

Table 7: year-end statement, non-current assets (£, thousands)

Non-current assets	2010	2009	2008
Property	345	445	222
Investment	567	654	423
Intangibles	423	123	453

Table 8: year-end statement, current assets (£, thousands)

Current assets	2010	2009	2008
Trade and other receivables	435	634	231
Cash and cash equivalents	524	123	482
Other	223	211	254

Table 9: rainfall by continent, 2009

Rainfall (inches)	Americas	Asia	Europe	Africa
Average	133	244	155	166
24 hour high	27	28	29	20
12 hour high	11	12	13	16

Table 10: self-contained year-end statement (£, thousands) (multiple layout problems)

	2011		2010 restated	
General income		250,000		200,000
Increase in value, WIP		15,000		30,000
		265,000		230,000
Administrative costs				
Staff costs	(200,000)		(150,000)	
Early departures	(10,000)		(20,000)	
Other	(25,000)		(10,000)	
Depreciation	(10,000)		(10,000)	
Programme costs				
Impairment loss	(10,000)		(5,000)	
Other	(5,000)		(5,000)	
	(260,000)		(200,000)	
Surplus		5,000		30,000

Table 11: self-contained year-end statement (£, thousands) (multiple problems resolved)

		2011	2010 restated
Income	General income	250,000	200,000
	Increase in value	15,000	30,000
	Total income	265,000	230,000
Administrative costs	Staff costs	(200,000)	(150,000)
	Early departures	(10,000)	(20,000)
	Other operating costs	(25,000)	(10,000)
	Depreciation	(10,000)	(10,000)
Programme costs	Impairment loss	(10,000)	(5,000)
	Other	(5,000)	(5,000)
	Total costs	(260,000)	(200,000)
Surplus		5,000	30,000

Table 12: merged data cells are not recommended

	2008		2009	
Name	Yes	No	Yes	No
Bob	2	5	6	7
Sue	3	8	4	7
Sam	[data relating to both columns in a single cell spanning both]		[data relating to both columns in a single cell spanning both]	

Table 13: use of graphic symbols

Question	Respondent A	Respondent B	Respondent C
Are you a UK citizen?	<input checked="" type="checkbox"/>	✓	<input checked="" type="checkbox"/>
Are you currently employed?	✓	<input checked="" type="checkbox"/>	✓
Do you have a driving licence?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✓

Table 14: symbols replaced by real text

Question	Respondent A	Respondent B	Respondent C
Are you a UK citizen?	No	Yes	No
Are you currently employed?	Yes	No	Yes
Do you have a driving licence?	No	No	Yes

Table 15: courses offered by Institution X. A = Bachelor of Science, B = Bachelor of Arts, C = Masters, D = Doctorate, E = Diploma

	2006	2007	2008	2009
Economics	A, B	A, C	A, B	A, C
International relations	A, E	A, E	A, B	A, E
Philosophy	A	A	A	A, D
Politics	A, D	A, D	A, D	A
Mathematics	B, C	B	A, E	A, B
English	A, C	A, B	A, B	C