

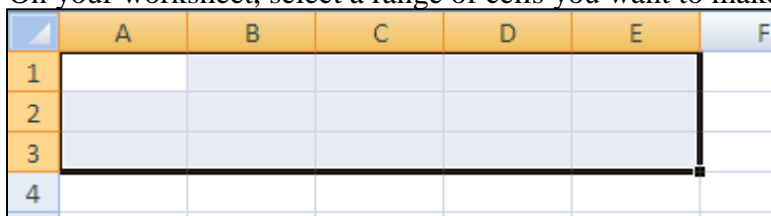
Creating a Table

By creating a table with Excel's *Table* button, you will have access to *Table Tools* and the accompanying *Design* command tab (neither of which are available for normal a data range).

You can either create a [blank table](#) or create a [table from an existing data range](#).

Creating a Table: From a Blank Cell Range

1. On your worksheet, select a range of cells you want to make into a *Table*



	A	B	C	D	E	F
1						
2						
3						
4						



- From the *Insert* command tab, in the *Tables* group, click **TABLE**

NOTES:

The *Create Table* dialog box appears, displaying the selected cell range.



Behind the *Create Table* dialog box, the selected cell range is highlighted with an animated border.



3. OPTIONAL: To specify a different cell range, in the *Where is the data for your table?* text box, type the desired cell range

OR

To select the range

- a. Click **COLLAPSE DIALOG BOX** 
 - b. Select the desired cell range
 - c. Click **EXPAND DIALOG BOX** 
 - d. Click **OK**
4. OPTIONAL: If your selected cell range already has headers (i.e., column labels), select ***My table has headers***
5. To accept the selected cell range for your table, click **OK**
The selected cell range is converted into a *Table*.



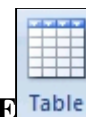
	A	B	C	D	E	F
1	Column1 ▼	Column2 ▼	Column3 ▼	Column4 ▼	Column5 ▼	
2						
3						
4						
5						

NOTE: For information on *Table* terms, refer to [Tables Overview: Table Terms](#).

Creating a Table: From an Existing Data Range

1. Select the data that will make up your *Table*

2. From the *Insert* command tab, in the *Tables* group, click **TABLE**







The *Create Table* dialog box appears, displaying the selected data range.

If Excel detects headers (i.e., column labels) in the selected data range, the *My table has headers* option is automatically selected.

3. OPTIONAL: If your table does not already have headers (i.e., column labels), deselect ***My table has headers***
4. OPTIONAL: To specify a different cell range, in the *Where is the data for your table?* text box, type the desired cell range

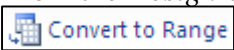
OR

To select the range

- a. Click **COLLAPSE DIALOG BOX** 
- b. Select the desired cell range
- c. Click **EXPAND DIALOG BOX** 
- d. Click **OK**

5. To accept the selected cell range for your *Table*, click **OK**
The selected cell range is converted into a *Table*.

To convert a Table back to a data range:

1. Select a cell within the *Table*
2. From the *Design* command tab, in the *Tools* group, click **CONVERT TO RANGE**
The *Convert to Range* button is located in the Tools group on the Design tab. It features a small icon of a table with a red 'X' over it, followed by the text 'Convert to Range'.
3. In the confirmation dialog box, click **YES**
The *Table* is converted to a range.



Using Forms to Enter Table Data

Once your *Table* has been created, Excel provides an easy way to enter data called the *Form* feature. Instead of moving the cursor to each new cell, with the *Form* feature you can add and edit *Table* data from a simple dialog box. The *Form* dialog box is also helpful for searching for

records. The *Find Next* and *Find Prev* options make locating a specific record easier.

In Excel 2007, to access the *Form* feature, the *Form* button must first be [added to the Quick Access toolbar](#).

Adding the Form Button to the Quick Access Toolbar

1. At the top of the Excel window, to the right of the *Quick Access* toolbar, click **CUSTOMIZE QUICK ACCESS TOOLBAR** » select **More Commands**
The *Excel Options* dialog box appears, with *Customize* selected.
2. From the *Customize Quick Access Toolbar* section, in the *Choose commands from* pull-down list, select **Commands Not in the Ribbon**
The scroll box under the pull-down list refreshes to display several commands not found on the *Ribbon*.
3. From the scroll box, select **Form...**
4. Click **ADD**

5. Click **OK**


The *Form* button is added to the *Quick Access* toolbar.

Accessing the Form Dialog Box

NOTES:

The *Form* feature cannot be accessed from a blank worksheet; you must have an existing *Table*.

If you try to open the *Form* dialog box from empty cell range (i.e., not a *Table*), a dialog box will appear giving you the option to either use the first row of the selection as labels and not as data (i.e., the *Form* dialog box opens), or to cancel and make any appropriate changes to your database (i.e., the *Form* dialog box does not open).

1. Select a cell within the *Table*
2. From the *Quick Access* toolbar, click **FORM** 

The *Form* dialog box appears displaying the sheet name, your *Table's* field names (i.e., column labels), and any previously entered row data.



NOTE: The following two graphics depict a *Table* and the form dialog box when opened from the table.

	A	B	C	D
1	Author ▼	Title ▼	Print Year ▼	Publisher ▼
2	Zinn, Howard	Marx in Soho	1999	South End Press
3				
4				
5				

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Sheet1 ? x

Author:	Zinn, Howard	1 of 1
Title:	Marx in Soho	
Print Year:	1999	
Publisher:	South End Press	

▲

▼

New

Delete

Restore

Find Prev

Find Next

Criteria

Close

Using Form Options

Adding a New Record

1. [Access the Form dialog box](#)

NOTES:

The current view in the the *Form* dialog box always represents one *Table* row (i.e., a blank new row or an existing row with previously entered data).

The *Form* dialog box displays existing column labels with corresponding text boxes representing the individual cells under each column.

2. Click **NEW**
The form is cleared and ready for you to enter a new record.
3. In each text box, type the desired information
4. To move between fields, press [**Tab**]
5. To add the current data to your *Table* and automatically open a blank form for a new



record, press **[Enter]** or **[return]**

6. Repeat steps 3–5 as needed

NOTE: Your *Table* will automatically expand if you enter more records than the number of rows you initially indicated for the table.

7. When you are finished entering data, click **CLOSE**
The new rows appear at the bottom of your *Table*.


Editing a Record

1. [Access the Form dialog box](#)

NOTES:

The current view in the the *Form* dialog box always represents one *Table* row (i.e., a blank new row or an existing row with previously entered data).

The *Form* dialog box displays existing column labels with corresponding text boxes representing the individual cells under each column.

- 
2. To move to the desired row, click **FIND NEXT** or **FIND PREV**
OR
Press [**Up Arrow**] or [**Down Arrow**]
 3. In the appropriate *Form* dialog box text boxes, make the desired changes
 4. When finished, click **CLOSE**

Deleting a Record

1. [Access the Form dialog box](#)

NOTES:

The current view in the the *Form* dialog box always represents one *Table* row (i.e., a blank new row or an existing row with previously entered data).

The *Form* dialog box displays existing column labels with corresponding text boxes representing the individual cells under each column.

2. To select the existing record you want to delete, click and hold the scroll bar dragging up



or down

OR

Click **FIND PREV** or **FIND NEXT**

3. Click **DELETE**

A confirmation dialog box appears.

4. Click **OK**

5. Click **CLOSE**

The record is permanently deleted from your database.

Searching for a Record

The *Criteria* feature allows you to search according to desired criteria.

1. [Access the Form dialog box](#)

NOTES:

The current view in the the *Form* dialog box always represents one *Table* row (i.e., a



blank new row or an existing row with previously entered data).

The *Form* dialog box displays existing column labels with corresponding text boxes representing the individual cells under each column.

2. Click **CRITERIA**
3. In the appropriate field(s), type your search criteria
4. Click **FIND NEXT** or **FIND PREV**
5. Repeat steps 3-4 as necessary
6. Click **CLOSE**



Using the Worksheet Window

If you need to make only minor changes in your *Table*, it may be quicker to make them in the worksheet view.

Adding a Row



1. Click in the first blank row at the bottom of your *Table*
2. Select the cell where you want to enter new data
3. Type the data accordingly
4. Press [**Tab**]

OR

Use the arrow keys to move to the next field of the record

NOTE: As you enter data and move within the row, that row is automatically added to your *Table*.

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