Week 5: Toolbox

Keyboard Shortcuts

Ctrl+T (Cmd+T or Ctrl+T) — Insert Table

Shift+Space (Shift+Space) — Select table row

Ctrl+Space (Ctrl+Space) — Select table column

Ctrl+A (Cmd+A) — Select table

Ctrl+. — Move between the corners of a table

Excel Terminology

Named Ranges and Tables

Named Ranges	Tables
Do not automatically extend at the edges of their range	Automatically extend to include rows and columns added
Behaves like an absolute reference when used in a formula — when you copy the formula to another column the reference to the Named Range will remain the same	Structured References behave like a relative reference when used in a formula — when you copy the formula to another column the Structured Reference will change
Do not have formatting tools	Can be easily formatted

Named Ranges do not know about other Named Ranges — they do not work together	Provide a range of sorting and filtering tools that work with the Table as a whole unit

Named Ranges and Tables have some overlap in functionality and use, but there are some key differences.

Ninja Tip of the Week

You can easily move columns and rows around in tables:

To move a column in a table you must first select the column that you desire to move then navigate the mouse icon to either the right/left edge depending on which direction you want to move the column in, move the mouse icon it till this icon appears:

Click and drag the column to the position you want it in, watch the vertical bar that appears to drag it to the edge of the column you desire to move to. You can move a row using a similar process.