


# Introduction

Once you've entered information into a worksheet, you may want to format your data as a **table**. Just like regular formatting, tables can improve the **look and feel** of your workbook, but they'll also help to **organize** your content and make your data easier to use. Excel includes several **tools** and **predefined table styles**, allowing you to create tables quickly and easily.

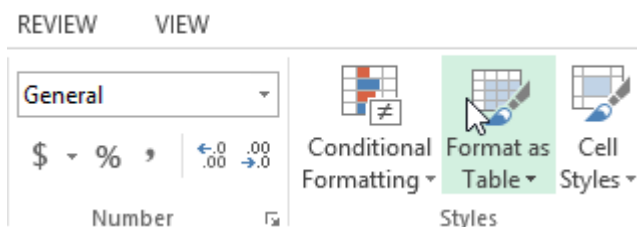
Download and use “Excel Tables Activity ”.

To format data as a table:

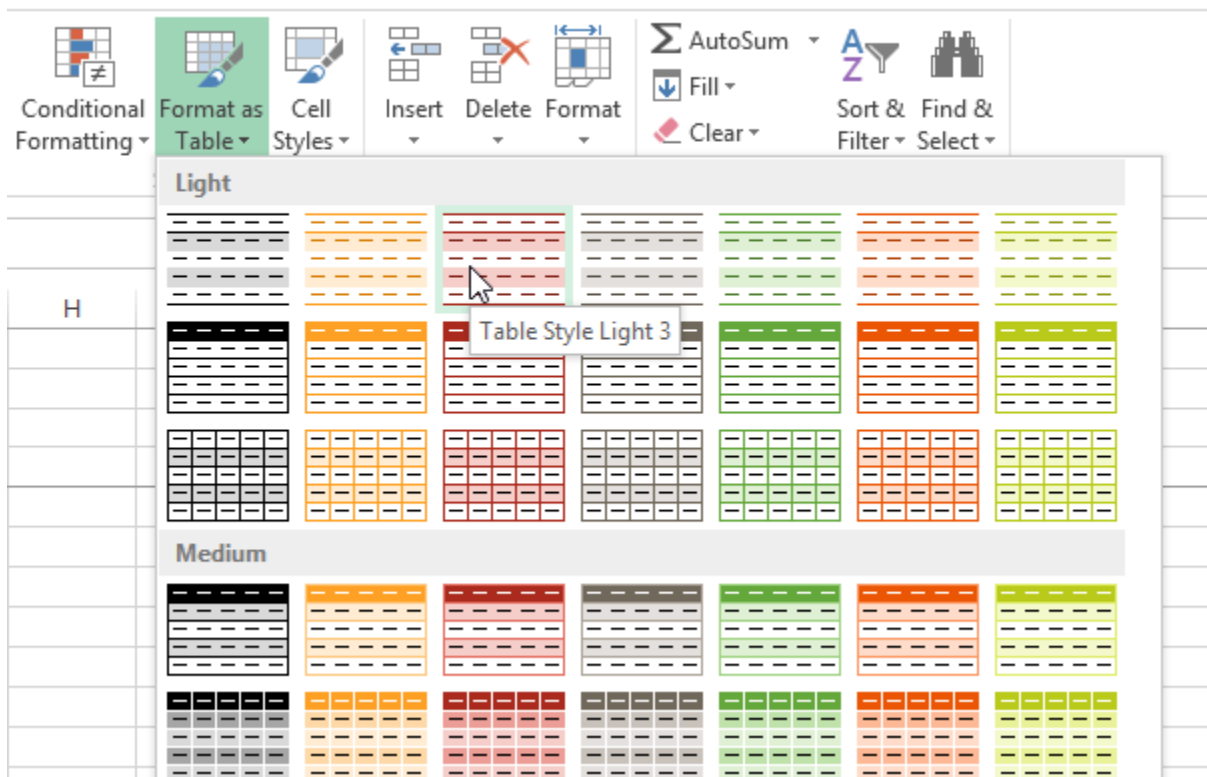
1. Select the **cells** you want to format as a table. In our example, we'll select the cell range **A4:D10**.

	A	B	C	D	E
1	 <b>Mongibello</b> ARTISAN PASTA		Date:	11/13/10	
2			Invoice #:	145-10	
3			Customer:	Café Aurora	
4	Quantity	Description	Unit Price	Line Total	
5	5	Fettuccini, Black Bean Flavor	\$12.00	\$60.00	
6	7	Fettuccini, Sundried Tomato Flavor	\$10.00	\$70.00	
7	9	Fettuccini, Thai Basil Flavor	\$10.00	\$90.00	
8	6	Penne, Roasted Red Pepper Flavor	\$14.00	\$84.00	
9	3	Penne, Massaman Curry Flavor	\$14.00	\$42.00	
10	4	Penne, Wild Mushroom Flavor	\$15.00	\$60.00	
11					

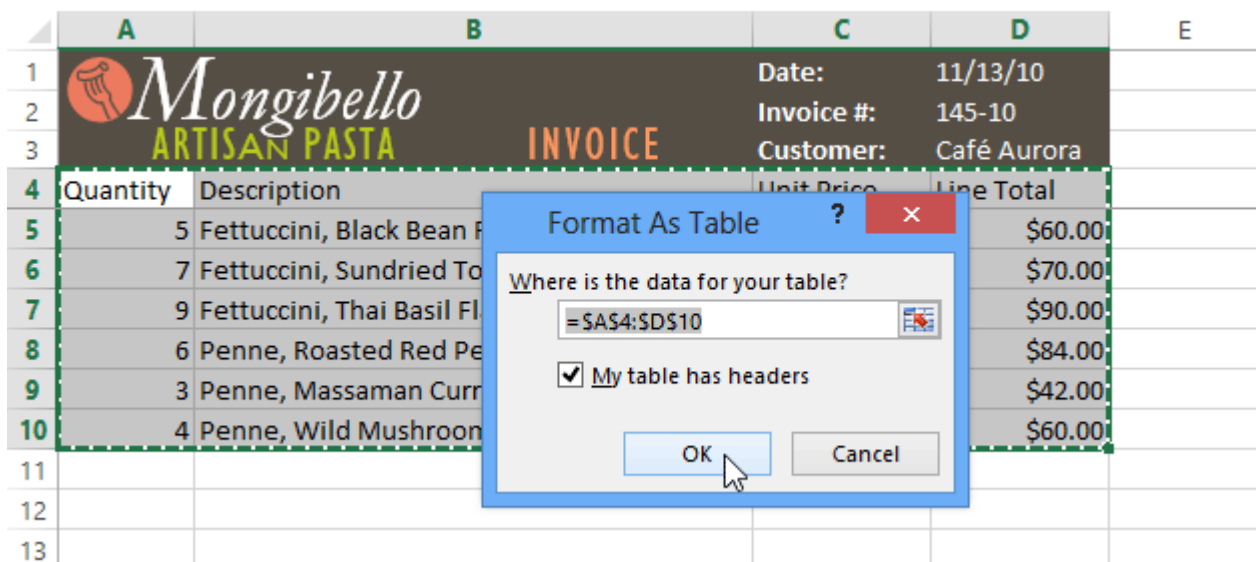
2. From the **Home** tab, click the **Format as Table** command in the **Styles**group.




3. Select a **table style** from the drop-down menu.



4. A dialog box will appear, confirming the selected **cell range** for the table.
5. If your table has **headers**, check the box next to **My table has headers**, then click **OK**.



6. The cell range will be formatted in the selected table style.

	A	B	C	D	E
1	 <b>Mongibello</b> ARTISAN PASTA	<b>INVOICE</b>	Date:	11/13/10	
2			Invoice #:	145-10	
3			Customer:	Café Aurora	
4	Quantity ▼	Description ▼	Unit Price ▼	Line Total ▼	
5	5	Fettuccini, Black Bean Flavor	\$12.00	\$60.00	
6	7	Fettuccini, Sundried Tomato Flavor	\$10.00	\$70.00	
7	9	Fettuccini, Thai Basil Flavor	\$10.00	\$90.00	
8	6	Penne, Roasted Red Pepper Flavor	\$14.00	\$84.00	
9	3	Penne, Massaman Curry Flavor	\$14.00	\$42.00	
10	4	Penne, Wild Mushroom Flavor	\$15.00	\$60.00	
11					

Tables include **filtering** by default. You can filter your data at any time using the **drop-down arrows** in the header cells. To learn more, review our lesson on [Filtering Data](#).


## Modifying tables

It's easy to modify the look and feel of any table after adding it to a worksheet. Excel includes different options for customizing a table, including **adding rows or columns** and changing the **table style**.

To add rows or columns to a table:

If you need to fit more content in your table, Excel allows you to modify the **table size** by including additional rows and columns. There are two simple ways to change the table size:


- Begin typing new content after the last row or column in the table. The row or column will be included in the table automatically.

	A	B	C	D	E
1		<b>Mongibello</b> <b>ARTISAN PASTA</b>	Date:	11/13/10	
2			Invoice #:	145-10	
3			Customer:	Café Aurora	
4	<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Total</b>	
5	5	Fettuccini, Black Bean Flavor	\$12.00	\$60.00	
6	7	Fettuccini, Sundried Tomato Flavor	\$10.00	\$70.00	
7	9	Fettuccini, Thai Basil Flavor	\$10.00	\$90.00	
8	6	Penne, Roasted Red Pepper Flavor	\$14.00	\$84.00	
9	3	Penne, Massaman Curry Flavor	\$14.00	\$42.00	
10	4	Penne, Wild Mushroom Flavor	\$15.00	\$60.00	
11	8	Breadsticks, Garlic & Olive Oil		\$0.00	
12					

- Click, hold, and drag the **bottom-right corner** of the table to create additional rows or columns.

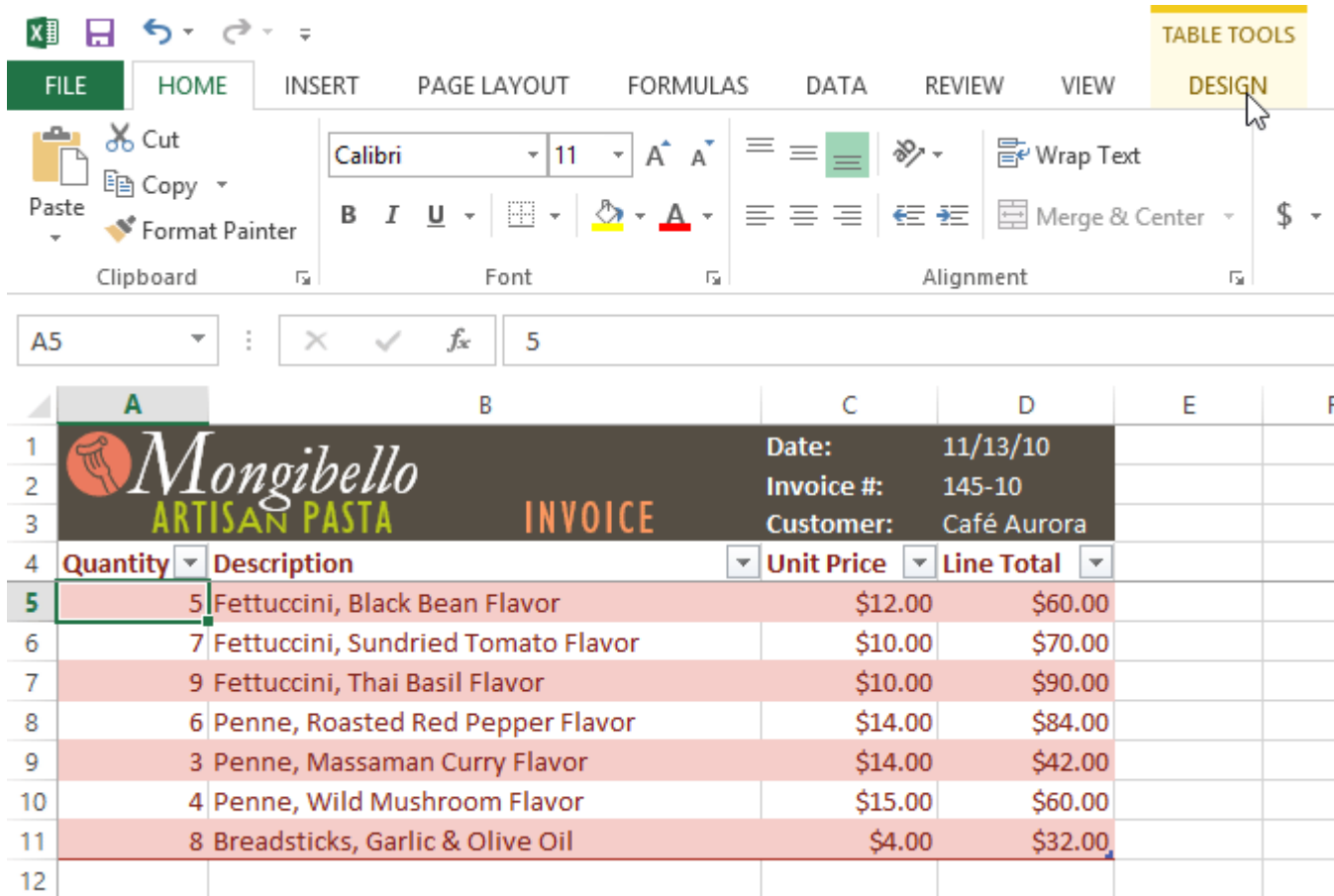
10	4	Penne, Wild Mushroom Flavor	\$15.00	\$60.00	
11	8	Breadsticks, Garlic & Olive Oil	\$4.00	\$32.00	
12					
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15					
16					
17					

	A	B	C	D	E
1		<b>Mongibello</b> <b>ARTISAN PASTA</b>	Date:	11/13/10	
2			Invoice #:	145-10	
3			Customer:	Café Aurora	
4	<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Total</b>	
5	5	Fettuccini, Black Bean Flavor	\$12.00	\$60.00	
6	7	Fettuccini, Sundried Tomato Flavor	\$10.00	\$70.00	
7	9	Fettuccini, Thai Basil Flavor	\$10.00	\$90.00	
8	6	Penne, Roasted Red Pepper Flavor	\$14.00	\$84.00	
9	3	Penne, Massaman Curry Flavor	\$14.00	\$42.00	
10	4	Penne, Wild Mushroom Flavor	\$15.00	\$60.00	
11	8	Breadsticks, Garlic & Olive Oil	\$4.00	\$32.00	
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15					
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To change the table style:

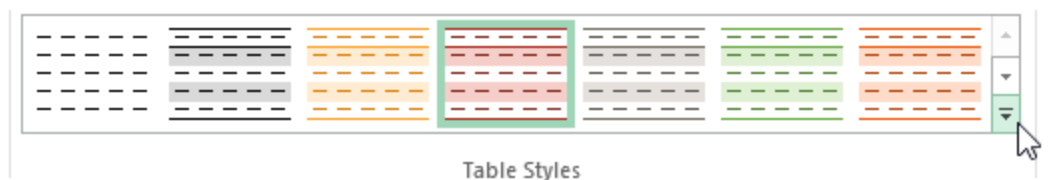
1. Select **any cell** in your table, then click the **Design** tab.



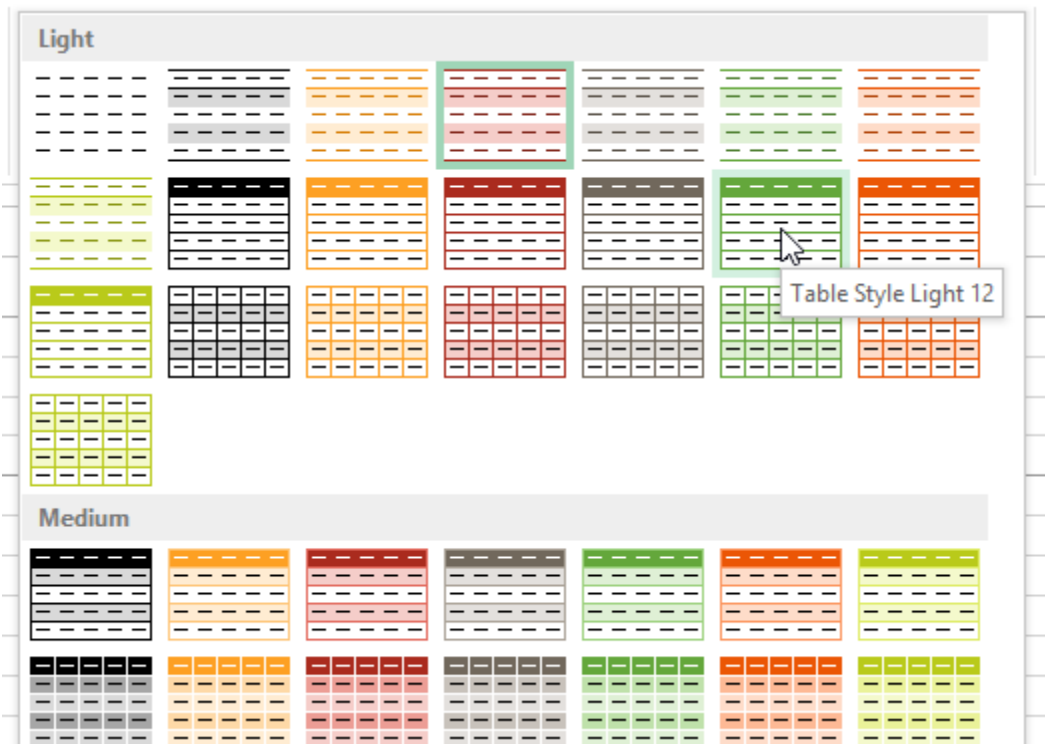
The screenshot shows the Microsoft Excel interface with the **DESIGN** tab selected in the ribbon. The ribbon includes tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The **DESIGN** tab is highlighted in yellow. Below the ribbon, the formula bar shows the active cell is A5. The table below has the following data:

Quantity	Description	Unit Price	Line Total
5	Fettuccini, Black Bean Flavor	\$12.00	\$60.00
7	Fettuccini, Sundried Tomato Flavor	\$10.00	\$70.00
9	Fettuccini, Thai Basil Flavor	\$10.00	\$90.00
6	Penne, Roasted Red Pepper Flavor	\$14.00	\$84.00
3	Penne, Massaman Curry Flavor	\$14.00	\$42.00
4	Penne, Wild Mushroom Flavor	\$15.00	\$60.00
8	Breadsticks, Garlic & Olive Oil	\$4.00	\$32.00


2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see all available table styles.



3. Select the **desired style**.



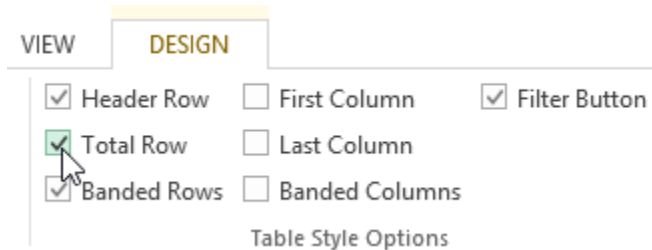
4. The selected **table style** will appear.

	A	B	C	D	E
1	 <b>Mongibello</b> ARTISAN PASTA	<b>INVOICE</b>	Date:	11/13/10	
2			Invoice #:	145-10	
3			Customer:	Café Aurora	
4	Quantity ▼	Description ▼	Unit Price ▼	Line Total ▼	
5	5	Fettuccini, Black Bean Flavor	\$12.00	\$60.00	
6	7	Fettuccini, Sundried Tomato Flavor	\$10.00	\$70.00	
7	9	Fettuccini, Thai Basil Flavor	\$10.00	\$90.00	
8	6	Penne, Roasted Red Pepper Flavor	\$14.00	\$84.00	
9	3	Penne, Massaman Curry Flavor	\$14.00	\$42.00	
10	4	Penne, Wild Mushroom Flavor	\$15.00	\$60.00	
11	8	Breadsticks, Garlic & Olive Oil	\$4.00	\$32.00	
12					


To modify the table style options:

You can turn various options **on** or **off** to change the appearance of any table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Select **any cell** in your table.
2. From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group. In our example, we'll check **Total Row** to automatically include a **total** for our table.



3. The table style will be modified. In our example, a **new row** has been added to the table with a **formula** that will automatically calculate the total value of the cells in column D.

	A	B	C	D	E
1	 <b>Mongibello</b> ARTISAN PASTA	<b>INVOICE</b>	Date:	11/13/10	
2			Invoice #:	145-10	
3			Customer:	Café Aurora	
4	Quantity ▼	Description ▼	Unit Price ▼	Line Total ▼	
5	5	Fettuccini, Black Bean Flavor	\$12.00	\$60.00	
6	7	Fettuccini, Sundried Tomato Flavor	\$10.00	\$70.00	
7	9	Fettuccini, Thai Basil Flavor	\$10.00	\$90.00	
8	6	Penne, Roasted Red Pepper Flavor	\$14.00	\$84.00	
9	3	Penne, Massaman Curry Flavor	\$14.00	\$42.00	
10	4	Penne, Wild Mushroom Flavor	\$15.00	\$60.00	
11	8	Breadsticks, Garlic & Olive Oil	\$4.00	\$32.00	
12	<b>Total</b>			<b>\$438.00</b>	
13					

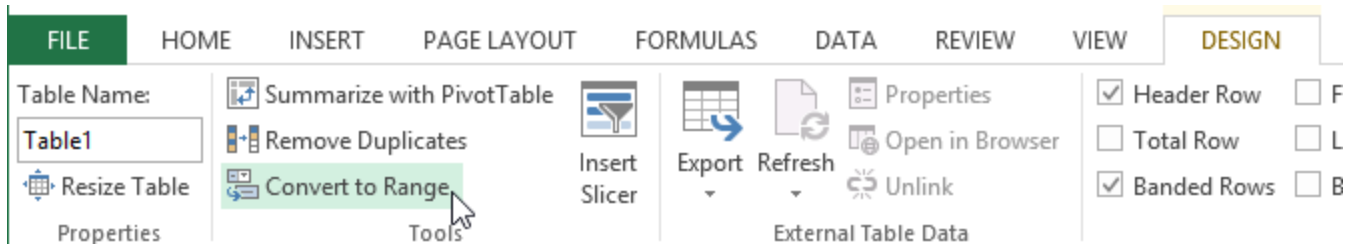
These options can affect your table style in various ways, depending on the type of content in your table. You may need to experiment with a few different options to find the exact style you want.

## To remove a table:

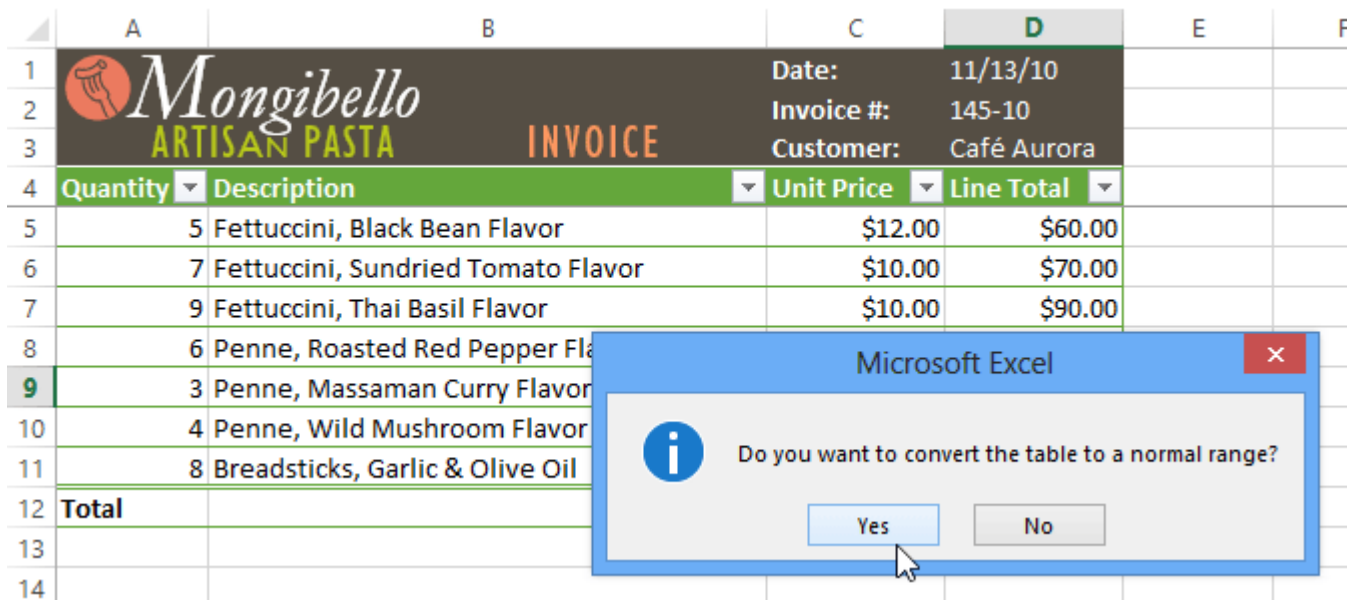
Sometimes you may not want to use the additional features included with tables, such as the Sort and Filter drop-down arrows. You can **remove** a table from the

workbook while still preserving the table's formatting elements, like font and cell color.

1. Select **any cell** in your table. The **Design** tab will appear.
2. Click the **Convert to Range** command in the **Tools** group.




3. A dialog box will appear. Click **Yes**.



4. The range will no longer be a table, but the cells will retain their data and formatting.



	A	B	C	D	E
1	 <b>Mongibello</b> ARTISAN PASTA	<b>INVOICE</b>	Date:	11/13/10	
2			Invoice #:	145-10	
3			Customer:	Café Aurora	
4	<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Total</b>	
5	5	Fettuccini, Black Bean Flavor	\$12.00	\$60.00	
6	7	Fettuccini, Sundried Tomato Flavor	\$10.00	\$70.00	
7	9	Fettuccini, Thai Basil Flavor	\$10.00	\$90.00	
8	6	Penne, Roasted Red Pepper Flavor	\$14.00	\$84.00	
9	3	Penne, Massaman Curry Flavor	\$14.00	\$42.00	
10	4	Penne, Wild Mushroom Flavor	\$15.00	\$60.00	
11	8	Breadsticks, Garlic & Olive Oil	\$4.00	\$32.00	
12	<b>Total</b>			<b>\$438.00</b>	
13					

## Challenge!

1. Open an existing Excel workbook. If you want, you can use our **“Excel Table Activity”**.
2. Format a range of cells as a **table**. If you are using the example, format the cell range **A2:E13**.
3. **Add** a row or column to the table.
4. Choose a new **table style**.
5. Change the **table style options**. If you are using the example, add a **total row**.
6. **Remove** the table.