



# Using a Table



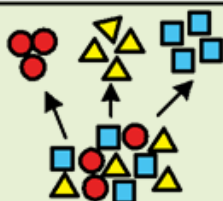
Why use a table?



It helps us find exact information quickly.



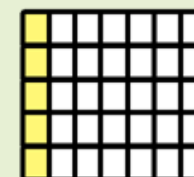
How is information organised?



A table organises information.



It is organised into rows



and organised into columns.



Example

Title

Steps Taken across the week

|          | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|----------|--------|---------|-----------|----------|--------|----------|--------|
| Person 1 | 9845   | 10568   | 88513     | 5064     | 8356   | 12546    | 13598  |
| Person 2 | 10258  | 8456    | 12587     | 9465     | 6648   | 5348     | 6321   |
| Person 3 | 35695  | 6054    | 8752      | 15445    | 9564   | 22846    | 6657   |

Labels



Important



It must have a title



It must have labels.



It must have accurate information.

Communication Friendly @SchoolsNlc

PCS and Boardmaker are trademarks of Tobii Dynavox LLC. All rights reserved. Used with permission.

