

Tables and Charts

Guidelines for the Production of Tables

- The table must have a clear purpose.
- The table must have an explanatory title.
- The table must clearly indicate the units of measurement of the data.
- The table should clearly indicate the source of the data.
- Lines should be drawn where appropriate to draw attention.
- Row and column totals should be shown where meaningful.
- Percentages and ratios should be computed if appropriate.
- Don't present too many significant digits.
- It is easier to look down a column of numbers than across a row.
- Give attention to the spacing and layout of the table.

Types of charts

- Bar charts: used to compare different categories or groups
- Line chart: used for visualizing trends in data over time
- Pie chart (used for presenting the distribution of a single variable with small num. Of categories
- Scatter plots: used to show the relation between two variables





