

Appendix A: Sample Data Table Formatting

Table A.1: Quarterly Sales Data by Region (2023)

Region	Q1 Sales (in USD)	Q2 Sales (in USD)	Q3 Sales (in USD)	Q4 Sales (in USD)	Total (in USD)
North	120,000	135,000	150,000	145,000	550,000
South	98,000	102,000	110,000	119,000	429,000
East	87,000	91,500	94,000	101,000	373,500
West	110,000	115,500	124,000	130,000	479,500

Notes on Table Formatting:

- Include clear and descriptive table titles and numbers (e.g., "Table A.1").
- Label all columns and units of measure where appropriate.
- Use consistent formatting, alignment, and spacing throughout tables.
- Position each table within the appendix, referenced in the main body of the report as needed.
- Add explanatory footnotes or notes below tables if clarification is required.