**QUESTION 4b**

**BENEFITS OF TABLE IN DATA ANALYSIS**

1. **Filters**

Filtering controls are added to the table header automatically.

1. **Sorting**

The sort arrows on the table can be used to sort data by any column quickly.

1. **Easy data entry chats and pivot table**

It creates an easy data entry for charts and pivot tables. The table expands when new records are added and update charts automatically.

1. **Automatic autofill**

When a new record is added, the formatting extends and the table also automatically autofill.

1. **Headers always available**

The header rows are always available even while scrolling down the worksheet.

1. **Quick formatting**

You can carry out a quick formatting under the Table Tools Design tab.

Use of pivot table

The pivot table is a powerful tool in Excel that calculates, summarize, and analyze data which allows you see comparison, patterns and trends in your data, The pivot table can be used to summarize large sets of data quickly and easily. Instead of calculating the totals, averages, and other metric, pivot table does all of these with just few clicks.