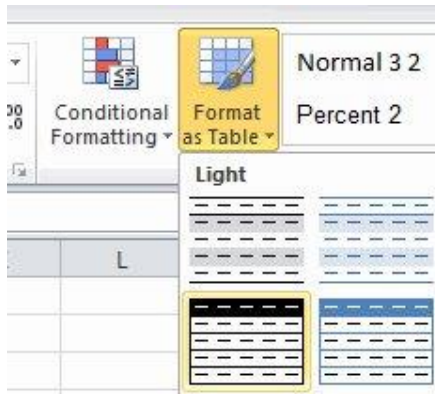


Instructions formatting a table:

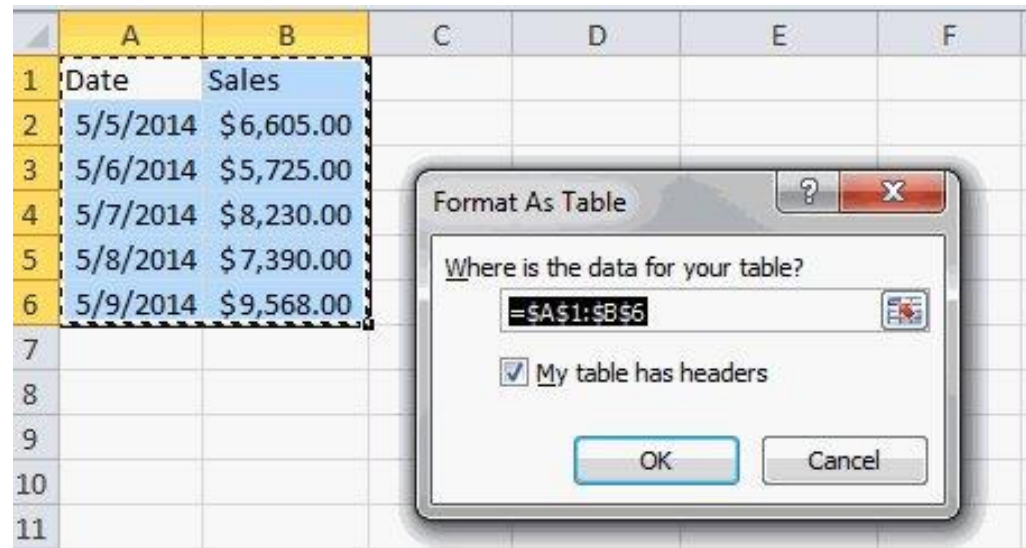
1. Select the data you want to format as a table.

	A	B
1	Date	Sales
2	5/5/2014	\$6,605.00
3	5/6/2014	\$5,725.00
4	5/7/2014	\$8,230.00
5	5/8/2014	\$7,390.00
6	5/9/2014	\$9,568.00

2. Select "Format as Table" (under the Home tab in the ribbon menu) which will allow you to select a table style for the data.



3. The marching ants will appear around your selection. Check "My table has headers" if the top cell of each column is the name you want as a header.



Note unchecking "My table has headers" will result in default headers "Column 1", "Column 2" ...

4. Your data will now be formatted as a table.

	A	B
1	Date	Sales
2	5/5/2014	\$ 6,605.00
3	5/6/2014	\$ 5,725.00
4	5/7/2014	\$ 8,230.00
5	5/8/2014	\$ 7,390.00
6	5/9/2014	\$ 9,568.00
7		

5. Tables allow the user to filter, use automatic formulas, and tab for new entry. A special menu (Design under "Table Tools") will appear when a cell in the table is selected.



6. Design gives additional options like creating a Total Row:

☒ Total Row

	A	B
1	Date	Sales
2	5/5/2014	\$ 6,605.00
3	5/6/2014	\$ 5,725.00
4	5/7/2014	\$ 8,230.00
5	5/8/2014	\$ 7,390.00
6	5/9/2014	\$ 9,568.00
7	Total	\$ 37,518.00

7. You can also name your table (to use as a reference):

