

BOX 2.2 How to Create a Professional-Looking Frequency Table in Word

1. Give it a title describing its content.
2. After the title, insert a table of the appropriate size: columns = 3; rows = 2 + the number of categories in your variable.

>Insert

>Table

>Insert Table

Number of columns = 3

Number of rows = 2 + *number of categories of variable*

3. In the first row, label the three columns: *Variable Label*, "Frequency," "Percent."
4. In the first column, list the categories of the variable.
5. In the second column, give the frequencies of those categories.
6. In the last column, give the valid percentages—do not include the missing cases unless this is actually relevant to your analysis.
7. In the last row, give the totals for the columns: "Total," "*number of valid cases*," "100.0%."
8. Draw the appropriate lines.

Highlight the entire table:

>Borders and Shading (*the arrow, not the icon*)

>Borders and Shadings

Settings

>None

Style

The single line should be highlighted.

Preview

Click above and below the table to add lines there.

>OK

Highlight the first line (which has the column labels):

>Borders and Shading (*the arrow, not the icon*)

>Bottom Border

9. Below the last line, use a smaller font to add the data source and any other clarifying information.