We have seen this week how we can use Tables in Excel to help structure, format, and automate working with data. You can easily find the data that you are looking for using sorting and filtering. Structured References are a new and powerful way to write formulas.

STRUCTURED REFERENCES

TableName[ColumnName]	This is the name of the table. It can be set in the **Table Design** tab.
TableName[**ColumnName**]	This selects all the data in a column from a table.
TableName[**@ColumnName**]	This refers to a single cell in the current row in another column.
TableName[[**#Headers**],[ColumnName]]	Select the header from a column.
TableName[[**#All**],[ColumnName]]	Select the header and data from a column.
TableName[[**#Totals**],[ColumnName]]	Select the totals from a column. Returns null if there are no totals for that column.

RULES FOR NAMING TABLES

- The same rules as for Named Ranges
- You might want to start names with **tbl_** to differentiate them from Named Ranges

SHORTCUTS

Ctrl+T	⌘+T	Insert a Table
Shift+Space	Shift+Space	Select table row
Ctrl+Space	Control+Space	Select table column
Ctrl+A	⌘+A	Select entire table

WHAT MAKES GOOD DATA FOR A TABLE

Your data should be rectangular, with no empty rows or columns. However, it is a good idea to have empty space between your table and any other data on the worksheet. It is useful if you have meaningful column headers to help distinguish each column.

SUMMARY FUNCTIONS FOR THE TOTAL ROW

When you enable the **Total Row** in a table you are given several options for the function to use to summarize each column. The default list comes from the **SUBTOTAL** function, although you can use any function or write your own. Using the **SUBTOTAL** function has the benefit that it will ignore hidden values if you hide any rows of the table, perhaps by using a table filter.

BONUS CONTENT

When you drag a formula that includes a structured reference to another column in the table, you will notice that the column references behave like relative references — they move with the formula. If you want them to be more like absolute references you can use:

TableName[[ColumnName]:[ColumnName]]