

DAY 3

Lesson 1 - Create Tables, Manage Table Styles and Options

- A. Use the ribbon to **Create a Table** from the current worksheet. Use file: 311-Truck Info

Step 1: Click the **Insert** tab

Step 2: Click the **Table** button

Step 3: Click the **OK** button

- B. Using the ribbon, apply **Table Style Medium 3** to the table on the **Trucks** worksheet. Use file: 321-Truck Info

Step 1: Click within the table on the **Trucks** worksheet to select it

Step 2: Click the **Design** tab

Step 3: Click the **Quick Styles** button to bring up the drop-down menu

Step 4: Select **Table Style Medium 3**

- C. Use the ribbon to create a new table style. Name the new style, **Food Truck Style**, and change the header row font color to **Blue**. Apply the style to the table. Use file: 321-Truck Info

Step 1: Select the table on the **Trucks** worksheet

Step 2: On the **Table Tools/Design** tab, in the **Table Styles** section, click the **More** button

Step 3: Click **New Table Style**

Step 4: Type: Food Truck Style in the Name field

Step 5: Click Header Row

Step 6: Click the Format button

Step 7: On the **Font** tab of the **Format Cells** dialog box, click the Color dropdown

Step 8: Select **Blue** from the standard colors section

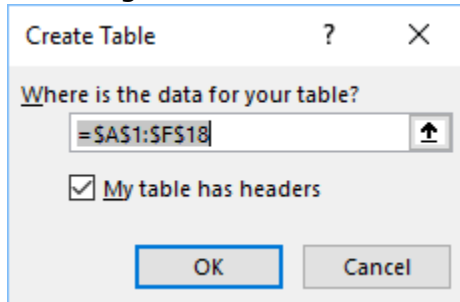
Step 9: Click the **OK** button twice

Step 10: On the **Table Tools/Design** tab, in the **Table Styles** section, click the **More** button

Step 11: Select **Food Truck Style** from the Custom table styles section to apply it to the table

- D. Tables are often used in Excel to create more visually appealing data and offer you greater versatility in that data in tables can easily be totaled, filtered, and sorted. To create a table, you just need to have some contiguous data, preferably with headings already defined for the columns of data. Use file: 311-Truck Info_ER

1. On the Trucks worksheet, click a cell within the data range of A1 through F1.
2. A single cell is all that is needed.
3. On the Insert tab on the ribbon, click the Table button. You should see the following:



4. Make sure the dialog box matches the screenshot and click the OK button. The data will transform into a table.
- E. You may decide, after having data in a table format, that you don't need for the data to be in a table format any longer. In that case, you can convert the table back to a regular range of data. Do note that in this conversion, the data will still look like it is formatted as a table. If you see data that looks like a table and are not sure if it is in a table format or not, just click somewhere in the data. If you see a group of Table tabs on the ribbon, you have a table. If you don't see those tabs, the data is not in a table format. Use file: 311-Truck Info_ER
1. Click the Gourmet worksheet tab.
 2. Click a cell inside of the existing table.
 3. On the Design tab, click the Convert to Range button. If asked if you want to convert the data back into a range, click the Yes button.
- F. Inserting rows and/or columns in a table is similar to inserting rows and/or columns on a worksheet. The difference in adding rows or columns to a table is that there is extra flexibility in that rows can be added either above or below the current row, and with columns, columns can be added to the left or right of the current column. Use file: 331-Truck Info
1. Click the Trucks worksheet.
 2. Click a cell in column F.
 3. From the Home tab, click the Insert drop-down button and click Insert Table Columns to the left.

4. Next, we will add two rows. Select rows 15 and 16.
 5. Click the Insert drop-down button and click Insert Sheet Rows. Two rows should be added to the table.
 6. To delete the column you added earlier, click a cell in the new, blank column (column F).
 7. On the Home tab, click the Delete drop-down button and click Delete Table Columns.
- G. Tables can be configured in a number of styles in Excel 2016. General styles involve choosing a color scheme for the table. The first and last rows and/or columns can also be set to stand out from the rest of the table. One important note for the exam is that if you get a question asking you to choose a table style, make sure you hover the mouse over the table styles and choose the exact table style being asked for. Use file: 321-Truck Info_ER
1. On the Trucks worksheet, click a cell in the existing table.
 2. On the Design tab of the ribbon, click the drop-down arrow on the Table Styles section and click the White, Table Style, Medium 18 style, located in the Medium section.
 3. In the Table Style Options group on the Design tab, select the First Column check box to draw special attention to the truck numbers.
- H. A feature which enhances tables is the use of total rows. Total rows can easily be added to a table, thus allowing those who do not know how to create formulas and functions to still be able to get basic totals, averages, and similar calculations. Use file: 321-Truck Info
1. If necessary, click the Trucks worksheet.
 2. Click a cell in the existing table.
 3. On the Design tab, select the Total Row check box. Notice the total row on row 21.
 4. Click cell F21.
 5. Click the drop-down arrow and click Sum to sum up the operating expenses on the worksheet.
 6. Click cell G21 and use the drop-down arrow to set the total for the empty column to None.

Lesson 2 - Filter and Sort a Table

- I. Filter the **Stove** column in the current table so only trucks with stoves appear. Use file: 321-Truck Info

Step 1: Click the **Stove** drop-down arrow
 Step 2: Clear the (**Select All**) check box
 Step 3: Select the **Yes** check box
 Step 4: Click the **OK** button

- I. Using the **Sort** button on the ribbon, sort the current table by the **Heater** column, then add a new level and sort the table by the **Date of Last Service** column. Use file: 321-Truck Info

Step 1: In the **Data** tab, **Sort & Filter** group, click the **Sort** button

Step 2: Click the **Sort by** drop-down arrow

Step 3: Click Heater

Step 4: Click the **Add Level** button

Step 5: Click the Then by drop-down arrow

Step 6: Click **Date of Last Service**

Step 7: Click the OK button

- J. Using the ribbon, remove any duplicates from the **Truck** column of the table on the **Trucks** worksheet. Use the **Unselect All** button to clear all of the boxes when prompted. Use file: 321-Truck Info

Step 1: Click within the table on the Trucks worksheet

Step 2: Click the Design tab

Step 3: Click the Remove Duplicates button

Step 4: Click the Unselect All button

Step 5: Select the Truck check box

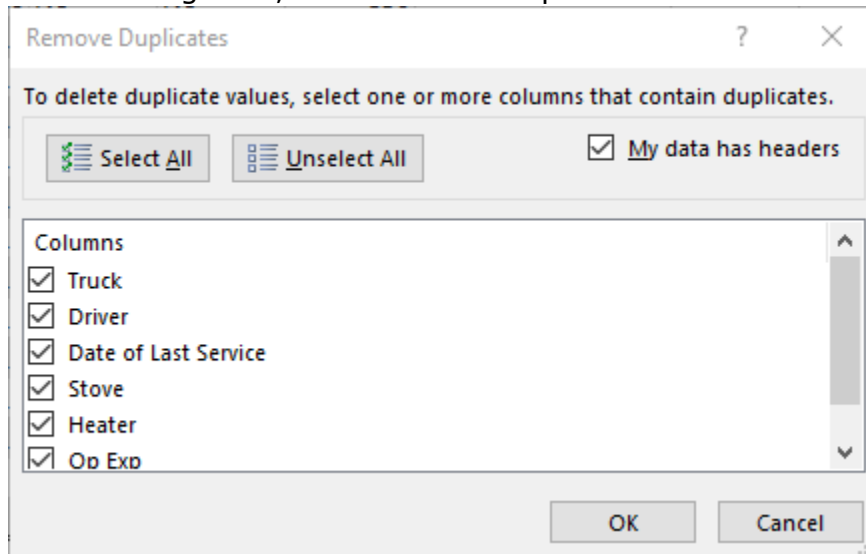
Step 6: Click the OK button

- K. Having information formatted as a table has many benefits for quick data analysis. One example of this is filtering data in tables. In filtering, records not meeting a user-defined criteria are temporarily hidden. Note that this feature is available with data even if the data is not in a table. The filtering features are all contained on the Data tab of the ribbon. Use file: 331-Truck Info
 1. In cell D1 on the Trucks worksheet, click the drop-down arrow on the Stove field to display the available filters.
 2. Clear the Select All check box.
 3. Select the No check box.
 4. Click the OK button. There should be six rows displayed, all with no stove.

H. One benefit to having information in a table is the ability to remove duplicate records from a table. When using the Remove Duplicates button, make sure you

properly define what constitutes a duplicate record. For example, you may decide a name and address duplicate should be removed. Or, you may decide every field in a row should match between two records before removing duplicates. Use file: 331-Truck Info

1. If necessary, click the Trucks worksheet.
2. Click any cell in the table.
3. On the Design tab, click Remove Duplicates. You will see the following:



1. To organize data in Excel, data can be sorted by one or more columns. In sorting data, data is put in alphabetical or numeric order, depending upon the data being sorted. Data can be sorted in either ascending order (A to Z, lowest to highest) or descending order (Z to A, highest to lowest). Use file: 331-Truck Info
1. If necessary, click the Trucks worksheet tab.
2. Click any cell in the dataset.
3. On the ribbon, click the Data tab.
4. Click the Sort button. The Sort dialog box will appear.
5. Click the Sort by field drop-down arrow and click Stove.
6. Click the Add Level button.
7. For the new sort level, click the drop-down arrow and click Date of Last Service.
8. Click the OK button. The data will sort by Stove and then by Date of Last Service.
9. To change the order of the stove sort, click the Sort button on the Data tab to reopen the Sort dialog box.
10. Click the Order drop-down arrow on the first sorted field (the stove) and change the order from Z to A.
11. Click the OK button. The trucks with the stoves should now be on top of the

