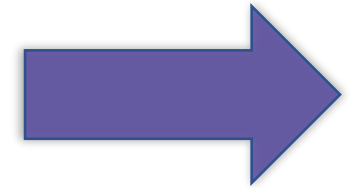


Basic Guidelines to Format Tables

Let's Format this table



Region	Produce	Frozen	Snacks
Midwest	\$2.2 M	\$3 M	\$10.0 M
Northeast	\$12.6 M	\$12 M	\$12.3 M
South	\$14 M	\$5 M	\$12.1 M
Total	\$28.9 M	\$21 M	\$34.4 M

1. Minimize borders and gridlines

Unless necessary, avoid using excessive borders and gridlines, as they can clutter the table and make it harder to read.

Region	Produce	Frozen	Snacks
Midwest	\$2.2 M	\$3 M	\$10.0 M
Northeast	\$12.6 M	\$12 M	\$12.3 M
South	\$14 M	\$5 M	\$12.1 M
Total	\$28.9 M	\$21 M	\$34.4 M

2. Use bold or different colored font to isolate table headers

Make your column titles clear, so that readers can easily differentiate between headers and data values.

Region	Produce	Frozen	Snacks
Midwest	\$2.2 M	\$3 M	\$10.0 M
Northeast	\$12.6 M	\$12 M	\$12.3 M
South	\$14 M	\$5 M	\$12.1 M
Total	\$28.9 M	\$21 M	\$34.4 M

3. Align data consistently

Align data consistently to improve readability. **Common** alignment options are:

- Left-align text with headers
- Right-align numbers with headers

Region	Produce	Frozen	Snacks
Midwest	\$2.2 M	\$3 M	\$10.0 M
Northeast	\$12.6 M	\$12 M	\$12.3 M
South	\$14 M	\$5 M	\$12.1 M
Total	\$28.9 M	\$21 M	\$34.4 M

4. Select appropriate level of precision(decimal places)

Maintain consistency in decimal places across the table. If one column or row uses a specific level of precision, it is recommended to maintain the same level of precision throughout the entire table for consistency and clarity.

Region	Produce	Frozen	Snacks
Midwest	\$2.2 M	\$3.0 M	\$10.0 M
Northeast	\$12.6 M	\$12.3 M	\$12.3 M
South	\$14.0 M	\$5.3 M	\$12.1 M
Total	\$28.9 M	\$20.5 M	\$34.4 M

5. Use headers or first row of table to define the units.

Mention the symbols in the heading/title or first row only and avoid repetition of symbols throughout the table as it can be visually cluttering.

Region	Produce	Frozen	Snacks
Midwest	\$2.2 M	\$3.0 M	\$10.0 M
Northeast	12.6	12.3	12.3
South	14.0	5.3	12.1
Total	28.9	20.5	34.4

6. Use headers or first row of table to define the units.

Use sufficient white space between rows and columns to create visual separation between columns and rows, and make data more scannable.

Region	Produce	Frozen	Snacks
Midwest	\$2.2 M	\$3.0 M	\$10.0 M
Northeast	12.6	12.3	12.3
South	14.0	5.3	12.1
Total	28.9	20.5	34.4

7. Highlight important values to bring attention to readers.

Use formatting techniques such as bolding, italicizing, or using different font colors to draw attention to important data points. This helps readers quickly identify key information within the table.

Region	Produce	Frozen	Snacks
Midwest	\$2.2 M	\$3.0 M	\$10.0 M
Northeast	12.6	12.3	12.3
South	14.0	5.3	12.1
Total	28.9	20.5	34.4

BEFORE

Region	Produce	Frozen	Snacks
Midwest	\$2.2 M	\$3 M	\$10.0 M
Northeast	\$12.6 M	\$12 M	\$12.3 M
South	\$14 M	\$5 M	\$12.1 M
Total	\$28.9 M	\$21 M	\$34.4 M

AFTER

Region	Produce	Frozen	Snacks
Midwest	\$2.2 M	\$3.0 M	\$10.0 M
Northeast	12.6	12.3	12.3
South	14.0	5.3	12.1
Total	28.9	20.5	34.4

Other Formatting Options

Alternate row colors

For larger tables, consider using alternate row colors (e.g., light and dark shades) to improve readability and distinguish between rows.

This makes it easier for readers to track information across rows.

Month	Produce	Frozen	Snacks
Jan	\$2.2 M	\$3.0 M	\$10.0 M
Feb	3.5	3.9	12.3
Mar	2.2	3.0	10.0
Apr	14.0	5.3	12.1
May	12.6	12.3	12.3
Jun	14.0	5.3	12.1
Jul	2.2	3.0	10.0
Aug	16.3	13.2	10.9
Sep	15.0	4.3	10.2
Oct	18.6	5.3	10.6
Nov	12.0	2.4	13.0
Dec	8.6	5.2	12.6

Group similar data

You can reduce clutter on tables by grouping specific labels.

Region column has been grouped on the right table.

This reduces repetition of same information in the first column.

Region	Produce	Frozen	Snacks
Midwest	\$2.2 M	\$3.0 M	\$10.0 M
	3.5	3.9	12.3
	2.2	3.0	10.0
	14.0	5.3	12.1
Northeast	12.6	12.3	12.3
	14.0	5.3	12.1
	2.2	3.0	10.0
	16.3	13.2	10.9
South	15.0	4.3	10.2
	18.6	5.3	10.6
	12.0	2.4	13.0
	8.6	5.2	12.6

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