In this practice, you format charts and tables according to the guidelines you read about in thec onlime textbook. If necessary, review these chapters: [graphics](https://mcmassociates.io/textbook/graphics_only.html); [tables graphs, charts](https://mcmassociates.io/textbook/tables.html); [cross-references](https://mcmassociates.io/textbook/cross.html)—in particular, “Explanatory Phrasing in Cross-References.”

For each of the charts below:

1. Add a title, making sure of the standard location.
2. Add a source indicator based on the bibliography
3. Add a paragraph above the chart that contains an explanatory cross-reference to the chart.
4. Name your file with some part of your name and **\_proposal**, for example, davidmc\_proposal.docx (or whichever extension your app uses).
5. Send this practice file by e-mail attachment to your instructor at davidm@austincc.edu.
6. Name your file with some part of your name and **\_crossrefs**, for example, davidmc\_crossrefs.docx (or whichever extension your app uses).
7. Send this practice file by e-mail attachment to your instructor at davidm@austincc.edu.

|  |  |  |  |
| --- | --- | --- | --- |
| **Manufacturer** | **Year 2000 Sales (Millions)** | **Year 2001 Sales (Millions)** | **Yearly Differential** |
| General Motors | 4911.7 | 4852.6 | -1.2 |
| Ford | 4147.7 | 3915.5 | -5.6 |
| Daimler‐Chrysler | 2728.9 | 2479.9 | -9.1 |
| Toyota | 1619.2 | 1738.3 | 7.4 |
| Honda | 158.9 | 1207.6 | 4.2 |
| Nissan | 752.8 | 703.7 | -6.5 |
| Other | 2030.6 | 2224.5 | 9.5 |
|  |  |  |  |
| **Totals:** | **16349.8** | **17122.1** | **-1.3** |

Notes for reformat: Stacy Furjanic, *Saturn Corporation: Strategic Analysis and Recommendations*, Pennsylvania State Univ., 2002.

Notes for reformat: Stacy Furjanic, *Saturn Corporation: Strategic Analysis and Recommendations*, Pennsylvania State Univ., 2002.

Notes for reformat: This chart shows percentage of lithium mining production by country. *Source:* ADI Analytics. *The incongruity between “dirty” lithium mining and “clean” electric vehicles*. N.d. <https://adi-analytics.com/2021/08/22/the-incongruity-between-dirty-lithium-mining-and-clean-electric-vehicles-2/>. Accessed June 27, 2022.