

USING TABLES (NUMERICAL)

Tables are often used to represent numerical figures with only a few variables (usually two).

Table 1

Percentage of Adolescents with Exceptional Intelligence Quotients

Gender	1970	1980	1990	2000	2010
Males	450	850	7,500	8,500	9,000
Females	1000	960	8,000	9,000	10,000

Source: Courtesy of Yorkshire University - Department of Education.

Tables usually include a number (e.g. TABLE 1), followed by a title.

Horizontal rules (long lines across the page) can be used to separate elements.

A note of explanation or a brief caption should be used just below the table and following a horizontal rule, which signifies the bottom of the graph.

Tables are very useful, especially when provided a clear context (a useful heading and useful notes, as well as the original source of the information).