Q.1# How can you construct graphics in a technical document? Discuss.

→ While constructing graphics in a technical document, various things are considered and taken care which are discussed below :-

i) Constructing Tables

Tables are used to present words or numbers that can be organized into categories of columns & rows.

- **Informal Table**
  It is a graphic that uses rows and columns drawn without rules (lines) or stubs (column heading). Here, information flows with the text.

- **Formal Table**
  It is an arrangement of information in rows and colums with rules (lines drawn). Here, data is organized in a consistent format.

- **Verbal Table**
  It is also known as a chart, is similar to a formal table with its rows and columns. It uses words whereas a formal table uses numerals.

ii) Construction graphics

A graph is a visual aid that shows the relationships among numerical data. The various types of graphs are :-

- Bar Graph

  It is a graph that uses a horizontal axis and a vertical axis to compare numerical data presso presented in rectangular bars.

- Multiple Bar Graph

  It is a graph with more than one bar for each measurement.

- Line graph

  It uses a horizontal axis and a vertical axis to compare numerical data. Instead of bars, it uses a line that depicts a trend.

- Pictograph

  It is a special kind of bar graph that uses pictures instead of bars to represent data.

- Pie Graph

  It is a circular graphic unit that shows how parts relate to the whole.

iii) Constructing Charts, Diagrams & Pictures.

A chart is a drawing with boxes, words and lines to show a process or an organizational structure.

- Flow chart
  It is a chart or collection of boxes where lines and arrows show a process or series of steps.

- Decision Flowchart
  It is a special flowchart that uses symbols to indicate critical parts of making a decision.

- Organizational chart.
  It is a drawing with boxes, words and lines to show how an organization is structured.

- Gantt Chart
  It is a bar graph used to calculate schedule the major tasks of a complex project.

- Diagram – is a line drawing of anything the writer wishes to portray

- Icon – is a simple picture or drawing that represents an idea or concept.

- Photograph – can be inserted into a document when it is important to show what something looks like.