

Tables allow you to analyze your data in Excel quickly and easily. Learn how to insert, sort and filter a table, and how to display a total row at the end of a table.

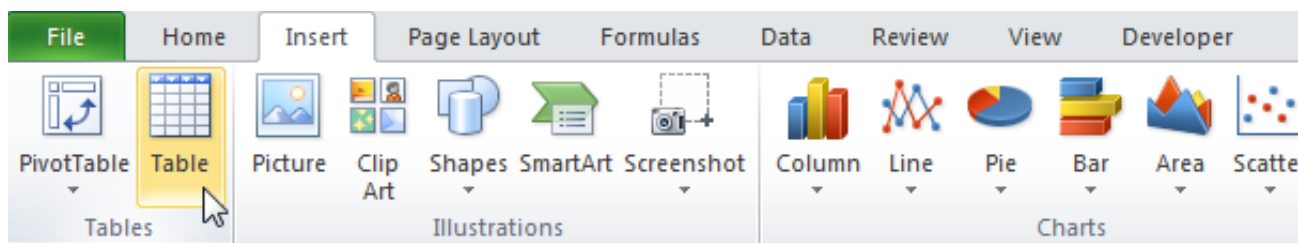
Insert a Table

To insert a table, execute the following steps.

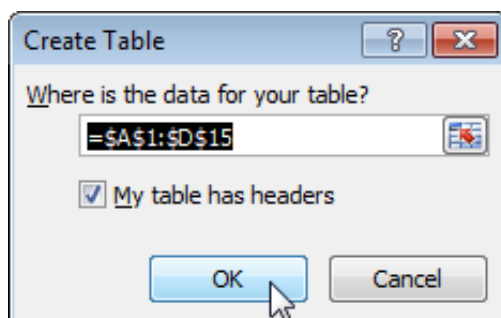
1. Click any single cell inside the data set.

	A2								
	A	B	C	D	E	F	G	H	I
1	Last Name	Sales	Country	Quarter					
2	Smith	\$16,753.00	UK	Qtr 3					
3	Johnson	\$14,808.00	USA	Qtr 4					
4	Williams	\$10,644.00	UK	Qtr 2					
5	Jones	\$1,390.00	USA	Qtr 3					
6	Brown	\$4,865.00	USA	Qtr 4					
7	Williams	\$12,438.00	UK	Qtr 1					
8	Johnson	\$9,339.00	UK	Qtr 2					
9	Smith	\$18,919.00	USA	Qtr 3					
10	Jones	\$9,213.00	USA	Qtr 4					
11	Jones	\$7,433.00	UK	Qtr 1					
12	Brown	\$3,255.00	USA	Qtr 2					
13	Williams	\$14,867.00	USA	Qtr 3					
14	Williams	\$19,302.00	UK	Qtr 4					
15	Smith	\$9,698.00	USA	Qtr 1					
16									
17									

2. On the Insert tab, click Table.



3. Excel automatically selects the data for you. Check 'My table has headers' and click on OK.



Result. Excel creates a nicely formatted table for you. This may still seem like a normal data range to you but many powerful

features are now just a click of a button away.

	A	B	C	D	E	F	G	H
1	Last Name	Sales	Country	Quarter				
2	Smith	\$16,753.00	UK	Qtr 3				
3	Johnson	\$14,808.00	USA	Qtr 4				
4	Williams	\$10,644.00	UK	Qtr 2				
5	Jones	\$1,390.00	USA	Qtr 3				
6	Brown	\$4,865.00	USA	Qtr 4				
7	Williams	\$12,438.00	UK	Qtr 1				
8	Johnson	\$9,339.00	UK	Qtr 2				
9	Smith	\$18,919.00	USA	Qtr 3				
10	Jones	\$9,213.00	USA	Qtr 4				
11	Jones	\$7,433.00	UK	Qtr 1				
12	Brown	\$3,255.00	USA	Qtr 2				
13	Williams	\$14,867.00	USA	Qtr 3				
14	Williams	\$19,302.00	UK	Qtr 4				
15	Smith	\$9,698.00	USA	Qtr 1				
16								
17								

Note: the Table Tools contextual tab (with the underlying Design tab selected) is the starting point for working with tables. If at any time you lose this tab, simply click any cell within the table and it will activate again. Choose a [table style](#) you like. Hover over a table style and Excel gives you a live preview.

Sort a Table

To sort by Last Name first and Sales second, first sort by Sales, next sort by Last Name (the exact opposite).

1. Click the arrow next to Sales and click Sort Smallest to Largest.
2. Click the arrow next to Last Name and click Sort A to Z.

Result.

A1									
	A	B	C	D	E	F	G	H	
1	Last Name	Sales	Country	Quarter					
2	Brown	\$3,255.00	USA	Qtr 2					
3	Brown	\$4,865.00	USA	Qtr 4					
4	Johnson	\$9,339.00	UK	Qtr 2					
5	Johnson	\$14,808.00	USA	Qtr 4					
6	Jones	\$1,390.00	USA	Qtr 3					
7	Jones	\$7,433.00	UK	Qtr 1					
8	Jones	\$9,213.00	USA	Qtr 4					
9	Smith	\$9,698.00	USA	Qtr 1					
10	Smith	\$16,753.00	UK	Qtr 3					
11	Smith	\$18,919.00	USA	Qtr 3					
12	Williams	\$10,644.00	UK	Qtr 2					
13	Williams	\$12,438.00	UK	Qtr 1					
14	Williams	\$14,867.00	USA	Qtr 3					
15	Williams	\$19,302.00	UK	Qtr 4					
16									
17									

Filter a Table

To filter a table, execute the following steps.

1. Click the arrow next to Country and only check USA.

Result.

C1									
	A	B	C	D	E	F	G	H	
1	Last Name	Sales	Country	Quarter					
2	Brown	\$3,255.00	USA	Qtr 2					
3	Brown	\$4,865.00	USA	Qtr 4					
5	Johnson	\$14,808.00	USA	Qtr 4					
6	Jones	\$1,390.00	USA	Qtr 3					
8	Jones	\$9,213.00	USA	Qtr 4					
9	Smith	\$9,698.00	USA	Qtr 1					
11	Smith	\$18,919.00	USA	Qtr 3					
14	Williams	\$14,867.00	USA	Qtr 3					
16									
17									

Total Row

To display a total row at the end of the table, execute the following steps.

1. On the Design tab, in the Table Style Options group, check Total Row.

tables - Microsoft Excel

Table Tools

File Home Insert Page Layout Formulas Data Review View Developer Design

Table Name: Table1

Summarize with PivotTable
Remove Duplicates
Convert to Range

Export Refresh

Header Row
Total Row
Banded Rows

First Column
Last Column
Banded Columns

Table Style Options

	A	B	C	D	E	F	G	H
1	Last Name	Sales	Country	Quarter				
2	Brown	\$3,255.00	USA	Qtr 2				
3	Brown	\$4,865.00	USA	Qtr 4				
5	Johnson	\$14,808.00	USA	Qtr 4				
6	Jones	\$1,390.00	USA	Qtr 3				
8	Jones	\$9,213.00	USA	Qtr 4				
9	Smith	\$9,698.00	USA	Qtr 1				
11	Smith	\$18,919.00	USA	Qtr 3				
14	Williams	\$14,867.00	USA	Qtr 3				
16	Total			8				
17								
18								

2. Click any cell in the last row to calculate the Total (Average, Count, Max, Min, Sum etc.) of a column. For example, calculate the sum of the Sales column.

B16 =SUBTOTAL(109,B2:B15)

	A	B	C	D	E	F	G	H
1	Last Name	Sales	Country	Quarter				
2	Brown	\$3,255.00	USA	Qtr 2				
3	Brown	\$4,865.00	USA	Qtr 4				
5	Johnson	\$14,808.00	USA	Qtr 4				
6	Jones	\$1,390.00	USA	Qtr 3				
8	Jones	\$9,213.00	USA	Qtr 4				
9	Smith	\$9,698.00	USA	Qtr 1				
11	Smith	\$18,919.00	USA	Qtr 3				
14	Williams	\$14,867.00	USA	Qtr 3				
16	Total	\$77,015.00		8				
17								
18								
19								
20								
21								
22								
23								
24								

None
Average
Count
Count Numbers
Max
Min
Sum
StdDev
Var
More Functions...

Note: in the formula bar see how Excel uses the SUBTOTAL function to calculate the sum. 109 is the argument for Sum if you use the SUBTOTAL function. Excel uses this function (and not the standard SUM function) to correctly calculate table totals of filtered tables.