

### Graphical and Tabular Presentations:

Tables are used to list related data and should be formatted with readability and efficiency in mind. Use the table feature of Word to prepare neatly organized tables. This is done by clicking on the **Table** menu option, followed by **Insert**, and then **Table**. A dialog box will open which will allow you to choose the dimensions of the table. Always select one more row than you need. The top row will be used to label each column. Labels should be as short as possible, yet provide enough information such that the reader understands the content of each column. Units should also be given when applicable. All tables should be consecutively numbered for easy reference within the text of your laboratory report.

Example:

Table 1: Summary of recrystallization experiment

Sample	% yield	MP (C)	Appearance
1	57.23	135.2	White, crystalline
2	55.27	136.0	White, powder
3	55.98	135.8	Slightly yellow crystals

Graphs are also used to visually present data. When generating a plot, you should always use appropriate labels and make sure that its size is appropriate. Graphs the size of postage stamps simply cannot be read, so use as much of the page as you need to! Excel can be used to generate simple graphs, but more complicated data sets may require advanced data analysis and presentation software. Data points are shown as just that, points! Do not connect the points with lines. You may, however, fit your data to determine its trend (indeed, Excel calls this a *trend line*). If you have estimates of the uncertainty in your data points and your software is capable of doing so, show the uncertainty as error bars through your data points. Just as in the case of tables, number your graphs consecutively in order to reference them in your report. You should also provide a caption below each figure.

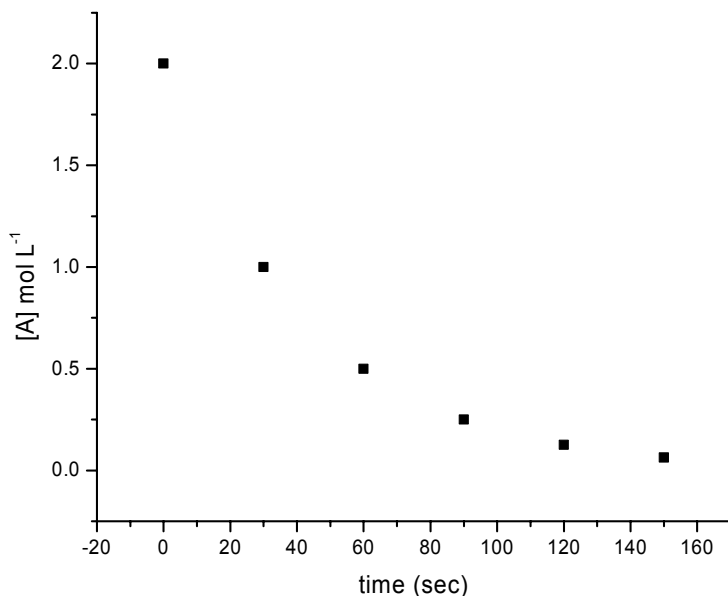


Figure 1: The concentration of A versus time.