



CLB 5 How to Read a Table

A table is a document that has important information. Time sheets are often in the form of a table. Work schedules are another example of tables.

Instructions:

1. Study the information about tables. What are the different parts?
2. Answer the questions about the table.

TRANSFERRABLE SKILL:

Reading different kinds of tables.

Organizing Tables

Tables have lists of numbers, words, or pictures.

A table has titles, columns, rows, and labels.

Title	The name of the table. It tells you the purpose of the table. It is usually above the table.
Columns	Go from the top of the page down to the bottom.
Rows	Start on the left of the page and go to the right.

Title: The title of this table is **Weekly Employee Time Sheet**.

Weekly Employee Time Sheet					
Date	Day	Start	Finish	Breaks	Total Hours
	Monday				
	Tuesday				

Columns: There are 6 columns in this table.

1	2	3	4	5	6
Date	Day	Start	Finish	Breaks	Total Hours
January 7	Monday	10 am	3 pm	12 – 12:30 pm	5
	Tuesday				
	Wednesday				
	Thursday				



Rows: There are 8 rows in this table.

1	Date	Day	Start	Finish	Breaks	Total Hours
2	January 7	Monday	10 am	3 pm	12 – 12:30 pm	5
3		Tuesday				
4		Wednesday				
5		Thursday				
6		Friday				
7		Saturday				
8		Sunday				

Total Hours Worked: _____

Labels: There are 6 labels on this table.

They are: Date, Day, Start, Finish, Breaks, and Total Hours.

Weekly Employee Time Sheet					
Date	Day	Start	Finish	Breaks	Total Hours
	Monday				
	Tuesday				
	Wednesday				
	Thursday				

How do you read a table?

A. Look to see what information is in a table.

1. Look at the title.
2. Look at the labels.
3. Look at the first column.

B. Read the table from the top to the bottom and from the left to the right.

To find the information you need:

- Find the label you are looking for. Put a finger on the start of that row.
- Put another finger on the top of a column.
- Move your first finger from left to right.
- Move your second finger from top to bottom.
- Stop moving when your fingers come together.
- When you stop moving, you find the answer.

Example: What time does Ahmed Mohammed start work on Wednesday?

1. Look at the first row. Find Wednesday in the first row labels.
2. Find Ahmed Mohammed's name in the first column.
3. Look at the square where the row and column meet.
4. Mohammed starts work at 3:30 pm on Wednesday.

Name	Monday	Tuesday	Wednesday	Thursday	Friday
Sarah Smith	9:00 am – 5:30 pm		9:30 am – 6:00 pm	10:00 am – 5:00 pm	9:00 am – 5:00 pm
Hibo Opico	10:00 am – 3:00 pm	9:00 am – 3:00 pm	11:00 am – 3:00 pm	8:30 am – 3:00 pm	
Ahmed Mohammed	1:00 pm – 9:00 pm	2:00 pm – 7:00 pm	3:30 pm – 8:00 pm		3:00 pm – 8:30 pm

Practice

Full-time Staff Schedule, June 1-7

The diagram shows a table representing a full-time staff schedule for the week of June 1-7. The table has a header row with days of the week and a row for employee names. The first column is labeled 'Employee name'. The days of the week are Sunday through Saturday. Each cell contains a 12-hour shift from 12 p.m. to 8 p.m. The table is annotated with arrows: a horizontal arrow labeled 'Title' points to the title 'Full-time Staff Schedule, June 1-7'; a vertical arrow labeled 'Column' points to the first column; and a vertical arrow labeled 'Row' points to the first row.

Employee name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Label Aisha		12 p.m.-8 p.m.					
Mary	12 p.m.-8 p.m.	12 p.m.-8 p.m.	12 p.m.-8 p.m.	12 p.m.-8 p.m.			12 p.m.-8 p.m.
Ali	12 p.m.-8 p.m.			12 p.m.-8 p.m.	12 p.m.-8 p.m.	12 p.m.-8 p.m.	12 p.m.-8 p.m.
Ibrahim		12 p.m.-8 p.m.					

Purpose: Look at the title.

1. What information can you find in this table? What is the purpose?

2. Who needs to read this table?

Rows: Look at the top row.

3. What days of the week do people work?

Column: Look at the first column.

4. How many employees are working that week? _____

5. Who is first on the list? _____

6. Who is last on the list? _____

Getting information from the table:

Read tables from left to right and from top to bottom

7. Which two people work on Sundays?

Put your finger on Ibrahim's name and move your finger to the right.

8. Which two days can Ibrahim stay home?
