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.