

[Hide menu](#)**Create and modify tables**

**Video:** Module introduction - Organizing and visualizing data  
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**Practice Assignment:**  
Knowledge check:  
Create and modify tables  
15 min

## Exercise: Modifying tables

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Excel.

### How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

**Note:** Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

### Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

### Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

### Let's get started!

You would like to analyze the top sales associate data in the Weekly Sales & Bonus Payout worksheet that you have been working on.

1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

[Exercise: Modifying Tables](#)

2. To begin your analysis, you want to add a total row to your table. Click anywhere within the table then click **Table Design** → **Total Row**:

Week	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal
1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00
1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00
1	Stanley	Prestwick	Stanley_Prestwick	\$ 13,478.96	\$ 15,000.00
1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00
1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00
10	Robyn	Fletcher	Robyn_Fletcher	\$ 7,600.00	\$ 15,000.00
11	Lisa	McCain	Lisa_McCain	\$ 5,689.00	\$ 15,000.00
12	Steven	Stone	Steven_Stone	\$ 12,346.87	\$ 15,000.00
13	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00
14	Devon	Lawrence	Devon_Lawrence	\$ 11,687.00	\$ 15,000.00
15	George	Jackson	George_Jackson	\$ 9,874.45	\$ 15,000.00

3. A Total Row is added to your table, with a total amount in the Weekly Goal column:

Week	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal
1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00
1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00
1	Stanley	Prestwick	Stanley_Prestwick	\$ 13,478.96	\$ 15,000.00
1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00
1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00
10	Robyn	Fletcher	Robyn_Fletcher	\$ 7,600.00	\$ 15,000.00
11	Lisa	McCain	Lisa_McCain	\$ 5,689.00	\$ 15,000.00
12	Steven	Stone	Steven_Stone	\$ 12,346.87	\$ 15,000.00
13	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00
14	Devon	Lawrence	Devon_Lawrence	\$ 11,687.00	\$ 15,000.00
15	George	Jackson	George_Jackson	\$ 9,874.45	\$ 15,000.00
16	Total				\$ 165,000.00

4. First, you want to add a count for the number of sales representatives. Select cell **C16**, then click the total row drop-down arrow and select **Count**:

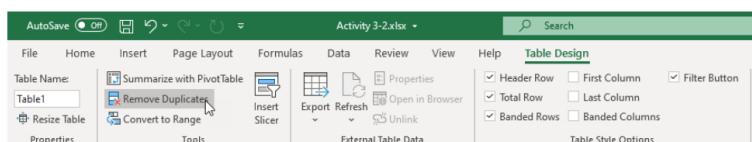
Week	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal	
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00
6	1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00
7	1	Stanley	Prestwick	Stanley_Prestwick	\$ 13,478.96	\$ 15,000.00
8	1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00

9	1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00
10	1	Robyn	Fletcher	Robyn_Fletcher	\$ 7,600.00	\$ 15,000.00
11	1	Lisa	McCain	Lisa_McCain	\$ 5,689.00	\$ 15,000.00
12	1	Steven	Stone	Steven_Stone	\$ 12,346.87	\$ 15,000.00
13	1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00
14	1	Devon	Lawrence	Devon_Lawrence	\$ 11,687.00	\$ 15,000.00
15	1	George	Jackson	George_Jackson	\$ 9,874.45	\$ 15,000.00
16	Total					\$ 165,000.00
17						
18						
19						
20						
21						
22						
23						
24						

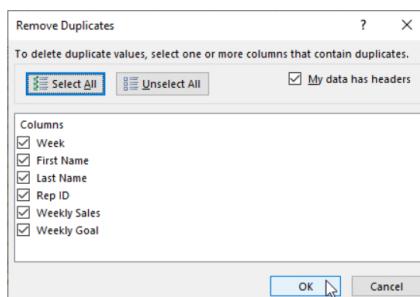
5. You see that the count of sales representatives is 11, but you know that there are only 10. You realize there must be duplicate data:

Weekly Sales & Bonus Payout						
Week	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal	
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00
6	1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00
7	1	Stanley	Prestwick	Stanley_Prestwick	\$ 13,478.96	\$ 15,000.00
8	1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00
9	1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00
10	1	Robyn	Fletcher	Robyn_Fletcher	\$ 7,600.00	\$ 15,000.00
11	1	Lisa	McCain	Lisa_McCain	\$ 5,689.00	\$ 15,000.00
12	1	Steven	Stone	Steven_Stone	\$ 12,346.87	\$ 15,000.00
13	1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00
14	1	Devon	Lawrence	Devon_Lawrence	\$ 11,687.00	\$ 15,000.00
15	1	George	Jackson	George_Jackson	\$ 9,874.45	\$ 15,000.00
16	Total			11		\$ 165,000.00
17						

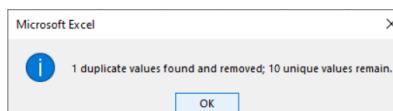
6. To remove the duplicate, click **Table Design** → **Remove Duplicates**:



7. The Remove Duplicates dialog box opens. Leave all of the columns selected and click **OK**:



8. An information window appears, indicating that one duplicate has been removed and there 10 unique values remaining. Click **OK**:



9. With the duplicate now removed you can now add a total to the Weekly Sales column. Select Cell **E15**, click the dropdown arrow, and select **Sum**:

Weekly Sales & Bonus Payout						
Week	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal	
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00
6	1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00
7	1	Stanley	Prestwick	Stanley_Prestwick	\$ 13,478.96	\$ 15,000.00
8	1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00
9	1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00
10	1	Robyn	Fletcher	Robyn_Fletcher	\$ 7,600.00	\$ 15,000.00
11	1	Lisa	McCain	Lisa_McCain	\$ 5,689.00	\$ 15,000.00
12	1	Steven	Stone	Steven_Stone	\$ 12,346.87	\$ 15,000.00
13	1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00
14	1	Devon	Lawrence	Devon_Lawrence	\$ 11,687.00	\$ 15,000.00
15	Total			10		\$ 150,000.00
16						
17						
18						
19						
20						

21								
22								
23								

10. You can now add a column to your table by selecting cell G4 and typing "% of Total Sales", then pressing **Enter**:

A	B	C	D	E	F	G	H
<b>1 Weekly Sales &amp; Bonus Payout</b>							
4	Wee	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal	% of Total Sales
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00	
6	1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00	
7	1	Stanley	Prestwick	Stanley_Prestwick	\$ 13,478.96	\$ 15,000.00	
8	1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00	
9	1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00	
10	1	Robyn	Fletcher	Robyn_Fletcher	\$ 7,600.00	\$ 15,000.00	
11	1	Lisa	McCain	Lisa_McCain	\$ 5,689.00	\$ 15,000.00	
12	1	Steven	Stone	Steven_Stone	\$ 12,346.87	\$ 15,000.00	
13	1	Devon	Lawrence	Devon_Lawrence	\$ 11,687.00	\$ 15,000.00	
14	1	George	Jackson	George_Jackson	\$ 9,874.45	\$ 15,000.00	
15	Total				\$ 139,316.84	\$ 150,000.00	
16							
17							
18							
19							
20							
21							
22							

(Adjust your column width as required to view the text in the header.)

11. In cell G5, type the formula “=E5/\$E\$15” and press **Enter**, then set the format of the column to percentage, and center the content:

IPMT	:	x	✓	f <sub>x</sub>	=E5/\$E\$15		
<b>1 Weekly Sales &amp; Bonus Payout</b>							
4	Wee	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal	% of Total Sales
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00	=E5/\$E\$15
6	1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00	11%
7	1	Stanley	Prestwick	Stanley_Prestwick	\$ 13,478.96	\$ 15,000.00	10%
8	1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00	16%
9	1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00	18%
10	1	Robyn	Fletcher	Robyn_Fletcher	\$ 7,600.00	\$ 15,000.00	5%
11	1	Lisa	McCain	Lisa_McCain	\$ 5,689.00	\$ 15,000.00	4%
12	1	Steven	Stone	Steven_Stone	\$ 12,346.87	\$ 15,000.00	9%
13	1	Devon	Lawrence	Devon_Lawrence	\$ 11,687.00	\$ 15,000.00	8%
14	1	George	Jackson	George_Jackson	\$ 9,874.45	\$ 15,000.00	7%
15	Total				\$ 139,316.84	\$ 150,000.00	
16							
17							
18							
19							
20							
21							
22							

12. You can now add sum of the % of Total Sales column by selecting cell G15, clicking the drop-down arrow, then selecting **Sum**:

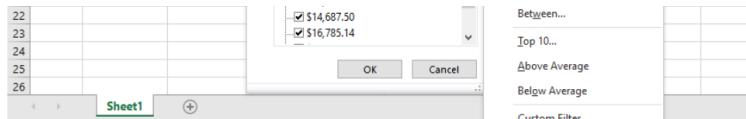
A	B	C	D	E	F	G	H
<b>1 Weekly Sales &amp; Bonus Payout</b>							
4	Wee	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal	% of Total Sales
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00	12%
6	1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00	11%
7	1	Stanley	Prestwick	Stanley_Prestwick	\$ 13,478.96	\$ 15,000.00	10%
8	1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00	16%
9	1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00	18%
10	1	Robyn	Fletcher	Robyn_Fletcher	\$ 7,600.00	\$ 15,000.00	5%
11	1	Lisa	McCain	Lisa_McCain	\$ 5,689.00	\$ 15,000.00	4%
12	1	Steven	Stone	Steven_Stone	\$ 12,346.87	\$ 15,000.00	9%
13	1	Devon	Lawrence	Devon_Lawrence	\$ 11,687.00	\$ 15,000.00	8%
14	1	George	Jackson	George_Jackson	\$ 9,874.45	\$ 15,000.00	7%
15	Total				\$ 139,316.84	\$ 150,000.00	
16							
17							
18							
19							
20							
21							
22							

13. You can now filter the table to show only the sales representatives who reached their weekly goal by clicking the header row drop-down arrow of the **Weekly Sales** column, then selecting **Number Filters**, then **Greater Than**:

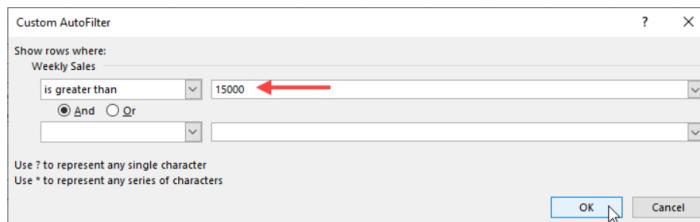
A	B	C	D	E	F	G	H
<b>1 Weekly Sales &amp; Bonus Payout</b>							
4	Wee	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal	% of Total Sales
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00	12%
6	1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00	11%
7	1	Stanley	Prestwick	Stanley_Prestwick	\$ 13,478.96	\$ 15,000.00	10%
8	1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00	16%
9	1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00	18%
10	1	Robyn	Fletcher	Robyn_Fletcher	\$ 7,600.00	\$ 15,000.00	5%
11	1	Lisa	McCain	Lisa_McCain	\$ 5,689.00	\$ 15,000.00	4%
12	1	Steven	Stone	Steven_Stone	\$ 12,346.87	\$ 15,000.00	9%
13	1	Devon	Lawrence	Devon_Lawrence	\$ 11,687.00	\$ 15,000.00	8%
14	1	George	Jackson	George_Jackson	\$ 9,874.45	\$ 15,000.00	7%
15	Total				\$ 139,316.84	\$ 150,000.00	
16							
17							
18							
19							
20							
21							

- Select All
- \$5,689.00
- \$7,600.00
- \$9,874.45
- \$11,687.00
- \$12,346.87
- \$13,478.96

- Greater Than...
- Greater Than Or Equal To...
- Less Than...
- Less Than Or Equal To...



14. In the Custom AutoFilter dialog box, type “**15000**” next to the “**is greater than**” selection, then click **OK**:



15. You will now see the three sales representatives who reached their weekly goal, but the % of Total Sales column is showing percentages only for the total sales of the three. You want to see the percentages based on the total. To do this, select cell E15, then select the **Subtotal formula** in the formula bar and type “=SUM([Weekly Sales])” to replace it:

	A	B	C	D	E	F	G	H
1	Weekly Sales & Bonus Payout							
2	Week	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal	% of Total Sales	
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00	26%	
8	1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00	34%	
9	1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00	40%	
15	Total				Sales])	\$ 45,000.00	100%	
16								
17								

16. Press **Enter** to apply the formula. You will see that the value in the Total Row of the Weekly Sales column is now the sum of all of the sales, not just the ones that are visible. You will also see that the values in the % of Total Sales column are now displaying correctly:

	A	B	C	D	E	F	G	H
1	Weekly Sales & Bonus Payout							
2	Week	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal	% of Total Sales	
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00	12%	
8	1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00	16%	
9	1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00	18%	
15	Total				\$ 139,316.84	\$ 45,000.00	46%	
16								
17								

17. Save the current workbook as Activity 3-2 Complete and then close Microsoft 365 Excel to complete this exercise.

18. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Modifying Tables](#)

[Mark as completed](#)

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