

BOX 9.5 How to Create a Contingency Table in Word

1. Give the table a title in the form of the name of the *"dependent variable"* "by" the *"independent variable."*
2. Insert a table with as many rows as it has categories in the dependent variable plus four. It has as many columns as it has categories in the independent variable plus two.
3. In the first row, type the name of the dependent variable in the first column, each of the categories of the independent variable in the next columns, and the word "Total" in the last column.
4. Below the name of the dependent variable in the first column, place each of the categories of the dependent variable. In the row third from the bottom, type "Total"; second from the bottom, type "n"; and leave the first column of the bottom row empty.
5. Calculate the column percents for each cell by dividing the cell count by the column count and multiplying by 100.
6. Include marginals for both the rows and the columns—in both percent and number of cases.
7. In the last column of the last line of the table, place the measure of association along with the appropriate number of stars for the statistical significance.
8. Place lines after the title, after the column headings and at the end using the "Borders and Shadings" command in Word.
9. Give any relevant information in a smaller font below the bottom line including a key to the number of stars for statistical significance.