

WHAT TO USE WHEN

Handout 1

Table	Is a systematic arrangement of data in rows and column such as a comparison of exact numbers within and among categories.
Line chart	Is more dramatic than a table and shows changes in a continuous series of data; e.g., simple line chart, multiple line chart, bilateral line chart, belt chart.
Bar chart	Shows vertical or horizontal comparison of discrete data.
Pie chart	Dramatizes percentage components of a single factor.
Diagram, drawing, flow chart	Simplifies complicated procedures or instructions.
Pictogram	Shows variations of bar charts that employ images of items (coins, people, cars) instead of bars.
Statistical map	Dramatizes different geographical regions with respect to variables.
Picture	Adds a personal touch or sense of reality.