



## 3.1.2 and 3.2.1 to 3.2.3 Modify Tables

Now that you've completed this lecture, you should be able to modify tables.

### **Try the techniques on your own using the following steps**

1. Open the workbook named 3213 provided as a resource with this TIY. Insert a column to the right of the Number of Passengers Column. Name the new column as More Passengers. You should be able to do this without having to reposition columns.
2. Insert a new table column to the left of the Destinations column.
3. Apply the Green Table Style Medium 14 to the Passengers table.
4. Include a Total row and display the average number of passengers in the resultant field to two decimal places.
5. Remove the banded rows setting and apply the banded columns setting.