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Organizing Information in Tables

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For a table to have maximum effectiveness, the information it contains must be arranged logically and clearly so that the reader can quickly understand the key point and find the specific data of interest. Information in tables should be organized into columns and rows by type and category, thereby simplifying access and display of data and information. During the planning and creation of a table, the author should consider the primary comparisons of interest. Because the English language is read first horizontally (from left to right) and then vertically (from top to bottom), the primary comparisons should be shown horizontally