

# Table Examples

Use tables to organize data not format information. Never use table for layout. **Avoid merging cells, split cells, nested within a cell, and blank cells.** Simple tables are easier to interpret for all students and screen readers.

An example of a simple table with header row and data.

Header 1	Header 2	Header 3
Data 1	Data 2	Data 3
Data 4	Data 5	Data 6

Example 1: Avoid use table for layout like this format without header row

Course Information	
<b>Course:</b> Accessibility 101	<b>Course Number:</b> 12345
<b>Class Days:</b> Tues and Thursday	<b>Class Times:</b> 9:00 to 11:45am
<b>Semester:</b> Future 3000	<b>Class Location:</b> Library 100

Best Practices: use tabs position or columns format

## Course Information

**Course:** Accessibility 101

**Class Days:** Tues and Thursday

**Semester:** Future 3000

**Course Number:** 12345

**Class Times:** 9:00 to 11:45am

**Class Location:** Library 100

Example 2: Avoid merged cells “Grading Scale”

Grading Scale		
Grade	Points	Percentage
A +	960 - 1000	96 - 100%
A	930 - 959	93 - 95%
A -	900 - 929	90 - 92%

Best Practices: Move the heading Grading Scale out of table instead of merging cells.

## Grading Scale

Grade	Points	Percentage
A plus	960 to 1000	96 to 100%

Grade	Points	Percentage
A	930 to 959	93 to 95%
A minus	900 to 929	90 to 92%

Screen readers do not know whether - symbol is minus, hyphen, dash, en dash or em dash so it will not read it.

### Example 3: Avoid merged cells like this format

Reading Assignments		
Week	Topics & Activities	Due Date
1	Reading 1	7/22/2021
2	Reading 2	7/23/2021
Writing Projects		
4	Writing 1	8/1/2021
5	Writing 2	9/1/2021

Best Practices: Separate two tables with header rows

### Reading Assignments

Week	Topics & Activities	Due date
1	Reading 1	7/22/2021
2	Reading 2	7/23/2021

### Writing Projects

Week	Topics & Activities	Due date
4	Writing 1	8/1/2021
5	Writing 2	9/1/2021

## Example 4: Table Color

Avoid using color as the only means to convey information. For example, in the table below, the complete and incomplete items may appear the same to someone who is color blind:

20/20 vision:

Project	Due Date	Completed
Project 1	March 15, 2020	X
Project 2	April 15, 2020	X
Project 3	May 15, 2020	X

Color blind:

Project	Due Date	Completed
Project 1	March 15, 2020	X
Project 2	April 15, 2020	X
Project 3	May 15, 2020	X

Best practices: A better option would be to provide another way of conveying information not just color alone and screen readers:

Project	Due Date	Completed
Project 1	March 15, 2020	N or No
Project 2	April 15, 2020	Y or Yes
Project 3	May 15, 2020	Y or Yes