

Tables 101: Final Exam Key

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: Heterogeneous Generic Document System

H&G: Hansel and Gretel

PITA: pain in the ass

SEP: Somebody else's problem

PTCD: push the cursor down (method of writing)

FOTD: feet on the desk (method of proofreading)

LMNH: look Ma, no hands

9. Define "bad break" in reference to document production.
Lines of print in a document or letter, such as the closing, broken across pages

10. Define the following as used in word processing:
- Widow: **Where the first line of a multi-line panel of text, eg, as in a paragraph, is the last line on a page**
- Orphan: **Where the last line of a multi-line panel of text, eg, as in a paragraph, appears as the first line of text on the next page**
- Target: **Code following a floating number used in generating the targeted number where referenced**
- Reference: **Code referencing a targeted floating page or paragraph number serving to generate that number at the point of reference**
11. What is a concordance file?
A file of words or phrases (one line per word or phrase) used for automatic indexing
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?
The land of Shinar in ancient Babylonia
14. What did Paddy shoot at?
Nothing. In carriage it is a hand where one does not score a point. But back where I grew up it was the boy on an adjoining farm who could not hit a bull in the ass with the proverbial barn door. He shot at everything and hit nothing.
15. Which of the following were 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"?
James Tonascia
17. What is the proper location of staples according to Meinert's "Stapling Protocol"?
Upper left corner not greater than 3/4 inch from the top or left hand paper edge
18. What is the origin of the proclamation that "Pigs is pigs and data is data"?
Jerome Cornfield
19. Who, according to Meinert, should type manuscripts?
The author
20. Define "data freeze"
Data held in a fixed state, especially such a state imposed on an active database or data file in order to complete some task requiring a stable, nonchanging, database or data file (eg, as required for preparation of a treatment effects monitoring report).
21. What is meant by the term "cross checking"?
Comparison of marginals across tables in a report in an effort to ensure similar denominators across tables

22. Who is "Watson"?
Betty Collison
23. What is the Achilles heel of Word?
Absence of the "reveal code" feature
24. What is a "footer" and what is its function?
Print produced in the bottom margin of documents indicating file name and "as of" date (not to be confused with "print date")
25. What causes messages "Access denied" or "Can't rename document" when "saving"?
Having the same document on two screens and attempting to save the document retrieved to the 2nd screen
26. What is "Schneider"?
A term from Schafkopf; a point count 30 or 31 but less than 60 or 61 ("game"); without game you still lose but with Schneider your loss is less
27. Name the two classes of tables referenced in this series of memos
Number and text tables
28. What is a "math table"?
A number table involving math features to generate values in one or more columns.
29. The endnote feature of WP is useful in numbering references in text of manuscripts?
() True (X) False
30. A good results manuscript is "readable" by tables alone?
(X) True () False
31. What, according to Meinert, is the difference between a good and bad manuscript?
15 iterations
32. Who is the faster typist: Van Natta or Meinert?
Mark Van Natta by a whole bunch
33. How does Mark Van Natta type his name?
The space between Van and Natta is keyed as a hard space (to keep the two names from breaking across lines – a "bad break" abhorred by Mark!)
34. What is an arithmetic number?
A number amenable to arithmetic operations
35. What is an ordinal number?
A number indicating order or rank
36. How many homework assignments were there in Tables 101?
5
37. How many memos were there in "Tables 101"?
27
38. Who are Hansel and Gretel?
A classic case of child abuse, as detailed in one of Grimm's Fairy Tales

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