

Reading and Understanding Tables, Charts and Graphs



What is a Table?

A table is a means of displaying data or information in rows and columns. Rows are also called a record or vector, columns are also known as parameters, fields, or attributes. The point of intersection between a column and a row is called a cell. A table is used in research, data analysis, and communication, and it can be seen in various media from signs to notes in print and in computer software and several other locations. It is used to keep track of information in terms of quantities and numbers as well as names and addresses and other details. Tables can be simple, consisting only of a few columns and rows, or they can be multi-dimensional consisting of ordered hierarchies.

What is a Chart?

A chart is a graphical display of information wherein the information is illustrated in symbols such as bars, lines, or slices. It is used to define the relationship between a large quantity of data and its parts and makes it easier to read and understand. Texts are seldom used in a chart; they are mostly used in titles which appear above the chart describing data that is being referred to in the chart. Data are displayed in a horizontal (x) axis or a vertical (y) axis each consisting of a scale. A chart also consists of either a major or a minor grid of lines. With data that have multiple variables, the chart must have a legend which lists the variables in the chart for easy identification. A good example of a chart is the pie chart.

What is a Graph?

A graph is a two-dimensional drawing showing a relationship (usually between two set of numbers) by means of a line, curve, a series of bars, or other symbols. Typically, an independent variable is represented on the horizontal line (X-axis) and a dependent variable on the vertical line (Y-axis). The perpendicular axis intersect at a point called origin, and are calibrated in the units of the quantities represented. Though a graph usually has four quadrants representing the positive and negative values of the variables, usually only the north-east quadrant is shown when the negative values do not exist or are of no interest.

Table #1**Name:****Small Kitchen Appliances
Purchased in March**

APPLIANCE TYPE	STOCK NO.	COUNTRY OF ORIGIN	QUANTITY
Microwave Oven	B-182	Japan	50
Microwave Oven	C-902	Italy	45
Microwave Oven	U-24	USA	200
Toaster	CL-76	Korea	30

Tables are a way to write a summary of information to make it easier to understand than if it were written out in paragraph form. Answer the following questions about **Table #1**.

1. What is the meaning of the word **origin** as it is used in this table?
 - A. Where something is used
 - B. Where something comes from
 - C. The name of the maker

2. What is the meaning of the word **appliance** as it is used in this table?
 - A. The act of applying one object to another
 - B. A small oven used for heating food quickly
 - C. A device, usually run on electricity, used for a household task

3. What information is shown in this table?
 - A. The number of microwaves sold
 - B. Appliances bought in March
 - C. The number of toasters made in Japan

4. Name all the small appliance types listed in this table.
 - A. Microwave ovens
 - B. Toasters and blenders
 - C. Microwave ovens and toasters

5. What is the stock number and quantity for the microwave whose country of origin is Italy?
 - A. U-24 and 200
 - B. C-902 and 50
 - C. C-902 and 45

6. What is the country of origin for the fewest number of microwave ovens purchased in March?
 - A. Italy
 - B. USA
 - C. Korea

Table #2**Name:****Losses at Watson's Appliance Outlet**

MERCHANDISE TYPE	LOSS BY THEFT	LOSS BY BREAKAGE
Bookshelves	4%	6%
Crockery	3%	7.5%
Knives	9%	4.5%
Lamps	5%	2%

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1. What is the meaning of the word **breakage** as it is used in this table?
 - A. The act of stopping something
 - B. The act of stealing something
 - C. The act of breaking or being broken

2. What is the meaning of the word **theft** as it is used in this table?
 - A. The act of stopping something
 - B. The act of stealing something
 - C. The act of breaking or being broken

3. What percentage of knives are stolen at Watson's?
 - A. 4%
 - B. 4.5%
 - C. 9%

4. According to the table, what type of merchandise is most often broken?
 - A. Crockery
 - B. Knives
 - C. Lamps

5. What two merchandise types have the lowest amount of theft?
 - A. Bookshelves and Crockery
 - B. Knives and Lamps
 - C. Crockery and Lamps

Table #3**Name:****Watson's Employees with
Optional Dental Benefits**

EMPLOYEE CATEGORY	PERCENT COVERED
Entry Level	2%
One Year on Job	67%
Two Years on Job	80%
Management	100%

Tables are a way to write a summary of information to make it easier to understand than if it were written out in paragraph form. Answer the following questions about **Table #3**.

1. Which of the following best describes an optional benefit?
 - A. A benefit that the company pays for
 - B. A benefit each individual employee chooses to accept or not to accept
 - C. A benefit for eye care

2. Which of the following describes an entry level employee?
 - A. An employee who has just started to work at a company and is, therefore, at the lowest level
 - B. An employee who works in an office on the ground floor of a building
 - C. An employee whose responsibility is to watch over other employees

3. What percentage of employees who have been on the job one year are covered by the dental plan?
 - A. 2%
 - B. 67%
 - C. 80%

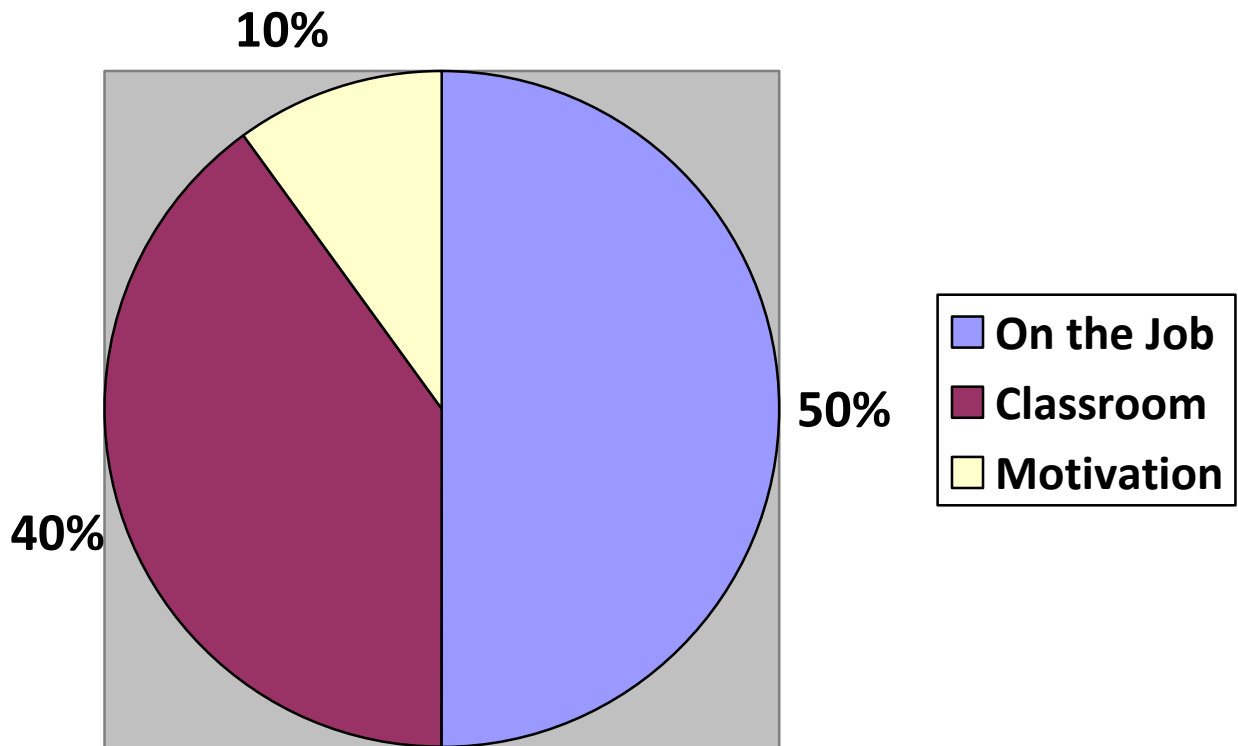
4. In which category do the fewest employees receive optional dental benefits?
 - A. Management
 - B. Entry level
 - C. Those with one to two years on the job

5. Which employee category is 80% covered?
 - A. Management
 - B. Those with two years on the job
 - C. Those with one year on the job

Pie Chart

Name:

Watson's Training Program



This pie chart shows the types of training in Watson's training program and the amount of time given to each type. Answer the following questions about the **Pie Chart**.

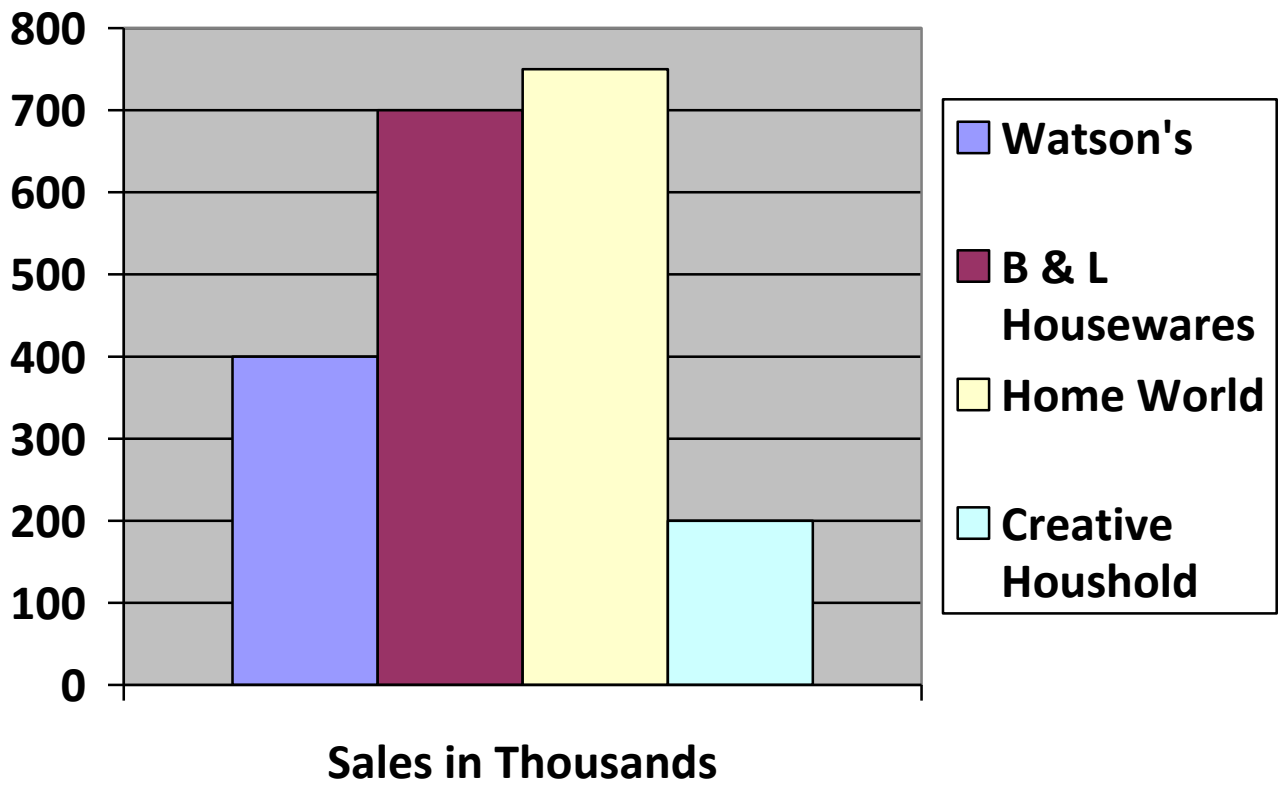
1. What percentage of the time in the training program is spent in the classroom?
 - A. 10%
 - B. 50%
 - C. 40%

2. What percentage of the time is not motivational training?
 - A. 10%
 - B. 90%
 - C. 50%

3. How much more time is spent in training on-the-job than in the other two types of training combined?
 - A. 10% more
 - B. None
 - C. 40%

4. What would happen if another type of training were added to this pie chart?
 - A. The pie chart would be bigger
 - B. The percentage for each type of training would increase
 - C. The percentage of one or more of the other types of training would decrease

Comparative Sales by Company



This bar graph compares sales at Watson's Appliance Outlet with sales at three competing stores. Answer the following questions about the **Bar Graph**.

1. What company has the greatest volume of appliance sales?
 - A. Creative Household
 - B. B & L Housewares
 - C. Home World

2. How does Watson's rank in sales?
 - A. First
 - B. Second highest
 - C. Third highest

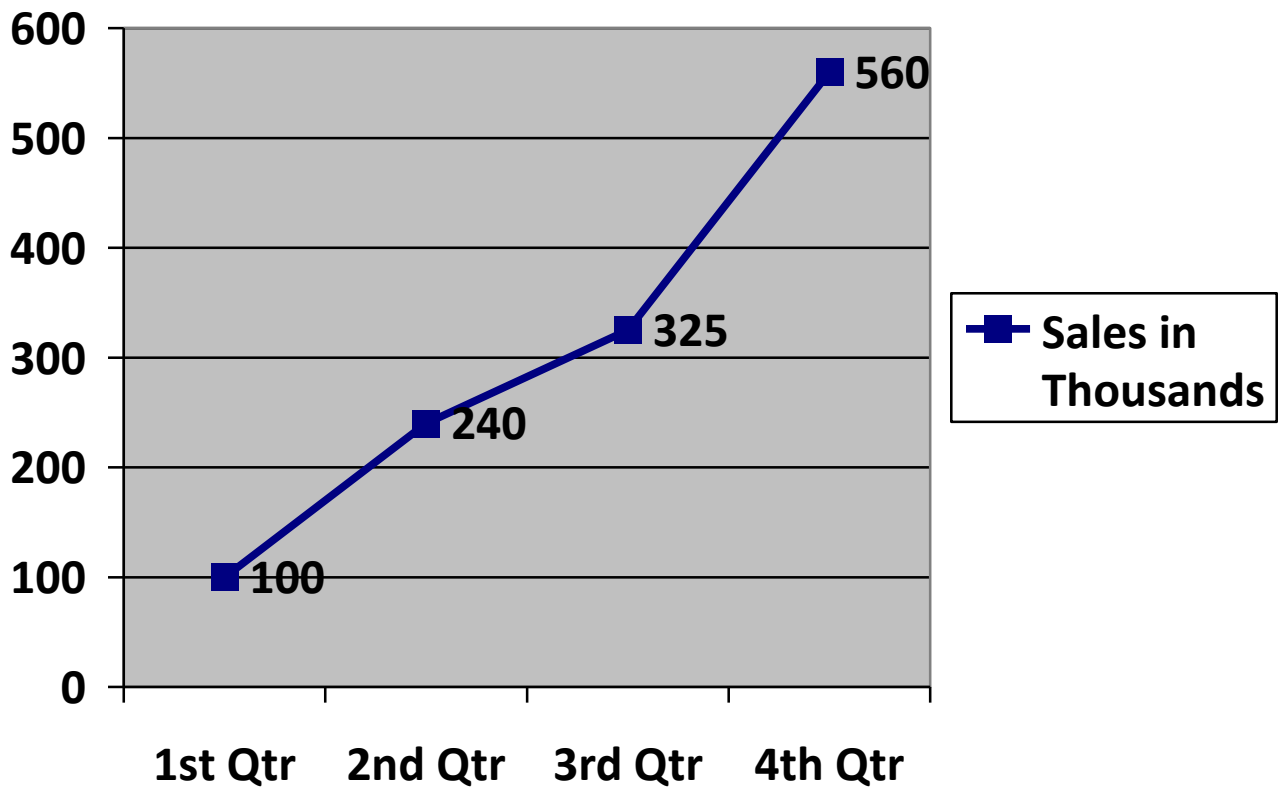
3. How many thousands of dollars in sales did Home World make?
 - A. 680
 - B. 700
 - C. 750

4. Which two companies are closest in sales?
 - A. Watson's and B & L Housewares
 - B. Home World and B & L Housewares
 - C. Watson's and Creative Household

Line Graph

Name:

Total Sales by Quarter Watson's Appliance Outlet



This line graph shows total sales by quarter plotted along a line. The points are cumulative, which means the sales for one quarter are added to the sales of the previous quarter. Answer the following questions about the **Line Graph**.

1. Based on the line graph, which statement is true?
 - A. The second quarter had higher sales than the first quarter
 - B. The fourth quarter had lower sales than the third quarter
 - C. The first quarter had higher sales than the second quarter

2. Which quarter shows the biggest increase in sales (from the previous quarter)?
 - A. The second
 - B. The third
 - C. The fourth

3. Which quarter shows the least increase in sales (from the previous quarter)?
 - A. The second
 - B. The third
 - C. The fourth

4. According to this line graph, what were the total sales for Watson's across the entire year?
 - A. 1,225,000
 - B. 560,000
 - C. 560,000,000