

Table guidelines

Use these guidelines to create tables on your web pages.

Tables are only used to display data that belongs naturally in a grid.

The easiest way to know if you should use a table is if it makes sense to track the data in a spreadsheet.

Example

Example of table with header row:

Table A	Table B
Example text	Example text
Example text	Example text
Example text	Example text

Example of table with header row and column:

Title	Classroom 1	Classroom 2
Likes blue	25%	75%
Like yellow	50%	35%
Like red	40%	80%

Example of table border (style):

Table A	Table B
Example text	Example text
Example text	Example text
Example text	Example text

Example of banded columns (style):

Table A	Table B
Example text	Example text
Example text	Example text

Table A	Table B
Example text	Example text

Where you can use them

- [Standard page.](#)

How to use them

Do

- Have headings for each column or row or both.
- Keep the table content concise.

Don't

- Use tables for layout or design.
- Put images in tables.
- Use multiple header levels.
- Merge cells.

Guidelines

- Tables are used for data, never design.
- Consider more accessible ways to format content before using a table, such as lists.

Accessibility

- You must select a row heading, column heading or both.
- Do not leave any cells blank.
- Do not split or merge cells.
- Your must give your table a heading, formatted in the appropriate headings style (e.g. h2, h3, or h4).
- You must write a summary.

How-to guides

Learn how to add a table on your page using our guides:

- [Statistics in tables - content guidelines](#)
- [Adobe Experience Manager - text styles](#)

Category:

- Communication and engagement

Topics:

- Governance

Business Unit:

- Communication and Engagement

Last updated: 10-Jul-2023



This information is current as at "17/7/2023 9:01:43 pm", Australian Eastern Time. For the most up-to-date information, go to <https://education.nsw.gov.au/inside-the-department/communication-and-engagement/communication-channels/education-website/component-and-text-styles/table-guidelines>

© State of New South Wales (Department of Education), 2023. For more information go to <https://education.nsw.gov.au/about-us/copyright>.
