

Table Styles in Excel

Quickly format a range of cells by choosing a table style. You can also create your own table style. Quickly format a cell by choosing a [cell style](#).

1. Click any single cell inside the data set.

	A	B	C	D	E
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	
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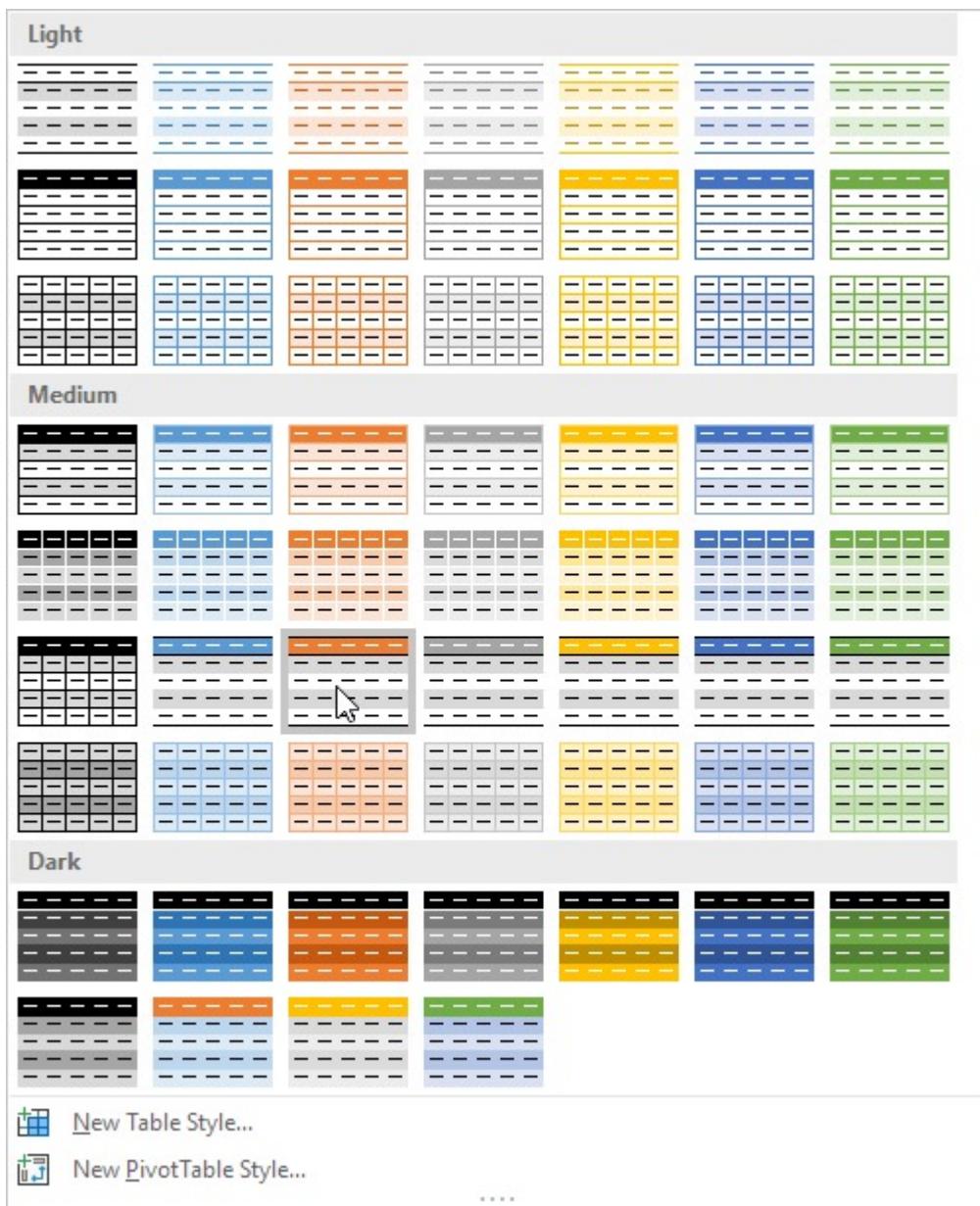
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2. On the Home tab, in the Styles group, click Format as Table.

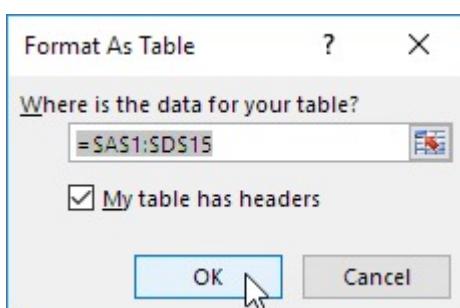


3. Choose a table style.



Note: click New Table Style to create your own table style or right click a table style and click Duplicate to create a new table style that is similar to an existing one. Modifying a custom table style affects all tables in a workbook that use that table style. This can save a lot of time.

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



This is another way to [create a table](#). See the result below.

	A	B	C	D	E
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	
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14	Williams	\$19,302.00	UK	Qtr 4	
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You can change a table style at any time.

5. First, select a cell inside the table. Next, on the Table Design tab, in the Table Styles group, click a table style (hover over a style to see a live preview).



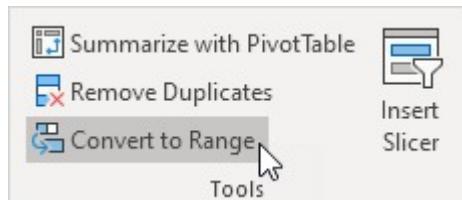
Result: a different visual style.

	A	B	C	D	E
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
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13	Williams	\$14,867.00	USA	Qtr 3
14	Williams	\$19,302.00	UK	Qtr 4
15	Smith	\$9,698.00	USA	Qtr 1
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To convert this table back to a normal range of cells (with table formatting), execute the following steps.

6. First, select a cell inside the table. Next, on the Table Design tab, in the Tools group, click Convert to Range.



Result: a nicely formatted range of cells.

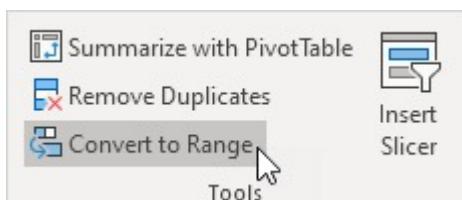
	A	B	C	D	E
1	Last Name	Sales	Country	Quarter	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
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13	Williams	\$14,867.00	USA	Qtr 3	
14	Williams	\$19,302.00	UK	Qtr 4	
15	Smith	\$9,698.00	USA	Qtr 1	
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To convert this table back to a normal range of cells (without table formatting), execute the following steps.

7. Press Ctrl + Z to undo the previous step.
8. First, select a cell inside the table. Next, on the Table Design tab, in the Table Styles group, click the first style (None).

Result: this only removes the table formatting. You can still sort, filter, add a total row, etc.

9. Finally, on the Table Design tab, in the Tools group, click Convert to Range.



Result: a normal range of cells.

	A	B	C	D	E
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	
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14	Williams	\$19,302.00	UK	Qtr 4	
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