

CH-5 TABULAR PRESENTATION

V.VIMP

Q1. What do you mean by a table? And what are its different parts?

A1. Table is a logical listing of quantitative data in vertical columns & horizontal rows of nos. with sufficient explanation in the form of titles, headings, notes, to clarify the full meaning of data.

PARTS OF TABLE.

1. Table no. → A table no. is a no. or a code used to differentiate one table from the another. It is used in theoretical explanation of Data. Generally it is written in the center top of table.
2. Title → The title given above the table is a brief explanation of the data. It explains nature of data, time period of data, basis of classification etc.
3. Captions & Stubs → Heading & Sub-Heading given to columns are known as captions & given to rows are known as stubs.
4. Body of Table → It is the most imp part of table that contains the numerical info. It should be made as comprehensive as possible. Info in it can be arranged Geographically, Chronologically etc.
5. Info in Graphically, Chronologically etc.



5. Prefatory or head note $\Rightarrow$ It is a statement normally given below the title that explains the contents of table.
for eg: Data is in thousands, in ~~th~~ kgs etc.
6. foot note $\Rightarrow$ It is written at the bottom of the table, it includes a statement that explains certain info about the table which have not been explained, it is identified by using some symbol like -, * etc.
7. Source $\Rightarrow$ A source note should be provided with the table that shows the publication, pg no., addition, name of author etc. It is generally given at the bottom of table.

Table no. (10.1)

title (Production of rice in India)

Head note (in 1000 kgs)

Stub $\rightarrow$	CAPTION			Total
	Sub-caption	sub-caption	sub-caption	
Stub entries $\rightarrow$		$\uparrow$ Body of table		

~~Foot~~ footnote : (* --- Conditions apply)

Source : (www.mic.in)