

Technical Institute of Administration

Business Administration

10. Microsoft Excel - Working with Data – Tables

Lecturer:

Sipan M. Hameed

www.sipan.dev

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10. Working with Data - Tables

10.1. 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.

10.2. To format data as a table:

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

	A	В	С	D	
1	SABROSA Empanadas & More	Catering In Sabrosa Empanao 1202 Biscayne Ba Orlando, FL 3280	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					

2. From the Home tab, click the Format as Table command in the Styles group.

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nt	- Fai	Number	Styles	Cells	Editing	~

3. Select a **table style** from the drop-down menu.

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3	80	\$68		
1	0	\$28		

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

	A	В	С		D	
1	SABROSA Empanadas & More	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	
З	Empanadas: Beef Picadillo	Format As Table	? ×	15	\$44.85	
4	Empanadas: Chipotle Shrimp	Where is the data for y	our table?	10	\$39.90	
5	Tamales: Chicken Tinga	= \$A\$2:\$D\$9	1	20	\$45.80	
6	Tamales: Vegetable	<mark>∕</mark> <u>M</u> y table has h	eaders	30	\$68.70	
7	Arepas: Carnitas	OK	Cancel	10	\$28.90	
8	Arepas: Queso Blanco	۰	yz.+J			
9	Beverages: Horchata	\$1.89		25	\$47.25	
10						

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

	A	В	С	D	
1	SABROSA Empanadas & More	Catering In Sabrosa Empanad 1202 Biscayne Ba Orlando, FL 3280	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					

Tables include **filtering** by default. You can filter your data at any time using the **drop-down arrows** in the header cells. To learn more, review our lesson on <u>Filtering Data</u>.

10.3. 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**.

10.3.1. To add 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	В	С	D	
1	SABROSA Empanadas & More	Catering Inv Sabrosa Empanao 1202 Biscayne Ba Orlando, FL 3280	VOICE das & More y Drive 4	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					

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

	A	В	С	D	
1	SABROSA Empanadas & More	Catering Inv Sabrosa Empanao 1202 Biscayne Ba Orlando, FL 3280	VOİCE das & More y Drive 4	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					
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10.3.2. To change the table style:

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

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SABROSA Empanadas & More				Cate Sabros 1202 F Orland	ering Ir sa Empana Biscayne B do, FL 328	IVOİCE adas & M ay Drive 04	lore	Invoice I Date: (#: 5686B D5/10/16	
2	MENU I	TEM			PRICE	QUAN	ITITY 🖵	LINE TO	DTAL 🖵	
3	Empana	das: Beef	Picadillo		\$2.99)	15		\$44.85	
4	Empana	das: Chipo	otle Shrimp		\$3.99)	10		\$39.90	
5 Tamales: Chicken Tinga				\$2.29)	20		\$45.80		
6	Tamales	: Vegetab	le		\$2.29)	30		\$68.70	

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

rties in Browser :	 Header Row Total Row Banded Rows 	 First Column Last Column Banded Columns 	✓ Filter Button				4 4	
ta		Table Style Options			٦	able Styles	-0	~
с	D		E	F G		More Quickly change the visual st your table.	tyle of	-

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

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1	10	\$28.90			 			
2	20	\$49.80						
2	25	\$47.25			 			
					 Table	Style Dark 11	1	-
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4. The **table style** will be applied.

	A	В	С	D	
1	SABROSA Empanadas & More	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					

10.3.3. To modify table style options:

You can turn various options on or off to change the appearance of any table. There are several options: Header Row, Total Row, Banded Rows, First Column, Last Column, Banded Columns, and Filter Button. Select any cell in your table, then click the Design tab.

1. 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.

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ize with PivotTable Duplicates to Range	Insert Expo	rt Refresh	문 Proper 대급 Open i 것 Unlink	rties in Browser	✓ Header Total Ro ✓ Banded	Row w Rows	 First Column Last Column Banded Columns 	✓ Filter B	utton		
Tools		Exterr	nal Table Dat	ta			Table Style Options				
f_x Empanadas: Beef Picadillo Total Row (Ctrl+Shift+T) Turn on or off the total row of the											
	B	1		С	table.			E		F	

2. 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.

	А	В	С	D	
1	SABROSA Empanadas & More	Catering In Sabrosa Empanao 1202 Biscayne Ba Orlando, FL 3280	VOİCE das & More y Drive 4	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	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.

10.3.4. To remove 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.

File Hor	ne Insert	Page Layout	Form	ulas	Data	Review	View	Design	Ωт	ell me what you w
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Properties		は Tools			Extern	al Table Data	l			Table Style Optio
A10	Convert to Convert this	Range table into a norm	al							
	range of cel	ls.		В			с		D	

3. A dialog box will appear. Click Yes.

	A	В	С	D
1	SABROSA Empanadas & More	Catering In Sabrosa Empanao 1202 Biscayne Ba Orlando, FL 3280	VOİCE das & More y Drive 4	Invoice #: 5686B Date: 05/10/16
2	MENU ITEM	UNIT PRICE 🔍	QUANTITY 🗾 🔽	LINE TOTAL
3	Empanadas: Beef F Microsoft Excel		× 15	\$44.85
4	Empanadas: Chipo		LO	\$39.90
5	Tamales: Chicken 7 🕕 🕛	ou want to convert the table	e to a normal range? 20	\$45.80
6	Tamales: Vegetable	Yes No	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				

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

	A	В	С	D	
1	SABROSA Empanadas & More	Catering Inv Sabrosa Empanao 1202 Biscayne Ba Orlando, FL 3280	VOİCE das & More y Drive 4	Invoice #: 5686B Date: 05/10/16	
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE TOTAL	
з	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					

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

	Calculation Note	n (* 1	Insert D	Pelete Format	AutoSum ▼ A Z ▼ Fill ▼ Sort & Find & Fill ▼ Sort & Find &	
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м	N	0	Р	Q	Clear Contents Clear Formats V Clear Comment Clear only the formatting that is applied to the selected cells.	v x
					Remove Hyperlinks	