

Word Functionality: Tables and Figures

- ✚ Horizontally centre the table or figure (chart/graph) across the page.
- ✚ Insert a caption: see the **add caption** drop-down list on the Microsoft support page <https://support.microsoft.com/en-us/office/add-format-or-delete-captions-in-word-82fa82a4-f0f3-438f-a422-34bb5cef9c81>
- ✚ Select a caption above for a table and caption below for a figure.
- ✚ Number the table captions as they first appear in the report (Table 1, Table 2, and so on). Number the figure captions as they first appear in the report (Figure 1, Figure 2, and so on).
- ✚ Ensure that you include the caption title and if relevant, a citation, in the caption.
- ✚ Centre the caption.
- ✚ Refer to the table or figure in the report.

An example of captioning in a report is given below:

Table 1 indicates that New Year will be cool this year. This suggests that residents of Adelaide would be able to plan for a hot roast meal on New Years Day. However, the accuracy of the forecasted temperatures has not been established and therefore residents should be prepared with a cold salad on standby.

Table 1: Expected maximum daily temperatures in Adelaide (Janssen & Janssen 2023, Fig. 33, p. 77)

Date	Temperature °C
22/12/2023	23
23/12/2023	26
24/12/2023	27
25/12/2023	22
26/12/2023	20
27/12/2023	24
28/12/2023	28
29/12/2023	30
30/12/2023	32
31/12/2023	31
1/1/2024	19
2/1/2024	20
3/1/2024	20
4/1/2024	28

Continue the body text here. If you now wish to refer to a figure, start numbering the figures from 1: as shown in the caption of Figure 1. Refer to Figure 1 in the body text of

the report. The same data would not be shown in Table 1 and in Figure 1. Select the most appropriate manner to display the data.

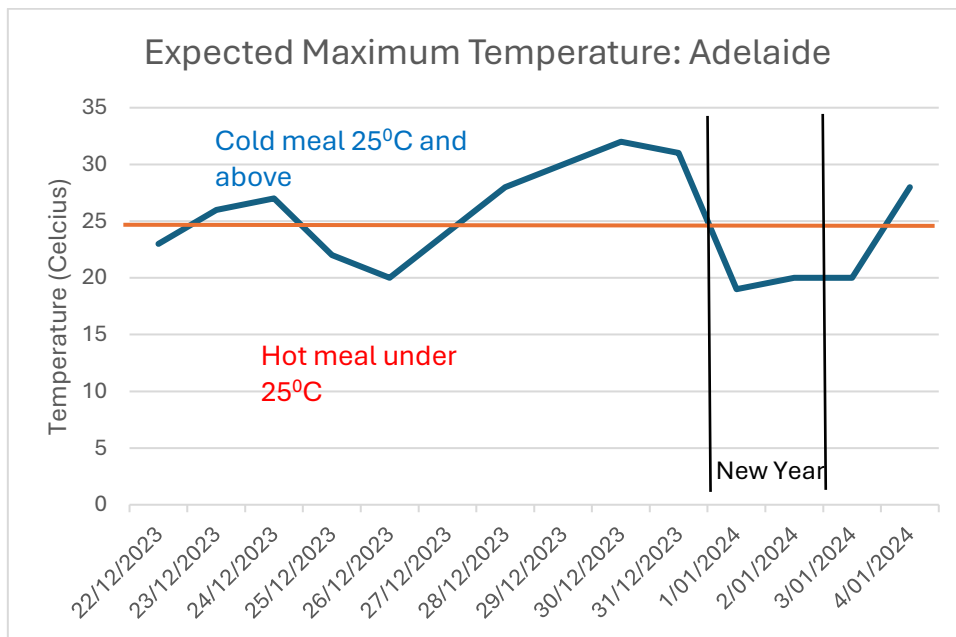


Figure 1: Expected Maximum Daily Temperature (°C) in Adelaide (citation)

Continue the body text here. The next table, should there be one, will be numbered Table 2. Similarly, the next figure will be labelled Figure 2.