

Components of a Table:

- 1) Table name
- 2) Title
- 3) Captions & Stubs \rightarrow Symbols (es, z)
- 4) Body
- 5) Prefatory notes
- 6) Prefatory & footnotes
- 7) Footnotes
- 8) Source note

Rules for Tabulation

Neat, correct manner.

Types of Tabulation

- 1) Simple & Complex Table.
single character \rightarrow Two or more character
- 2) General Purpose ~~or~~ Special purpose Table.
numerical term \rightarrow Text term

Presentation

Diagrammatic Presentation

General Rules for

- 1) Neatness
- 2) Title for food notes.
- 3) Selection of Scale
- 4) Proportion between width & height
- 5) Choice of Diagram.
- 6) Source note & number.
- 7) Index

Types of Diagram.

- 1) One dimensional Diagrams | such as Line Diagram & Bar Diagram Deviation or bilateral Diagram
- 2) Two dimensional Diagrams such as rectangle, square, circles and pie Diagram. Simple Bar Diagram
percentage / subdivided or component Diagram
- 3) Three dimensional Diagrams such as cubes, sphere, prisms, cylinder and blocks
- 4) Pictograms.
- 5) Cartograms. → Density (rainfall)

Eg:

2) Two Dimensional

Eg: Rectangle, Circles, Squares, Angles or pie diagram.

3) Length, breadth, height.

Graph Presentation:

1) Graphs of Time series

2) Graphs of frequency Distribution.

When measurable the variable
Time Series.