Name _____ Date _____

CLB 5 How to Read a Table

A table is a document that has important information. Work schedules are often in the form of a table.

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

Title – name given for the table, found above the table.

Columns – go from the top of the page down toward the bottom.

Rows – start on the left of the page and go to toward the right.

Headings – names found in the first row of a table, located at the top of the columns.

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

Weekly Employee Time Sheet

Date	Day	Start	Finish	Breaks	Total Hours
	Monday				
	Tuesday				
	Wednesday				
	Thursday				

Columns: There are 6 columns in this table.

Weekly Employee Time Sheet

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

Rows: There are 8 rows in this table.

Weekly Employee Time Sheet

	Date	Day	Start	Finish	Breaks	Total Hours
1		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:	

Headings: There are 6 headings in 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				
	Friday				
	Saturday				
	Sunday				
				Total Hours Worked:	
				Total Pay:	

Employee Name: _____ Hourly Rate: _____

_____ Employee Signature

_____ Supervisor Signature

How do you read a table?

A. To get an idea of what information is in a table, do the following:

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

B. To find the information you need, do the following:

1. Find the heading you are interested in and the information in the first row you are interested in.
2. Follow the heading down and follow the row across.
3. The place where the information meets will be your answer.

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

1. Look at the first row. Find Wednesday in the first row headings.
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 3:00 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 Opic	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