The field of statistics is the science of learning from data. Statistical knowledge helps you use the proper methods to collect the data, employ the correct analyses, and effectively present the results.

**Presentation of Data**

**Classification:** Division of data into groups and classes is called classification. Two types of classification are

1. One way classification: (Present one criteria)
2. Two way classification: (Represent two criteria like age and weight)

 **Tabulation:** Division of data into rows and columns is called tabulation.

**Parts of Table**

1. Title 2. Prefatory notes (A statement given below the title and enclosed in brackets usually describes the units of measurement and is called the prefatory notes).

3. Stub (Section containing row caption)

4. Box Head (Section containing column caption)

5. Body (Contains the entire data arranged in rows and columns)

6. Foot notes (below the body providing additional explanation)

7. Source notes (Source from where we collect data)

**General Sketch of a table**

—–THE TITLE—-
—-Prefatory Notes—-

|  |  |
| --- | --- |
|  | —-Box Head—- |
| —-Row Captions—- | ——Column Captions—– |
|  |  |  |  |
| —Stub Entries— | —–The Body—– |

Foot Notes…
Source Notes…

**Difference between classification and tabulation**

 **(1)** First the data are classified and then they are presented in tables, and classification and tabulation in fact go together. So classification is the basis for tabulation.

**(2)** In tabulation classified data are placed in rows and columns.

**(3)** Classification is a process of statistical analysis whereas tabulation is a process of presenting the data in suitable forms.