

# Qualtrics – Insert Table

<https://siue.qualtrics.com>

The Initial Report automatically contains a Response Table for each question. Click on **Insert a Table** to add a response table or statistics table. Response tables summarize the data for each question while the statistics tables give key data points.

The screenshot shows a Qualtrics report interface. On the left is a navigation pane with question numbers 1 through 5. The main area displays question 1: "1. What is your age? (U.S. Census 7 Categories)". Below the question is a response table with columns for Answer, Response, and %. The table data is as follows:

Answer	Response	%
1 Under 18 years	3	15%
2 18 to 24 years	1	5%
3 25 to 34 years	4	20%
4 35 to 44 years	6	30%
5 45 to 54 years	2	10%
6 55 to 64 years	4	20%
7 65 years and over	1	5%
Total	20	100%

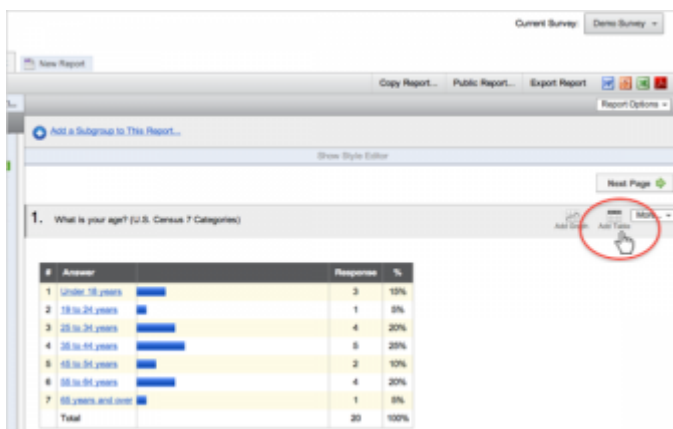
Below the response table is a "Table Options" dialog box with the following statistics:

Statistic	Value
Min Value	1
Max Value	7
Mean	3.80
Variance	3.20
Standard Deviation	1.80
Total Responses	20

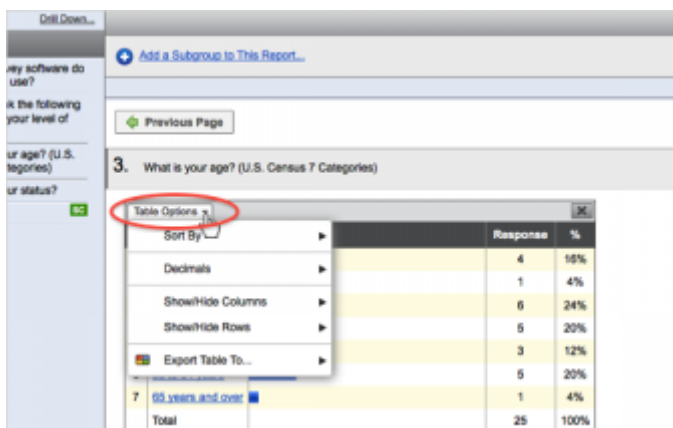
## [Response Tables](#)

To add Response Table:

1. Click **Add Table** at the top right of your question in the report.



2. Hover your mouse over the table and click **Table Options** to see the following customization options:

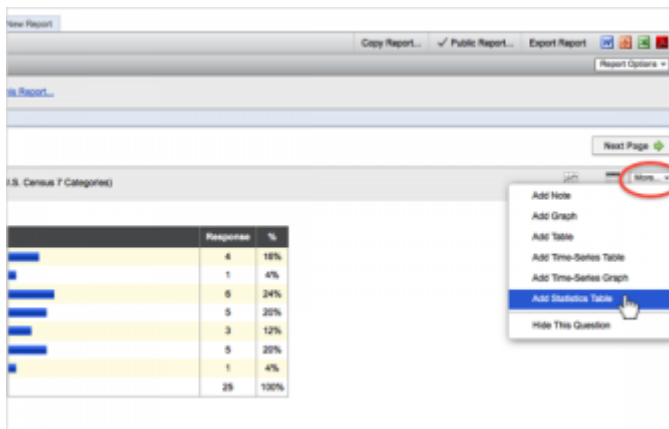


- **Sort By:** Sort your table by any of its columns. Alternatively, you can click on the column headers to automatically sort.
- **Decimals:** Choose how many decimal places to be displayed in your table data.
- **Show/Hide Columns:** Toggle columns in your table to be displayed or hidden.
- **Show/Hide Rows:** Toggle rows in your table to be displayed or hidden.
- **Export Table:** Save your table to Word, PowerPoint, Excel, or PDF.

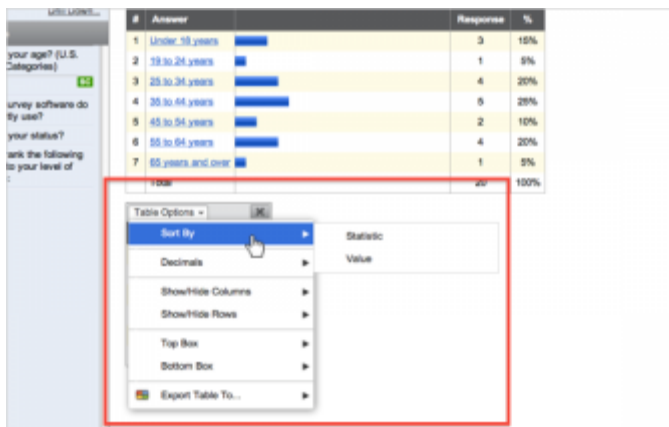
## [Statistics Tables](#)

### To add a Statistics Table:

1. Click **More** at the top-right of your question in the report, and select **Statistics Table**.



2. Hover your mouse over the table and click **Table Options** to see the following customization options:



- **Sort By:** Sort your table by any of its columns. Alternatively, you can click on the column headers to automatically sort.
- **Decimals:** Choose how many decimal places to be displayed in your table data.
- **Show/Hide Columns:** Toggle columns in your table to be displayed or hidden.
- **Show/Hide Rows:** Toggle rows in your table to be displayed or hidden.
- **Top Box:** Create a Top Box statistic, which will create a combined statistic for 1 to 3 choices on the high end of your scale.
- **Bottom Box:** Create a Bottom Box statistic, which will create a combined statistic for 1 to 3 choices on the low end of your scale.
- **Export Table:** Save your table to Word, PowerPoint, Excel, or PDF.