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Create and modify tables

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Exercise: Creating and modifying a table

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 have decided that because the Weekly Sales & Bonus Payout worksheet will become larger on a weekly basis, it is a good idea to convert the range into a table to facilitate data analysis. You would also like to apply a new table style to it.

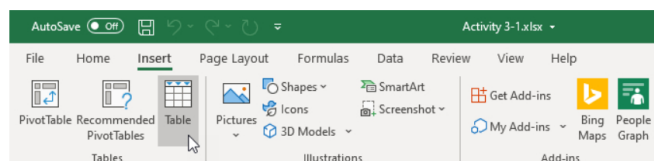
1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

[Exercise: Creating and Modifying a Table](#)

2. First, use your cursor to select the A4:G14 cell range:

	A	B	C	D	E	F	G	H
1	Weekly Sales & Bonus Payout							
2								
3								
4	Week	First Name	Last Name	ID	Weekly Sales	Weekly Goal	Bonus	
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00	\$ 500.00	
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	\$ 500.00	
9	1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00	\$ 500.00	
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								
16								

3. Next, click **Insert** → **Table**:



4. In the Create Table dialog box, you will see that the range you previously selected is listed inside the "Where is the data for your table?" text box:

Create Table ? X

Where is the data for your table?

#A\$4:\$G\$14

☒ My table has headers

OK Cancel

5. Ensure that the "My table has headers" checkbox is checked and click **OK**:

Create Table ? X

Where is the data for your table?

#A\$4:\$G\$14

☒ My table has headers

OK Cancel

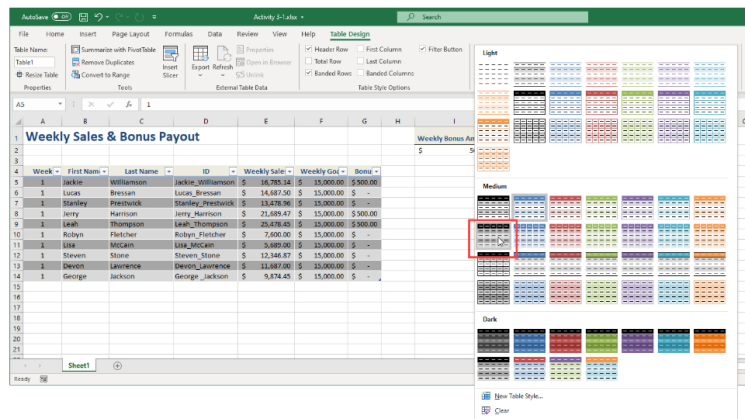
6. You will see that the previously selected range has now been converted into a table:

	A	B	C	D	E	F	G	H
1	Weekly Sales & Bonus Payout							
2								
3								
4	Week	First Name	Last Name	ID	Weekly Sales	Weekly Goals	Bonus	
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00	\$ 500.00	
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	\$ 500.00	
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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								

7. Now, you need to apply a new table style. With any of the cells inside the table selected, open the **Table Design** contextual tab. Within the Table Styles group, click the **More arrow**:



8. A variety of different quick styles to choose from is now displayed. For this example, click **Table Style Medium 8**:



9. The new style is now applied to the current table:

	A	B	C	D	E	F	G	H
1	Weekly Sales & Bonus Payout							
2								
3								
4	Week	First Name	Last Name	ID	Weekly Sales	Weekly Goals	Bonus	
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00	\$ 500.00	
6	1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00	\$ -	
7	1	Stanley	Prestwick	Stanley_Prestwick	\$ 13,478.96	\$ 15,000.00	\$ -	
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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								

10. Save the current workbook as Activity 3-1 Complete and then close Microsoft 365 Excel to complete this exercise.

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

[Completed exercise: Creating and Modifying a Table](#)

Mark as completed

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