

Microsoft Word for Tables (and formatting requirements for Charts)

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Creating Tables

- Tables present a large amount of numerical data in a small amount of space.
- Two seemingly contradictory requirements of Tables:
 - Readers should be able to interpret a table just by looking at the table, without reading the text
 - Every table must be discussed in the text, but **DO NOT** repeat all statistics from the table in the text

Rules for Creating Tables

- Titles should be brief, but clearly explain the table
- All similar entries in the table should have the same number of decimal points
- Decimal points must be lined up in each column
- Horizontal rules at the top, bottom, and after labels
 - Vertical lines are rarely used with APA
- If you are not the original author of the table, cite the source of the table in a note at the bottom
- Once the tables have been placed in the text, number the tables starting from 1 in the order that they appear

APA Checklist for Tables, Part 1

(APA, 2001, p. 175)

- Is the table necessary?
- Is the entire table, including the title, headings, and notes, double spaced?
- Are all comparable tables in the manuscript consistent in presentation?
- Is the title brief but explanatory?
- Does every column have a column heading?
- Are all abbreviations and special symbols explained?

APA Checklist for Tables, Part 2

(APA, 2001, p. 175)

- Are all probability levels correctly identified, and are asterisks attached to the appropriate table entries? Is a probability level assigned the same number of asterisks in all tables in the manuscript?
- Are all vertical rules eliminated?
- Will the table fit across the width of the page?
- If all or part of a copyrighted table is reproduced, do the table notes give full credit to the copyright owner?

Table 1. Percentage of students who admitted to each type of cheating behavior

Cheating Behavior	Percentage
Give another student an answer during exam	52%
Place script so others can read your answer	49%
Copy Continuous Assessment	35%
Ask another for an answer in exam	31%
Read answers on another's script	19%
Use handset to send texts with answers	1%
Write notes on body parts or clothing	0%
Admitted to any form of cheating	69%

Identify the Problems with the Table

Table 2. Mean and Standard Deviation of Secondary School Students on Achievement Motivation

Grade Level	Mean	Standard
		Deviation
JS1	24.45	1.3
JS2	113.37	2.45
JS3	0.24	1.932
SS1	3.56	1.11
SS2	3.44	1
SS3	72.13	3.521

Identify the Problems with the Table

Table 3. Research Hypothesis 3.

Grade Level	n	Mean	SD	t-cal	t-crit	df	p	Decision
Male	53	24.45	1.32	2.73	1.98	106	.039	Reject
Female	55	113.37	2.45					

Microsoft Word for Tables

- Click on the *Insert* tab
- Click on *Table*, then add the appropriate number of columns and rows
 - Rows can easily be added later by tabbing after the last cell
 - Columns can be added by right clicking, then clicking *Insert*
 - Rows or columns can be deleted by right clicking then clicking *Delete Cells*

Microsoft Word for Tables

- Format the column headers
 - Centre icon is on the *Home* tab
 - Do not centre the column header for the leftmost column, but centre all of the rest
- Adjust the column width
 - Hover the cursor over the vertical rule, then click and drag

Microsoft Word for Tables

- Enter the data
 - Use a decimal tab on the Ruler to line up the decimals
 - To view the Ruler, click on *View* tab, then click the *Ruler* box
 - Select all of the cells that have numbers
 - Ensure the decimal tab is indicated, then click about halfway in the cell where the decimal point should fall
 - This can later be adjusted by clicking and dragging the decimal point tab
- **CHECK, DOUBLE CHECK, AND TRIPLE CHECK THE VALUES IN THE TABLE**

Microsoft Word for Tables

- Do a final check of the formatting of the table, including column width and decimal points
 - Control-tab will tab within a cell
- Format the borders on the *Home* tab
 - First remove all borders
 - Select the entire table, then click on the *No Border* icon
 - Then add a border at the top and bottom
 - Select only the header row. Then add a border at the bottom of the header row

Figures

- Figures allow readers to quickly understand and easily interpret descriptive statistics
 - Useful for means, frequencies, and percentages
- Just like tables, figures should also be understandable without reading the text, but also referenced in the text
- Figures should also be numbered consecutively, but separately from Tables.
- Legends and notes should be included so the reader can easily interpret the figure.

APA Checklist for Figures, Part 1 (APA, 2001, p. 201)

- Is the figure necessary?
- Is the figure simple, clean, and free of extra detail?
- Are the data plotted accurately?
- Is the grid scale correctly proportioned?
- Is the lettering large and dark enough to read? Is the lettering compatible in size with the rest of the figure?
- Are terms spelled correctly?

APA Checklist for Figures, Part 2 (APA, 2001, p. 201)

- Are all abbreviations and symbols explained in the figure legend or figure caption? Are the symbols, abbreviations, and terminology in the figure consistent with those in the figure caption? In other figures? In the text?
- Are the figures numbered consecutively with Arabic numerals?
- Are all figures mentioned in the text?
- Are figures that are being reproduced or adapted from another source given proper credit in the figure caption?