

Features of Excel Tables

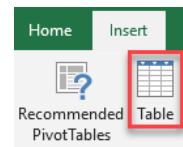
Why use an Excel table?

An Excel Table offers a range of features which can make it easier to work with your data. These include

- Filtering (via Autofilter and Slicers)
- Quick Formatting options
- Structured formulas
- Dynamic charts

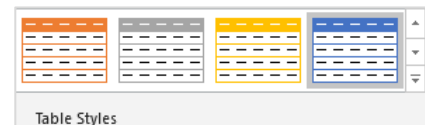
Convert a standard data range to a table

1. Click a cell in your data range (if there are no gaps in your data) or select the data range you want to convert (if your data contains gaps).
2. Press **[Ctrl] + T** or click **Insert > Table**.
3. Confirm the range of cells in the Create Table dialog box and click **OK**.
Note: check that the My table has headers checkbox is ticked.



Format a table

1. Click **Table Tools > Design** on the Ribbon.
2. Choose a style from the **Table Styles** gallery.
3. Select any options for the table style, e.g. Banded Rows or Columns from the **Table Style Options** section.



Add rows to the table

1. Move to the last cell of the table and press the [Tab] key
OR
2. Click and drag the marker in the bottom right corner of the last cell downwards.



Add columns to the table

After the last column of the table:

- Type a new heading to the right of the last column of your table.

O	P
Years' Service	Bonus
14	
28	

Within the table:

- **Right-click** a cell in the column to the right of where you want the new column to appear.
- Choose **Insert > Table Columns to the Left**.



Delete rows or columns

1. Right-click a cell in the row or column.
2. Choose **Delete > Table Columns** or **Table Rows**.

Name a table

1. Click the Design tab of the Table Tools on the Ribbon.
2. Type a name in the **Table Name** box on the Properties section.

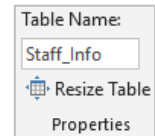
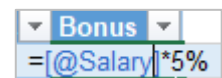


Table names must begin with a letter or an underscore and cannot include spaces or special characters e.g. * or / . A table name must be unique.

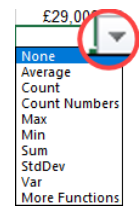
Create a structured formula

1. Type an = to start the formula, as normal.
2. Click on the cell you want to include in the formula. You will see the Column name (with an @ sign and square brackets) instead of the cell reference.
3. Press **Enter** to copy the formula to the remaining cells in the column.
Note: if you don't want to use the Autofill feature, you can disable it via **File > Options > Proofing > AutoCorrect Options > AutoFormat As You Type.**



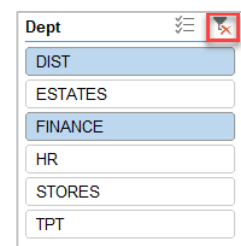
Create interchangeable functions at the bottom of each column

1. Click **Total Row** from the **Table Style Options** section of the **Design** tab on the **Table Tools**.
2. Click a cell in the new row that appears at the bottom of the table
3. Click the **drop-down arrow** in the cell and choose the function you want to use.



Filter a table with a slicer

1. Click a cell in the table and click **Insert Slicer** from the Tools section of the Table Tools.
2. Select the field(s) you want to use as filters and click OK.
3. Click a single item from the slicer to filter on that item or add further items by pressing [Shift] or [Ctrl] and clicking further items to add them to the filter.
4. To clear the filter items, click the cross icon at the top of the slicer.



Create a dynamic chart

1. Select any cell in the table.
2. Choose Insert > Recommended Charts (or click the icon for the chart of your choice).
3. Add new columns/rows to the table to see the chart automatically update.

Note: if you use a slicer to filter the table, it will also filter the chart.

Convert a table back to a standard data range

1. Click Convert to Range in the Tools section of the Table Tools.

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2. Click **Yes** to confirm the conversion when prompted.

Note: the Autofilter arrows and Total Row drop-down arrows will disappear from the data range but the table style formatting will remain.