

Structured References in Excel

When working with tables in Excel, you can use structured references to make your formulas easier to understand.

For example, we have the following table.

B16						
	A	B	C	D	E	F
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		
16	Total	\$152,924.00		14		
17						



1. Select cell E1, type Bonus, and press Enter. Excel automatically formats the column for you.

E2						
	A	B	C	D	E	F
1	Last Name	Sales	Country	Quarter	Bonus	
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		
16	Total	\$152,924.00		14		
17						

2. Select cell E2 and type =0.02*[

3. A list of structured references (the columns) appears. Select Sales from the list.

COUNTIF						
	A	B	C	D	E	F
1	Last Name	Sales	Country	Quarter	Bonus	
2	Smith	\$16,753.00	UK	Qtr 3	=0.02*[
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		
16	Total	\$152,924.00		14		
17						

4. Close with a square bracket and press Enter.

Result: Excel automatically copies the formula down the column for you.

E2						

	A	B	C	D	E	F
1	Last Name ▾	Sales ▾	Country ▾	Quarter ▾	Bonus ▾	
2	Smith	\$16,753.00	UK	Qtr 3	335.06	
3	Johnson	\$14,808.00	USA	Qtr 4	296.16	
4	Williams	\$10,644.00	UK	Qtr 2	212.88	
5	Jones	\$1,390.00	USA	Qtr 3		
6	Brown	\$4,865.00	USA	Qtr 4	97.3	
7	Williams	\$12,438.00	UK	Qtr 1	248.76	
8	Johnson	\$9,339.00	UK	Qtr 2	186.78	
9	Smith	\$18,919.00	USA	Qtr 3	378.38	
10	Jones	\$9,213.00	USA	Qtr 4	184.26	
11	Jones	\$7,433.00	UK	Qtr 1	148.66	
12	Brown	\$3,255.00	USA	Qtr 2	65.1	
13	Williams	\$14,867.00	USA	Qtr 3	297.34	
14	Williams	\$19,302.00	UK	Qtr 4	386.04	
15	Smith	\$9,698.00	USA	Qtr 1	193.96	
16	Total	\$152,924.00		14		
17						

Note: click AutoCorrect Options and click Undo Calculated Column to only insert the formula into cell E2.

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To refer to this table in a formula, execute the following steps.

5. First, select a cell inside the table. Next, on the Table Design tab, in the Properties group, we can see that Table1 is the name of this table.

Table Name:

Table1

 Resize Table

Properties

6. Select cell E18 and enter the formula shown below.

E18

=SUM(Table1[Sales])

	A	B	C	D	E	F
1	Last Name ▼	Sales ▼	Country ▼	Quarter ▼	Bonus ▼	
2	Smith	\$16,753.00	UK	Qtr 3	335.06	
3	Johnson	\$14,808.00	USA	Qtr 4	296.16	
4	Williams	\$10,644.00	UK	Qtr 2	212.88	
5	Jones	\$1,390.00	USA	Qtr 3	27.8	
6	Brown	\$4,865.00	USA	Qtr 4	97.3	
7	Williams	\$12,438.00	UK	Qtr 1	248.76	
8	Johnson	\$9,339.00	UK	Qtr 2	186.78	
9	Smith	\$18,919.00	USA	Qtr 3	378.38	
10	Jones	\$9,213.00	USA	Qtr 4	184.26	
11	Jones	\$7,433.00	UK	Qtr 1	148.66	
12	Brown	\$3,255.00	USA	Qtr 2	65.1	
13	Williams	\$14,867.00	USA	Qtr 3	297.34	
14	Williams	\$19,302.00	UK	Qtr 4	386.04	
15	Smith	\$9,698.00	USA	Qtr 1	193.96	
16	Total	\$152,924.00		14		
17						
18					152924	
19						

Explanation: this formula calculates the sum of the Sales column. Enter =SUM(Table1[and Excel will give you a list of structured references you can use. This formula updates automatically when you add or delete records.






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■ Tables

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