinki Code
      ( )   Table Maker's Oath
      ( )   Table Master's Oath
      ( )   Trialist's Oath

16.     Who in the Center was responsible for purchasing 100s of copies of "Typing Tutor"?

17.     What is the proper location of staples according to Meinert's "Stapling Protocol"?

18.     What is the origin of the proclamation that "Pigs is pigs and data is data"?

19.     Who, according to Meinert, should type manuscripts?

20.     Define "data freeze"

21.     What is meant by the term "cross checking"?

22.     Who is "Watson"?

23.    What is the Achilles heel of Word?

24.    What is a "footer" and what is its function?

25.    What causes messages such as "Access denied" or "Can't rename document" when "saving"?

26.    What is "Schneider"?

27.    Name the two classes of tables referenced in this series of memos

28.    What is a "math table"?

29.    The endnote feature of WP is useful in numbering references in text of manuscripts?
       (   ) True              (   ) False

30.    A good results manuscript is "readable" by tables alone?
       (   ) True              (   ) False

31.    What, according to Meinert, is the difference between a good and bad manuscript?

32.    Who is the faster typist: Van Natta or Meinert?

33.    How does Mark Van Natta type his name?

34.    What is an arithmetic number?

35.    What is an ordinal number?

36.    How many homework assignments were there in Tables 101?

37.    How many memos were there in "Tables 101"?

38.    Who are Hansel and Gretel?

39.    After reading this series, what would you guess to be my biggest pet peeve?
       (   )    Documents devoid of page numbers
       (   )    Documents lacking a footer date
       (   )    "Turns"
       (   )    Bad breaks
       (   )    Widows or orphans
       (   )    Uses of the prefix "pre" as a modifier of a verb
       (   )    Flying cross-country sardine

40.    Who produced the first table?


41.    What, according to Meinert, is the maximum number of pigs per blanket?
      ( )    One
      ( )    Two
      ( )    As many as can be covered with a blanket