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 had 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.
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.

![Warning](image)
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 chose).
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.
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.