

MICROSOFT EXCEL



Tables

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Introduction

- Once you've entered information into your worksheet, you may want to format your data as a **table**. Just like regular formatting, tables can improve the **look and feel** of your workbook, and they'll also help you **organize** your content and make your data easier to use. Excel includes several **tools** and **predefined table styles**, allowing you to create tables quickly and easily.

Format data as table

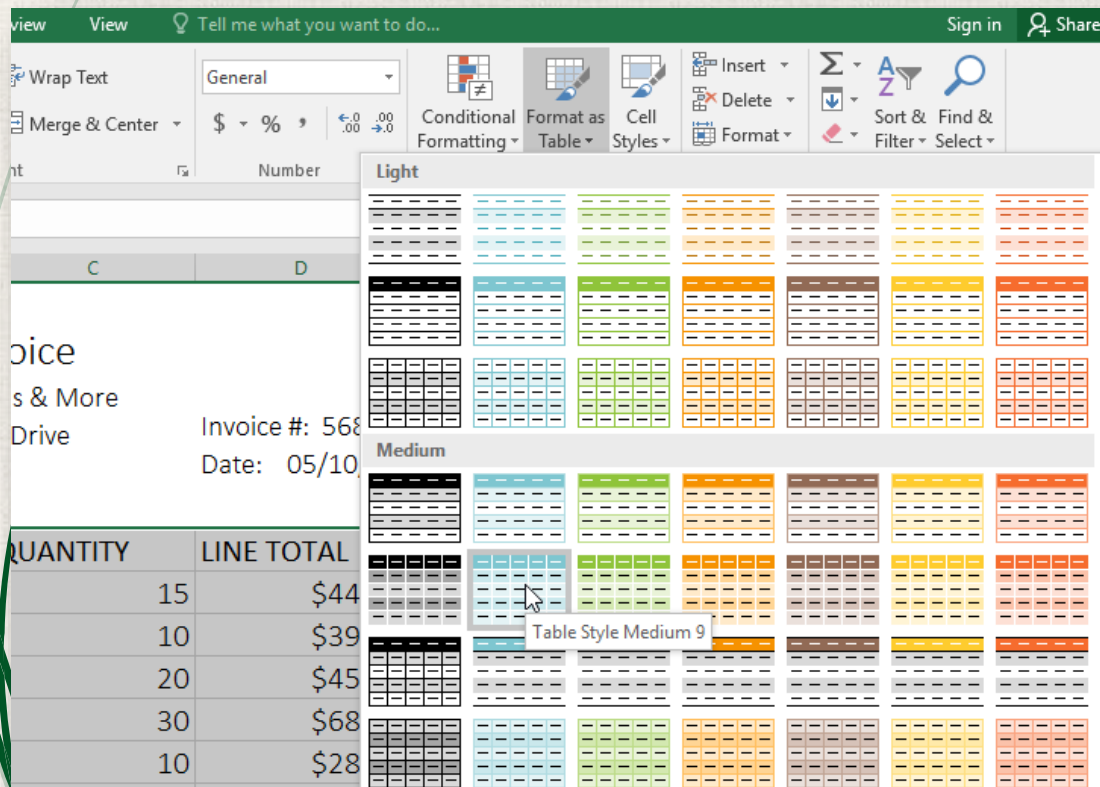
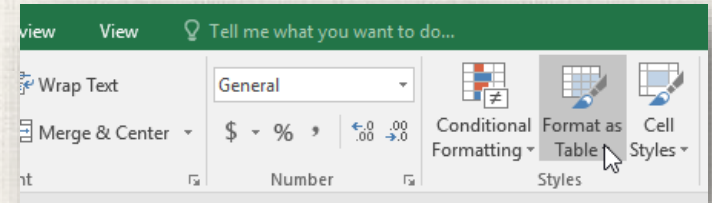
1. Select the **cells** you want to format as a table. In our example, we'll select the cell range **A2:D9**.

| | A | B | C | D |
|----|---|------------|----------|------------|
| 1 |  <div> <h2>Catering Invoice</h2> <p>Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804</p> <p>Invoice #: 5686B Date: 05/10/16</p> </div> | | | |
| 2 | MENU ITEM | UNIT PRICE | QUANTITY | LINE TOTAL |
| 3 | Empanadas: Beef Picadillo | \$2.99 | 15 | \$44.85 |
| 4 | Empanadas: Chipotle Shrimp | \$3.99 | 10 | \$39.90 |
| 5 | Tamales: Chicken Tinga | \$2.29 | 20 | \$45.80 |
| 6 | Tamales: Vegetable | \$2.29 | 30 | \$68.70 |
| 7 | Arepas: Carnitas | \$2.89 | 10 | \$28.90 |
| 8 | Arepas: Queso Blanco | \$2.49 | 20 | \$49.80 |
| 9 | Beverages: Horchata | \$1.89 | 25 | ✚ \$47.25 |
| 10 | | | | |

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Format data as table

- From the **Home** tab, click the **Format as Table** command in the **Styles** group.
- Select a **table style** from the drop-down menu.



Format data as table

4. A dialog box will appear, confirming the selected **cell range** for the table.
5. If your table has **headers**, check the box next to **My table has headers**, then click **OK**.

The screenshot shows an Excel spreadsheet with a catering invoice template. The invoice header includes the 'SABROSA Empanadas & More' logo, the company name 'Sabrosa Empanadas & More', address '1202 Biscayne Bay Drive, Orlando, FL 32804', invoice number '5686B', and date '05/10/16'. Below the header is a table with columns: MENU ITEM, UNIT PRICE, QUANTITY, and LINE TOTAL. The table contains items like Empanadas, Tamales, and Arepas. A 'Format As Table' dialog box is open over the table, showing the range '\$A\$2:\$D\$9' and the checked option 'My table has headers'. The 'OK' button is highlighted.

| MENU ITEM | UNIT PRICE | QUANTITY | LINE TOTAL |
|----------------------------|------------|----------|------------|
| Empanadas: Beef Picadillo | | 15 | \$44.85 |
| Empanadas: Chipotle Shrimp | | 10 | \$39.90 |
| Tamales: Chicken Tinga | | 20 | \$45.80 |
| Tamales: Vegetable | | 30 | \$68.70 |
| Arepas: Carnitas | | 10 | \$28.90 |
| Arepas: Queso Blanco | | 20 | \$49.80 |
| Beverages: Horchata | \$1.89 | 25 | \$47.25 |

Format data as table

6. The cell range will be formatted in the selected **table style**.

| | A | B | C | D |
|----|--|-------------------|-----------------|-------------------|
| 1 |  <div> Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804 </div> <div> Invoice #: 5686B Date: 05/10/16 </div> | | | |
| 2 | MENU ITEM | UNIT PRICE | QUANTITY | LINE TOTAL |
| 3 | Empanadas: Beef Picadillo | \$2.99 | 15 | \$44.85 |
| 4 | Empanadas: Chipotle Shrimp | \$3.99 | 10 | \$39.90 |
| 5 | Tamales: Chicken Tinga | \$2.29 | 20 | \$45.80 |
| 6 | Tamales: Vegetable | \$2.29 | 30 | \$68.70 |
| 7 | Arepas: Carnitas | \$2.89 | 10 | \$28.90 |
| 8 | Arepas: Queso Blanco | \$2.49 | 20 | \$49.80 |
| 9 | Beverages: Horchata | \$1.89 | 25 | \$47.25 |
| 10 | | | | |

Tables include **filtering** by default. You can filter your data at any time using the **drop-down arrows** in the header cells.

Modifying Tables

- It's easy to modify the look and feel of any table after adding it to a worksheet. Excel includes many different options for customizing a table, including **adding rows or columns** and changing the **table style**.

Adding rows or columns to a table

If you need to fit more content into your table, Excel allows you to modify the **table size** by including additional rows and columns. There are two simple ways to change the table size:

- Enter **new content** into any adjacent row or column. The row or column will be roped into the table automatically.

| | A | B | C | D |
|----|---|---|------------------------------------|-------------------|
| 1 |  | Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804 | | |
| | | | Invoice #: 5686B Date: 05/10/16 | |
| 2 | MENU ITEM | UNIT PRICE | QUANTITY | LINE TOTAL |
| 3 | Empanadas: Beef Picadillo | \$2.99 | 15 | \$44.85 |
| 4 | Empanadas: Chipotle Shrimp | \$3.99 | 10 | \$39.90 |
| 5 | Tamales: Chicken Tinga | \$2.29 | 20 | \$45.80 |
| 6 | Tamales: Vegetable | \$2.29 | 30 | \$68.70 |
| 7 | Arepas: Carnitas | \$2.89 | 10 | \$28.90 |
| 8 | Arepas: Queso Blanco | \$2.49 | 20 | \$49.80 |
| 9 | Beverages: Horchata | \$1.89 | 25 | \$47.25 |
| 10 | Beverages: Lemonade | | | |
| 11 | | | | |

Adding rows or columns to a table

- Click and drag the **bottom-right corner** of the table to create additional rows or columns.



| | A | B | C | D |
|----|--|-------------------|-----------------|-------------------|
| 1 |  <div>Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804</div> <div>Invoice #: 5686B Date: 05/10/16</div> | | | |
| 2 | MENU ITEM | UNIT PRICE | QUANTITY | LINE TOTAL |
| 3 | Empanadas: Beef Picadillo | \$2.99 | 15 | \$44.85 |
| 4 | Empanadas: Chipotle Shrimp | \$3.99 | 10 | \$39.90 |
| 5 | Tamales: Chicken Tinga | \$2.29 | 20 | \$45.80 |
| 6 | Tamales: Vegetable | \$2.29 | 30 | \$68.70 |
| 7 | Arepas: Carnitas | \$2.89 | 10 | \$28.90 |
| 8 | Arepas: Queso Blanco | \$2.49 | 20 | \$49.80 |
| 9 | Beverages: Horchata | \$1.89 | 25 | \$47.25 |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |

Changing table style

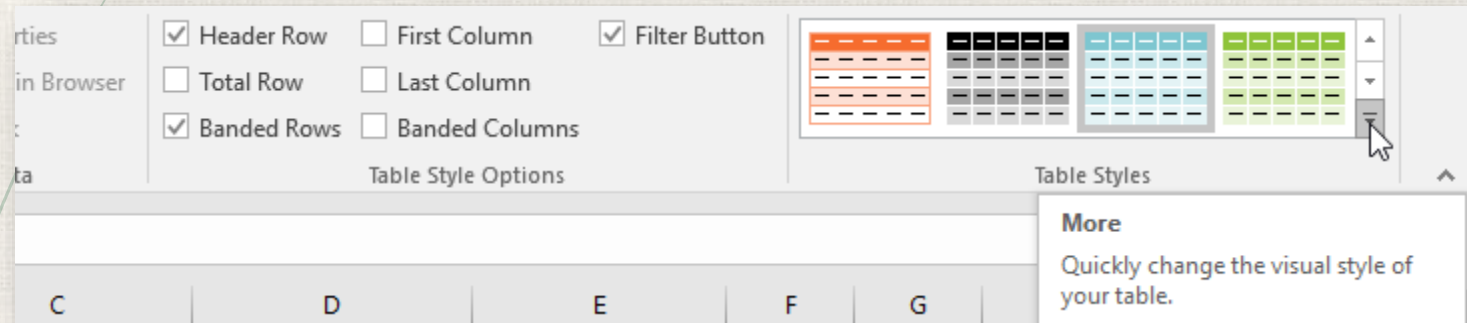
1. Select **any cell** in your table, then click the **Design** tab.

The screenshot shows the Microsoft Excel interface with the 'Design' tab selected in the 'Table Tools' ribbon. The ribbon contains several groups of options: 'Table Name' (Table3), 'Table Tools' (Summarize with PivotTable, Remove Duplicates, Convert to Range, Insert Slicer), 'External Table Data' (Export, Refresh, Open in Browser, Unlink), 'Properties', and 'Table Style Options' (Header Row, Total Row, Banded Rows, First Column, Last Column, Banded Columns). The 'Table Style Options' section shows 'Header Row' and 'Banded Rows' checked. The spreadsheet below shows a 'Catering Invoice' for 'Sabrosa Empanadas & More' with a table of items.

| Catering Invoice | | | | |
|--------------------------|----------------------------|-------------------|-----------------|-------------------|
| Sabrosa Empanadas & More | | | | |
| 1202 Biscayne Bay Drive | | | | |
| Orlando, FL 32804 | | | | |
| Invoice #: 5686B | | | | |
| Date: 05/10/16 | | | | |
| 1 | | | | |
| 2 | MENU ITEM | UNIT PRICE | QUANTITY | LINE TOTAL |
| 3 | Empanadas: Beef Picadillo | \$2.99 | 15 | \$44.85 |
| 4 | Empanadas: Chipotle Shrimp | \$3.99 | 10 | \$39.90 |
| 5 | Tamales: Chicken Tinga | \$2.29 | 20 | \$45.80 |
| 6 | Tamales: Vegetable | \$2.29 | 30 | \$68.70 |

Changing table style

2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see all available table styles.



Changing table style

3. Select the desired **table style**.

The screenshot shows the 'Table Style' task pane in Microsoft Word. The pane is divided into two main sections: 'Table Style' and 'Table Style Dark'. The 'Table Style' section contains a grid of 16 styles, and the 'Table Style Dark' section contains a grid of 8 styles. The 'Table Style Dark 11' style is highlighted with a mouse cursor. The background shows a table with columns 'C' and 'D' and a table with columns 'QUANTITY' and 'LINE TOTAL'.

| QUANTITY | LINE TOTAL |
|----------|------------|
| 15 | \$44.85 |
| 10 | \$39.90 |
| 20 | \$45.80 |
| 30 | \$68.70 |
| 10 | \$28.90 |
| 20 | \$49.80 |
| 25 | \$47.25 |

Changing table style

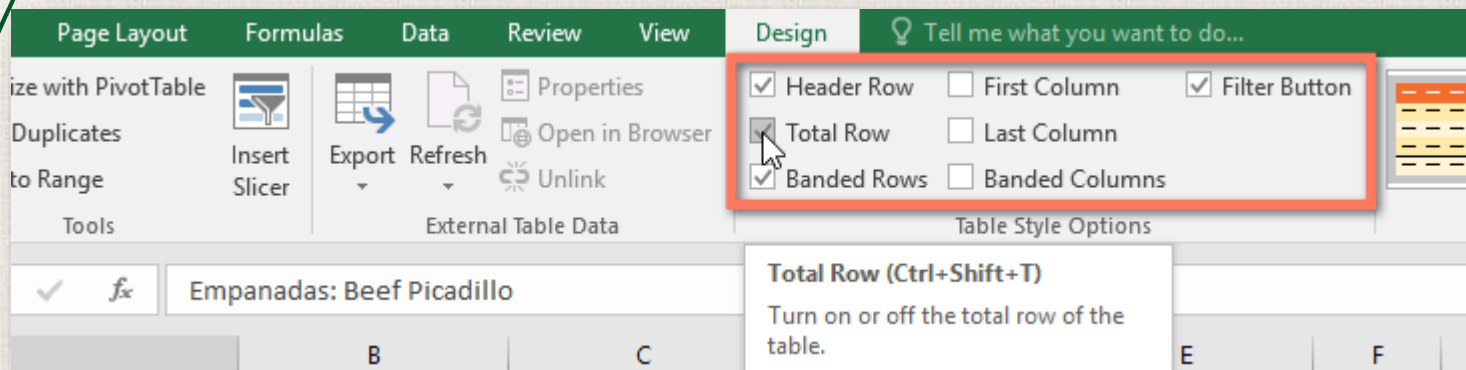
4. The **table style** will be applied.

| | A | B | C | D |
|----|---|-------------------|-----------------|-------------------|
| 1 |  <div> <p>Catering Invoice</p> <p>Sabrosa Empanadas & More</p> <p>1202 Biscayne Bay Drive</p> <p>Orlando, FL 32804</p> </div> <div> <p>Invoice #: 5686B</p> <p>Date: 05/10/16</p> </div> | | | |
| 2 | MENU ITEM | UNIT PRICE | QUANTITY | LINE TOTAL |
| 3 | Empanadas: Beef Picadillo | \$2.99 | 15 | \$44.85 |
| 4 | Empanadas: Chipotle Shrimp | \$3.99 | 10 | \$39.90 |
| 5 | Tamales: Chicken Tinga | \$2.29 | 20 | \$45.80 |
| 6 | Tamales: Vegetable | \$2.29 | 30 | \$68.70 |
| 7 | Arepas: Carnitas | \$2.89 | 10 | \$28.90 |
| 8 | Arepas: Queso Blanco | \$2.49 | 20 | \$49.80 |
| 9 | Beverages: Horchata | \$1.89 | 25 | \$47.25 |
| 10 | | | | |

Modifying table style options


You can turn various options **on** or **off** to change the appearance of any table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Select **any cell** in your table, then click the **Design** tab.
2. **Check** or **uncheck** the desired options in the **Table Style Options** group. In our example, we'll check **Total Row** to automatically include a **total** for our table.



Modifying table style options

3. The table style will be modified. In our example, a **new row** has been added to the table with a **formula** that automatically calculates the total value of the cells in column D.

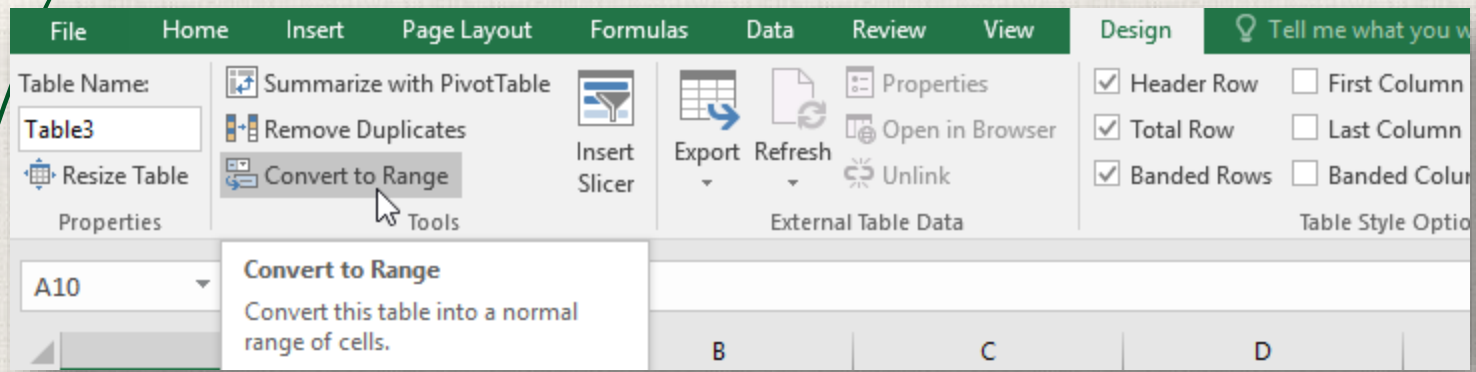
| | A | B | C | D |
|----|--|-------------------|-----------------|-------------------|
| 1 |  <div> Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804 </div> <div> Invoice #: 5686B Date: 05/10/16 </div> | | | |
| 2 | MENU ITEM | UNIT PRICE | QUANTITY | LINE TOTAL |
| 3 | Empanadas: Beef Picadillo | \$2.99 | 15 | \$44.85 |
| 4 | Empanadas: Chipotle Shrimp | \$3.99 | 10 | \$39.90 |
| 5 | Tamales: Chicken Tinga | \$2.29 | 20 | \$45.80 |
| 6 | Tamales: Vegetable | \$2.29 | 30 | \$68.70 |
| 7 | Arepas: Carnitas | \$2.89 | 10 | \$28.90 |
| 8 | Arepas: Queso Blanco | \$2.49 | 20 | \$49.80 |
| 9 | Beverages: Horchata | \$1.89 | 25 | \$47.25 |
| 10 | Total | | | \$325.20 |
| 11 | | | | |

Depending on the type of **content** you have—and the **table style** you've chosen—these options can affect your table's appearance in various ways. You may need to experiment with a few different options to find the exact style you want.

Removing a table

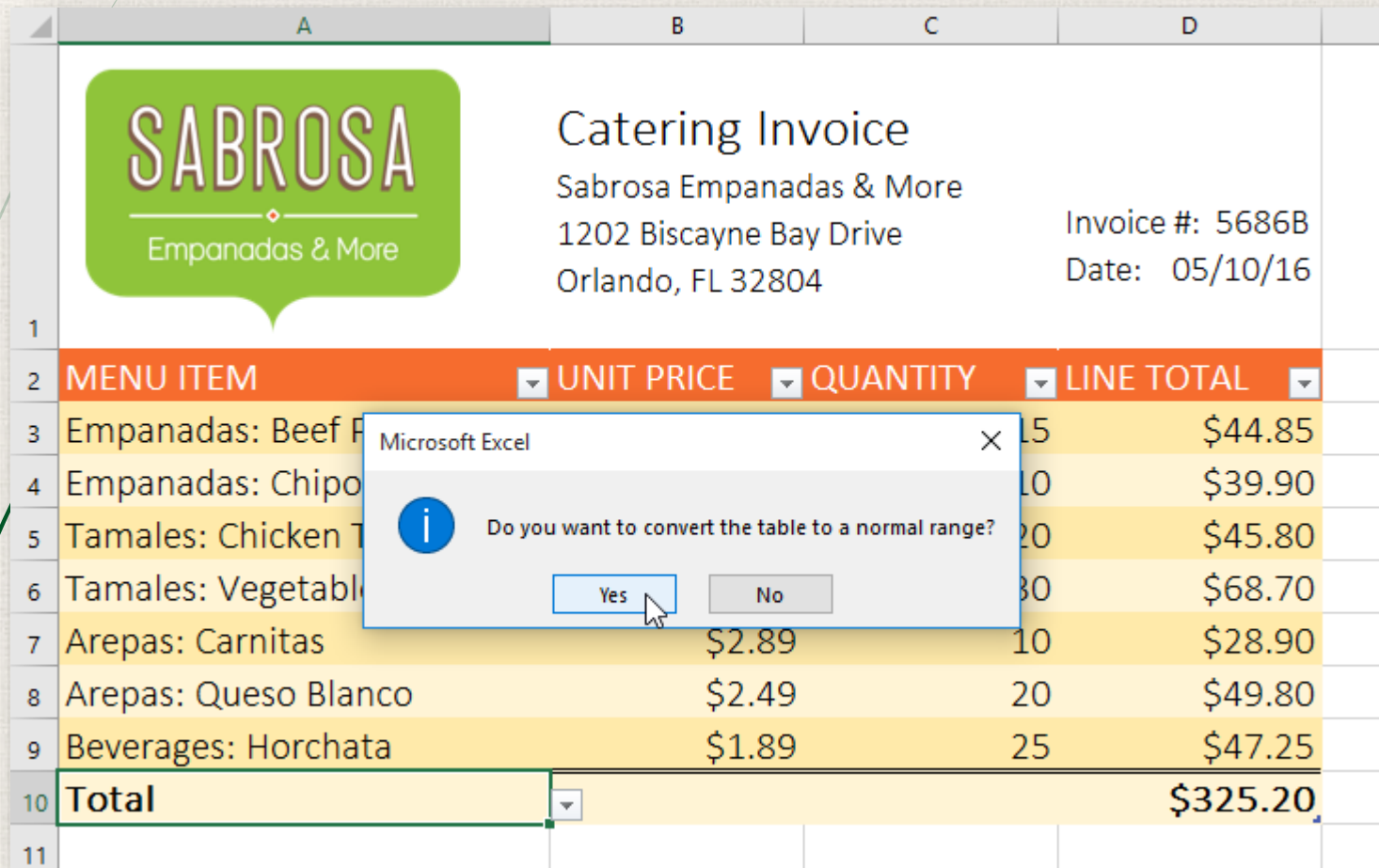
It's possible to remove a table from your workbook without losing any of your data. However, this can cause issues with certain types of **formatting**, including colors, fonts, and banded rows. Before you use this option, make sure you're prepared to reformat your cells if necessary.

1. Select **any cell** in your table, then click the **Design** tab.
2. Click the **Convert to Range** command in the **Tools** group.




Removing a table

3. A dialog box will appear. Click **Yes**.




The screenshot shows a Microsoft Excel spreadsheet with a catering invoice. The invoice header includes the logo for 'SABROSA Empanadas & More', the company name, address (1202 Biscayne Bay Drive, Orlando, FL 32804), invoice number (5686B), and date (05/10/16). Below the header is a table with columns: MENU ITEM, UNIT PRICE, QUANTITY, and LINE TOTAL. The table contains 9 rows of items and a total row. A dialog box titled 'Microsoft Excel' is open over the table, asking 'Do you want to convert the table to a normal range?'. The 'Yes' button is highlighted with a mouse cursor.

| | A | B | C | D |
|----|---|-------------------|-----------------|-------------------|
| 1 | <div>  <div> <h2>Catering Invoice</h2> <p>Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804</p> </div> <div> <p>Invoice #: 5686B Date: 05/10/16</p> </div> </div> | | | |
| 2 | MENU ITEM | UNIT PRICE | QUANTITY | LINE TOTAL |
| 3 | Empanadas: Beef P | | 15 | \$44.85 |
| 4 | Empanadas: Chip | | 10 | \$39.90 |
| 5 | Tamales: Chicken T | | 20 | \$45.80 |
| 6 | Tamales: Vegetabl | | 30 | \$68.70 |
| 7 | Arepas: Carnitas | \$2.89 | 10 | \$28.90 |
| 8 | Arepas: Queso Blanco | \$2.49 | 20 | \$49.80 |
| 9 | Beverages: Horchata | \$1.89 | 25 | \$47.25 |
| 10 | Total | | | \$325.20 |
| 11 | | | | |

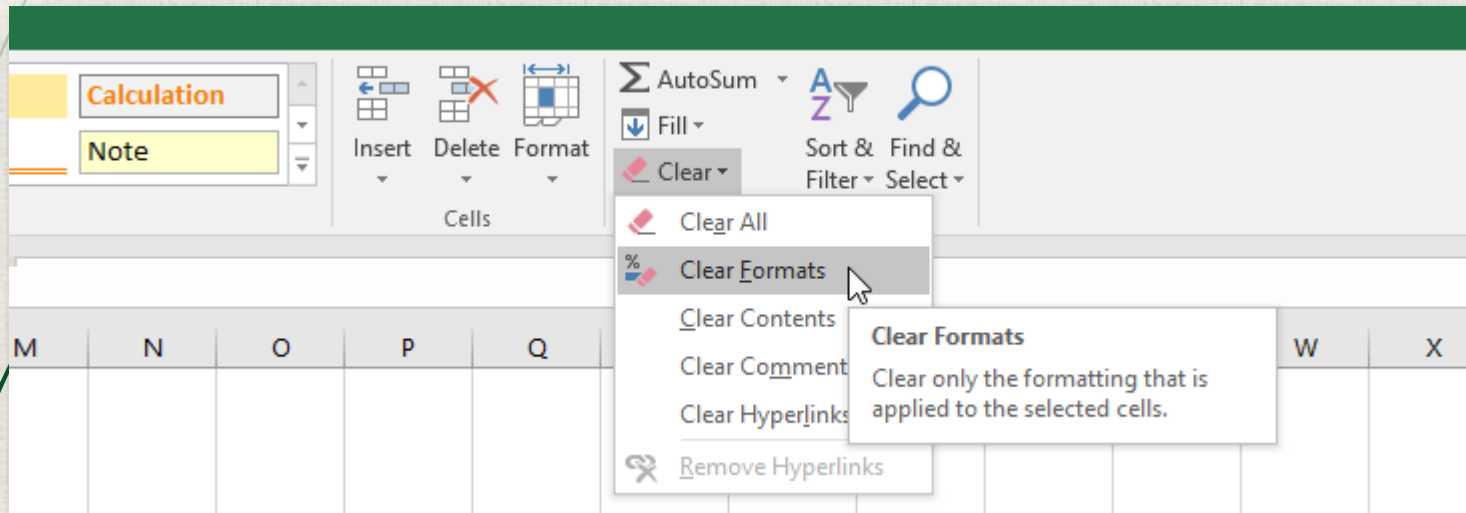
Removing a table

4. The range will no longer be a table, but the cells will retain their data and formatting.

| | A | B | C | D |
|----|--|-------------------|-----------------|-------------------|
| 1 |  <div> Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804 </div> <div> Invoice #: 5686B Date: 05/10/16 </div> | | | |
| 2 | MENU ITEM | UNIT PRICE | QUANTITY | LINE TOTAL |
| 3 | Empanadas: Beef Picadillo | \$2.99 | 15 | \$44.85 |
| 4 | Empanadas: Chipotle Shrimp | \$3.99 | 10 | \$39.90 |
| 5 | Tamales: Chicken Tinga | \$2.29 | 20 | \$45.80 |
| 6 | Tamales: Vegetable | \$2.29 | 30 | \$68.70 |
| 7 | Arepas: Carnitas | \$2.89 | 10 | \$28.90 |
| 8 | Arepas: Queso Blanco | \$2.49 | 20 | \$49.80 |
| 9 | Beverages: Horchata | \$1.89 | 25 | \$47.25 |
| 10 | Total | \$325.20 | | |
| 11 | | | | |

Removing a table

- To restart your formatting from scratch, click the **Clear** command on the **Home** tab. Next, choose **Clear Formats** from the menu.



Practice

- Open our **practice workbook**.
- Click the **Menu Order** tab in the bottom-left of the workbook.
- Select cells **A2:D9** and **format as table**. Choose one of the **light styles**.
- **Insert a row** between rows 4 and 5. In the row you just created, type **Empanadas: Banana and Nutella**, with a unit price of **\$3.25**, and a quantity of **12**.
- Change the **table style** to **Table Style Medium 10**.
- In **Table Style Options**, uncheck **banded rows** and check **banded columns**.



SABROSA

Empanadas & More

Catering Invoice

Sabrosa Empanadas & More
1202 Biscayne Bay Drive
Orlando, FL 32804

Invoice #: 7485A

Date: 10/17/16

| | A | B | C | D |
|----|-----------------------------------|-------------------|-----------------|-------------------|
| 1 | | | | |
| 2 | MENU ITEM | UNIT PRICE | QUANTITY | LINE TOTAL |
| 3 | Tacos: Korean BBQ & Kimchi | \$2.99 | 20 | \$59.80 |
| 4 | Tacos: Grilled Fish & Mango Salsa | \$3.75 | 15 | \$56.25 |
| 5 | Empanadas: Banana and Nutella | \$3.25 | 12 | \$39.00 |
| 6 | Empanadas: Ground Beef & Cheese | \$3.59 | 30 | \$107.70 |
| 7 | Empanadas: Philly Cheese Steak | \$3.29 | 35 | \$115.15 |
| 8 | Sides: Queso Dip | \$2.89 | 15 | \$43.35 |
| 9 | Sides: Fried Plantains | \$3.24 | 10 | \$32.40 |
| 10 | Beverages: Limonada con Albahaca | \$1.89 | 20 | \$37.80 |



THE END
THE END