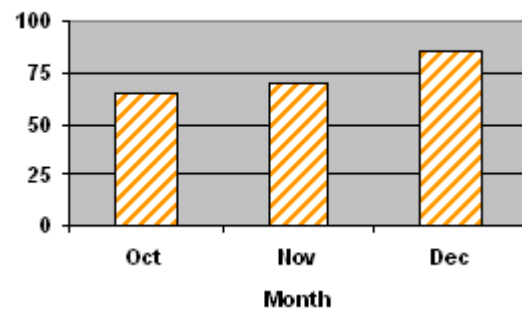
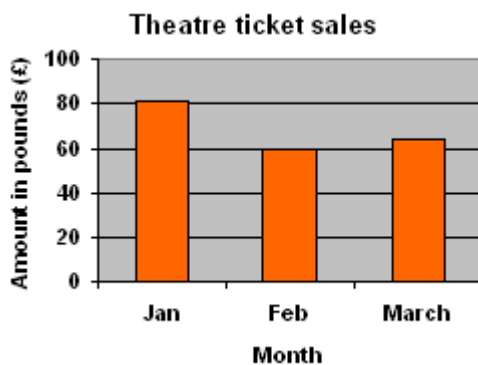


Using clear labels on your tables

When organising information into a table it's important that you follow a few rules so your table makes sense.

Examples

Look at the two tables below. They both look similar, but the one on the right is difficult to understand. Can you see why?



A title: the table on the right does not have a title, so you can't tell what it's about.

Headings or labels: the table on the right has the label missing for the numbers on the vertical scale so you cannot tell what the numbers represent. For example, they could represent people, money or something entirely different.

Have a look at the table below. What information is missing?

Customer feedback on Friday 12th June

| Question: Did you enjoy your stay at the hotel? | | | |
|---|----|-----------------|----|
| ☺ | | | |
| ☺ | ☺ | | ☺ |
| ☺ | ☺ | ☺ | ☺ |
| A lot | OK | Could do better | No |

The **key** is missing. Without a key, you don't know how many people each smiley-face symbol represents.

Make sure your table has a **title** and **clearly labelled headings**.