

Category	Jan	Feb	Mar	Apr	May	Jun

Total rows: 8 ⚙️ - 100% + ⏪ < Page 1 of 2 > ⏩ 1 to 7 of 8

Elevate Reports With Effective Table Designs

Best Practices For Table Design



1. Delineating columns and rows

1.1. White space

1.2. Rules and grids

1.3. Fill color

2. Arranging data

2.1 Columns or rows position

2.2 Rows & Column sequence/sort



3. Formatting text

3.1 Orientation

3.2 Alignment

3.3 Fonts

4. Summarizing Values

5. Number Formatting

6. Decimals

7. Headers, Footers and Page Information

8. Use Conditional formatting

1.1. White space:



1. White space in a table design can improve readability by reducing clutter and providing visual separation between rows and columns.

2. Effective use of white space can also enhance the overall aesthetic appeal of the table and make it easier to navigate.



Total Sales by Category, Month						
Category	Jan	Feb	Mar	Apr	May	Jun
Groceries	19602	19763	18997	16372	18415	15284
Beverages	17483	9361	8413	10605	16442	12376
Clothing	10920	9908	9982	8003	15800	12559
Beauty	7122	8649	11060	11539	11692	13662
Pet Supplies	8925	8541	7917	3530	3250	8794
Electronics	9048	5073	6480	7173	5665	7934
Footwear	7874	6844	7458	5322	10771	6268



Total Sales by Category, Month

Category	Apr	Feb	Jan	Jun	Mar	May
All	62544	68139	80974	76877	70307	82035
Groceries	16372	19763	19602	15284	18997	18415
Beverages	10605	9361	17483	12376	8413	16442
Clothing	8003	9908	10920	12559	9982	15800
Beauty	11539	8649	7122	13662	11060	11692
Footwear	5322	6844	7874	6268	7458	10771
Electronics	7173	5073	9048	7934	6480	5665
Pet Supplies	3530	8541	8925	8794	7917	3250

1.2. Rules and grids



1. Thin and light color rules and grids can help to create a more organized and structured table design, making it easier to read and understand.

2. These design elements can also provide visual interest and hierarchy, guiding the user's eye to important information within the table.



Category	Jan	Feb	Mar	Apr	May	Jun
Groceries	19602	19763	18997	16372	18415	15284
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Footwear	7874	6844	7458	5322	10771	6268



Total Sales by Category, Month

Category	Apr in Thousands	Feb in Thousands	Jan in Thousands	Jun in Thousands	Mar in Thousands	May in Thousands
All	62.54	68.14	80.97	76.88	70.31	82.03
Groceries	16.37	19.76	19.60	15.28	19.00	18.41
Beverages	10.61	9.36	17.48	12.38	8.41	16.44
Clothing	8.00	9.91	10.92	12.56	9.98	15.80
Beauty	11.54	8.65	7.12	13.66	11.06	11.69
Footwear	5.32	6.84	7.87	6.27	7.46	10.77
Electronics	7.17	5.07	9.05	7.93	6.48	5.67
Pet Supplies	3.53	8.54	8.93	8.79	7.92	3.25



1.3. Fill color

1. Dark colors in table design can be overwhelming and make it harder to read the data. It's best to use lighter colors or shades for a more balanced and readable design.

2. Using light colors for alternate rows can help to create visual separation, making it easier for users to distinguish between rows and follow the data across the table.



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Clothing	8.00	9.91	10.92	12.56	9.98	15.80
Beauty	11.54	8.65	7.12	13.66	11.06	11.69
Footwear	5.32	6.84	7.87	6.27	7.46	10.77
Electronics	7.17	5.07	9.05	7.93	6.48	5.67
Pet Supplies	3.53	8.54	8.93	8.79	7.92	3.25

2.1. Rows and Columns position



Arranging rows and columns in a logical and consistent manner in table design can help to improve readability, making it easier for users to understand and compare the data presented.



Total Sales by Month, Category

Month	Total Sales in Thousands
All	440.88
Jan	80.97
Beauty	7.12
Beverages	17.48
Clothing	10.92
Electronics	9.05
Footwear	7.87
Groceries	19.60
Pet Supplies	8.93
Feb	68.14
Beauty	8.65
Beverages	9.36
Clothing	9.91
Electronics	5.07
Footwear	6.84



Total Sales by Category, Month

Category	Apr in Thousands	Feb in Thousands	Jan in Thousands	Jun in Thousands	Mar in Thousands	May in Thousands
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Footwear	5.32	6.84	7.87	6.27	7.46	10.77
Electronics	7.17	5.07	9.05	7.93	6.48	5.67
Pet Supplies	3.53	8.54	8.93	8.79	7.92	3.25

2.2. Rows & Column sequence/sort



There are some scenarios when, you need a custom sorting for rows/columns. Inforiver allows you to sort rows and column in custom order. Just drag and drop rows/columns where you want.

Total Sales by Category, Month

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All	80.97	68.14	70.31	62.54	82.03	76.88
Beverages	17.48	9.36	8.41	10.61	16.44	12.38
Groceries	19.60	19.76	19.00	16.37	18.41	15.28
Electronics	9.05	5.07	6.48	7.17	5.67	7.93
Beauty	7.12	8.65	11.06	11.54	11.69	13.66
Clothing	10.92	9.91	9.98	8.00	15.80	12.56
Footwear	7.87	6.84	7.46	5.32	10.77	6.27
Pet Supplies	8.93	8.54	7.92	3.53	3.25	8.79

3.1. Text Orientation



Avoiding text orientation or angles in table design can help to maintain readability and reduce visual clutter, ensuring that users can quickly and easily interpret the data presented.



Category	Jan	Feb	Mar	Apr	May	Jun
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3.2. Data Alignment

1. Aligning numerical data to the right allows for easier comparison and readability, as the digits line up in columns and are easier to distinguish from one another.
2. Left-aligning text data creates a consistent look and makes it easier to scan the content, as the starting point of each word or sentence is aligned, allowing for easier readability.
3. Consistency in the number of digits for each part of a date (month, day, year) is important when formatting, regardless of how the dates are aligned in the table design..

 Quantity	 Quantity	 Quantity
7284	4410	3559
10064	11330	17009
103	132	172
40444	31498	12866
149	165	108
54690	95735	14718

 Category	 Category	 Category
Groceries	Groceries	Groceries
Beverages	Beverages	Beverages
Clothing	Clothing	Clothing
Beauty	Beauty	Beauty
Pet Supplies	Pet Supplies	Pet Supplies
Electronics	Electronics	Electronics
Footwear	Footwear	Footwear

 Date	 Date	 Date
05-03-2023	05-03-2023	05-03-2023
06-03-2023	06-03-2023	06-03-2023
07-03-2023	07-03-2023	07-03-2023
08-03-2023	08-03-2023	08-03-2023
09-03-2023	09-03-2023	09-03-2023
10-03-2023	10-03-2023	10-03-2023
11-03-2023	11-03-2023	11-03-2023



3.3. Font Selection

The primary goals for selecting fonts - in table design best practices -

1. The font should be as legible as possible.
2. The same font should be used throughout.

Examples of few good fonts - Segoe UI, Calibri, Roboto.



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4. Summarizing Values



Summarizing values at row and column level gives an overall idea of numbers. Inforiver provides options to insert calculated rows and columns that allows you to summarize rows/columns at a custom level. Just right click and insert the row/column as shown below.

The screenshot displays the Inforiver interface with the 'Insert' tab selected in the ribbon. The ribbon includes options for 'Row' (Insert, Invert, Manage) and 'Column' (Quick, Insert, Blend, Simulate, Data Input). A 'Calculated Row' dialog box is open on the right, showing the title 'Groceries & Beverages' and the formula '[Groceries] + [Beverages]'. The dialog also has an 'Include in total' checkbox and 'Close' and 'Update' buttons. The main table, titled 'Total Sales by Category, Region', has columns for 'Region', 'East', 'North', 'Region Item', 'South', and 'West'. The 'Region Item' column is further divided into 'East & North in Thousands', 'South', and 'West'. The 'Groceries & Beverages' row is highlighted in blue, and a blue arrow points to it from the left. Another blue arrow points to the 'Insert' tab in the ribbon.

Region	East	North	Region Item	South	West
Category	Total Sales in Thousands	Total Sales in Thousands	East & North in Thousands	Total Sales in Thousands	Total Sales in Thousands
All	70.31	80.97	151.28	68.14	62.54
Groceries	19.00	19.60	38.60	19.76	16.37
Beverages	8.41	17.48	25.90	9.36	10.61
Groceries & Beverages	27.41	37.09	64.50	29.12	26.98
Electronics	6.48	9.05	15.53	5.07	7.17
Beauty	11.06	7.12	18.18	8.65	11.54
Clothing	9.98	10.92	20.90	9.91	8.00
Footwear	7.46	7.87	15.33	6.84	5.32

5. Number Formatting



Proper number formatting in table design enhances readability and ensures accurate interpretation of numerical data, reducing time to read and misunderstandings. Inforiver offers dynamic number formatting which formats the numbers based on their values.

Total Sales by Category, Month						
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The screenshot shows the Inforiver software interface with the 'Quick Format' dropdown menu open. The menu options are:

- Uniform: Apply universal format
- Measure Level: Format each measure individually
- Auto: Format each cell individually
- Native (Power BI Format): As defined in your data model

Below the menu, a table shows the same data as the first table but with numbers formatted in thousands (e.g., 62.5k, 68.1k, 81.0k).

Total Sales by Category, Month						
Category	Apr	Feb	Ja	Ma	May	
All	62.5k	68.1k	81.0k			82.0k
Groceries	16.4k	19.8k	19.6k			
Beverages	10.6k	9.4k	17.5k	12.4k	8.4k	16.4k
Clothing	8.0k	9.9k	10.9k	12.6k	10.0k	15.8k
Beauty	11.5k	8.6k	7.1k	13.7k	11.1k	11.7k
Footwear	5.3k	6.8k	7.9k	6.3k	7.5k	10.8k
Electronics	7.2k	5.1k	9.0k	7.9k	6.5k	5.7k
Pet Supplies	3.5k	8.5k	8.9k	8.8k	7.9k	3.3k

6. Decimals



The number of decimal places in table design should be determined based on the nature of the data being presented, with no fixed rule for formatting. More decimal places may be needed when dealing with highly precise data, while fewer decimal places may suffice for data that does not require a high level of precision.

Total Sales by Category, Month

Category	Apr	Feb	Jan	Jun	Mar	May
All	62.54k	68.14k	80.97k	76.88k	70.31k	82.03k
Groceries	16.37k	19.76k	19.60k	15.28k	19.00k	18.41k
Beverages	10.61k	9.36k	17.48k	12.38k	8.41k	16.44k
Clothing	8.00k	9.91k	10.92k	12.56k	9.98k	15.80k
Beauty	11.54k	8.65k	7.12k	13.66k	11.06k	11.69k
Footwear	5.32k	6.84k	7.87k	6.27k	7.46k	10.77k
Electronics	7.17k	5.07k	9.05k	7.93k	6.48k	5.67k
Pet Supplies	3.53k	8.54k	8.93k	8.79k	7.92k	3.25k

Total Sales by Category, Month

Category	Apr	Feb	Jan	Jun	Mar	May
All	63k	68k	81k	77k	70k	82k
Groceries	16k	20k	20k	15k	19k	18k
Beverages	11k	9k	17k	12k	8k	16k
Clothing	8k	10k	11k	13k	10k	16k
Beauty	12k	9k	7k	14k	11k	12k
Footwear	5k	7k	8k	6k	7k	11k
Electronics	7k	5k	9k	8k	6k	6k
Pet Supplies	4k	9k	9k	9k	8k	3k

7. Headers, Footers and Page Information



To enhance table organization for larger datasets, utilize appropriate header, footer, and page information. Inforiver Matrix includes all these features, enabling users to limit the number of rows per page and easily edit the header and footer.

Total Sales by Category, Month

Category	Apr	Feb	Jan	Jun	Mar	May
All	63k	68k	81k	77k	70k	82k
Groceries	16k	20k	20k	15k	19k	18k
Beverages	11k	9k	17k	12k	8k	16k
Clothing	8k	10k	11k	13k	10k	16k
Beauty	12k	9k	7k	14k	11k	12k

8. Use Conditional Formatting



Conditional formatting improves data analysis by highlighting important information, allowing quick identification of trends and outliers.

Employee ID	Department	Job Role	Attrition Date	Years At Company	Years In Current Role	Monthly Income	Monthly Salary	Work Life Balance	Performance Rating
1079	Research & Development	Laboratory Technician	03 Jan 2022	1.0	0.0	\$ 1,416	\$ 17,258	Fair	★★★★☆(3)
1081	Research & Development	Research Scientist	22 Mar 2022	10.0	0.0	\$ 2,461	\$ 10,332	Excellent	★★★★☆(3)
1082	Research & Development	Healthcare Representative	10 Nov 2021	10.0	7.0	\$ 8,722	\$ 12,355	Fair	★★★★☆(3)
1098	Human Resources	Human Resources	06 May 2022	20.0	6.0	\$ 10,482	\$ 2,326	Good	★★★★☆(3)
1100	Sales	Sales Executive	10 Mar 2022	8.0	7.0	\$ 9,582	\$ 10,333	Good	★★★★★(4.5)
1101	Research & Development	Research Scientist	18 Oct 2021	13.0	7.0	\$ 4,508	\$ 3,129	Good	★★★★★(4.5)
1106	Research & Development	Laboratory Technician	10 Mar 2022	7.0	7.0	\$ 3,691	\$ 4,605	Excellent	★★★★☆(3)
1107	Research & Development	Laboratory Technician	17 Dec 2021	1.0	1.0	\$ 2,377	\$ 19,373	Fair	★★★★★(4.5)
1108	Research & Development	Research Scientist	19 Nov 2021	2.0	2.0	\$ 2,313	\$ 2,993	Good	★★★★★(4.5)
1111	Research & Development	Laboratory Technician	02 May 2022	1.0	0.0	\$ 2,596	\$ 7,160	Good	★★★★☆(3)
1113	Sales	Sales Executive	04 May 2022	0.0	0.0	\$ 4,728	\$ 17,251	Good	★★★★☆(3)
1127	Research & Development	Healthcare Representative	13 Apr 2022	18.0	7.0	\$ 12,169	\$ 13,547	Good	★★★★☆(3)
1156	Research & Development	Laboratory Technician	21 Mar 2022	0.0	0.0	\$ 1,904	\$ 13,556	Good	★★★★☆(3)
1157	Sales	Sales Executive	21 Feb 2022	5.0	2.0	\$ 8,224	\$ 18,385	Good	★★★★☆(3)
1160	Research & Development	Laboratory Technician	24 Jan 2022	2.0	2.0	\$ 2,610	\$ 6,233	Fair	★★★★☆(3)
1165	Sales	Sales Executive	18 Jul 2021	11.0	8.0	\$ 7,336	\$ 11,162	Poor	★★★★☆(3)

To know more about Inforiver Matrix, visit
<https://inforiver.com/matrix/>

