



## Tables

Tables are used to organise and display information. Have a look at the example below. It shows the cost of ordering digital photographs according to the size and number of prints you want to buy.

### Cost of digital photographs at the Skillswise print shop:

SIZE OF PRINT	NUMBER OF PRINTS	
	1 print (price per print)	20+ (price per print)
Small 15 cm x 10 cm	30p	25p
Medium 18 cm x 12cm	35p	30p
Large 25 cm x 20 cm	£1.99	£1.50

For a table like this to make sense to the reader, it should have:

- **A title**  
This makes it clear to the reader what the table is about. Here the title is 'Cost of digital photographs at the Skillswise print shop'.
- **Columns with headings**  
This means that the details are shown and read down the page, from top to bottom. **Column headings** in this table are 'Size of print' and 'Number of prints'.

### Row headings

Rows of information with headings - this means that the contents are read by going across the page. The **row headings** on this table show the three different print sizes that are available: small, medium and large. If you read across each row you will be able to see the cost of ordering different numbers of prints.