

## **Tables Checklist**

- The table is necessary to understand the presentation.
- The title is brief but explanatory.
- Every column and every row has a heading.
- All abbreviations are defined.
- All field entries are centered.
- The table is easy to read from the back of the room.
- The table is mentioned in the presentation.
- The style for all tables is consistent throughout the presentation.
- All tables pass the “stand-alone” test.