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Chapter 5

Tabular

Presentation

of Data

INTRODUCTION

An investigator has to collect the data either by census or sample method. The collected data then organised in a systematic way. Disorderly quantitative data is obviously difficult to understand. The data presented by a suitable method is preferable for one's own further statistical calculations and interpretation as well as general public giving factual information to experts and general public.

There are four methods of presentation of data

- 1. Text Presentation**
- 2. Semi- tabular presentation.**
- 3. Tabular presentation.**
- 4. Pictorial Presentation.**

1. Text Presentation

A Text Presentation is a descriptive form of presentation of data written in paragraph. It is not a very effective method. It is very difficult for a reader to single out individual figures given in a mixed way in the text. Even this type of presentation has its own importance. It help the reader to compare given figures along with some

explanation.

2. Semi Tabular Presentation

Semi-Tabular presentation is both through tables and paragraphs. This method is not often used, but is useful when figures are required to be compared along with one or two sentence of explanation.

3. Tabular Presentation

Tabular presentation is a systematic presentation of numerical data in Columns and rows in accordance with some important features or Characteristics

4. Pictorial Presentation

Pictorial presentation is visual form of statistical data in diagrams and graphs.

DEFINITION OF TABULATION

A statistical tables is an arrangement of systematic presentation of data in columns and rows. Tabulation is the process of presenting in tables.

OBJECTIVES OF TABULATION

- 1. They simplify complex and the data presented are easily understood.**
- 2. They facilitate comparison due to proper systematic arrangement of**

statistical data in different columns.

3. They presented facts in minimum space and unnecessary repetition and explanations are avoided.

4. Tabulation of data makes easy for summation of various items, error and omissions can easily be detected.

5. Tabulated data are good for references and they make it easier to present the information on graphs and diagrams.

ESSENTIALS OF A SATISFACTORY TABLES

The followings are essentials or characteristics of a satisfactory tables:

1. Attractive: A table should be attractive to draw attention of Senders. The Care Should be taken in determining its size, proportion of columns and rows, writing of figures etc.

2. Manageable size: The size of a table should neither too big nor too small. So, it should be simple and compact.

3. Comparable: The facts should be arranged in a table as to make comparison between them easy, because, comparison is one of the chief objectives of tabulation.

4. According to objectives: A table should be according to Objective of statistical investigation.

5. Clarity: A table should be so planned as to make it easily understandable. It should be complete within itself containing all the explanations necessary to make clear the meaning of items

PARTS OF A TABLES

A good table is an art. The following parts must be present in all the tables:

- 1. Table Number:** A table should always be numbered for identification and reference in the future. Table may be numbered either at the centre on the top above the title or at the bottom of a table.
- 2. Title:** A title is a brief explanation of the content of a table. Title must be written in a bold letters. It should attract the attention of the reader. The title must be simple, clear and short.
- 3. Stub:** Rows are identified by stubs. Stubs clarify figures of the rows.
- 4. Captions:** Headings and sub-heading given to columns are called Captions. Columns are numbered according to requirement. The captions explain the figures in the columns.
- 5. Body of the table:** It contains the numerical information. This is the most important part of the table. This table should be made as comprehensive as possible keeping in view the purpose of presentation.
- 6. Prefatory note or head note:** It is a statement, normally below the title. It explains the contents of the table or main part of it. For example: All data in million tons.
- 7. Foot notes:** It is placed at the bottom of the table. It is a statement which contain explanations of some specific items or some specific part of the tables. Foot notes are also necessary to specify important limitation of data, if there is any or to explain some

important features of the whole table.

8. Source: When tables are based on secondary data, source of the data is to be given. Source of the data is specified below the footnote.

TYPES OF TABLES

(A) From the point of view of purpose

1. General Purpose Tables: General purpose tables are also known as reference or repository tables. General purpose table is a table used which is used for general use. It does not serve any specific purpose or specific problem consideration.

2. Special Purpose Tables: Special purpose table is that table which is prepared with some specific purpose in mind. These tables are also known as summary or analytical tables.

(B) From the point of view of originality

1. Original Table: An original table is that in which data are presented in the same form and manner in which they are collected.

2. Derived Table: Derived tables are derived from original tables. They provide totals, ratios, percentages and other statistical calculation.

(C) From the point of view of Construction

1. Simple or Single tables: Simple or one-way tables (Single tabulation) is that which shows only one characteristics of the data.

2. Complex tables: A complex table is one which shows more than one characteristics of the data.

It can be further classified into 3 categories

(i) Double or Two way Tables: A Two- way table is that which shows two characteristics of the data.

(ii) Treble Tables: A Treble tables is that which shows 3 characteristics

(iii) Manifold Table: A Manifold table is one which shows more than 3 characteristics of the data.

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