

# Create and Manage Tables

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# Module Agenda



**Convert an existing data range**

**Create a table from scratch**

**Import data**

**Managing tables**

- Resizing
- Renaming
- Formatting
- Finding
- Deleting



# Convert an Existing Data Range

## **CTRL - T**

CTRL - L works too,  
because Tables used to  
be called Lists!

## **Format as Table**

From the Home tab

## **Insert Table**

From the Insert tab



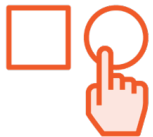
# What Data Is Converted to a Table?



Excel defines the edges of the table where there are blank columns and blank rows



Blank cells within the range are okay



Select the range and then use any of the previously mentioned methods



# Creating a Table with No Data

Chances of you doing this

 Almost zero

.....

Creating tables using other methods



99+%



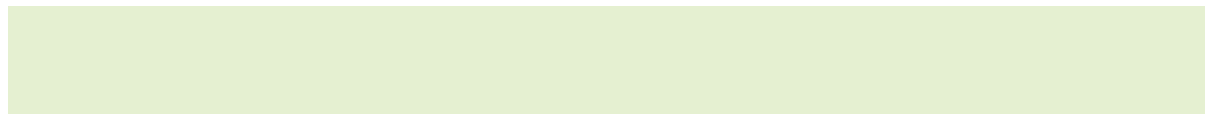
# Creating a Table with No Data

Chances of you doing this

 Almost zero

.....

Creating tables using other methods



99+%

**You are more likely to convert an existing set of data...**



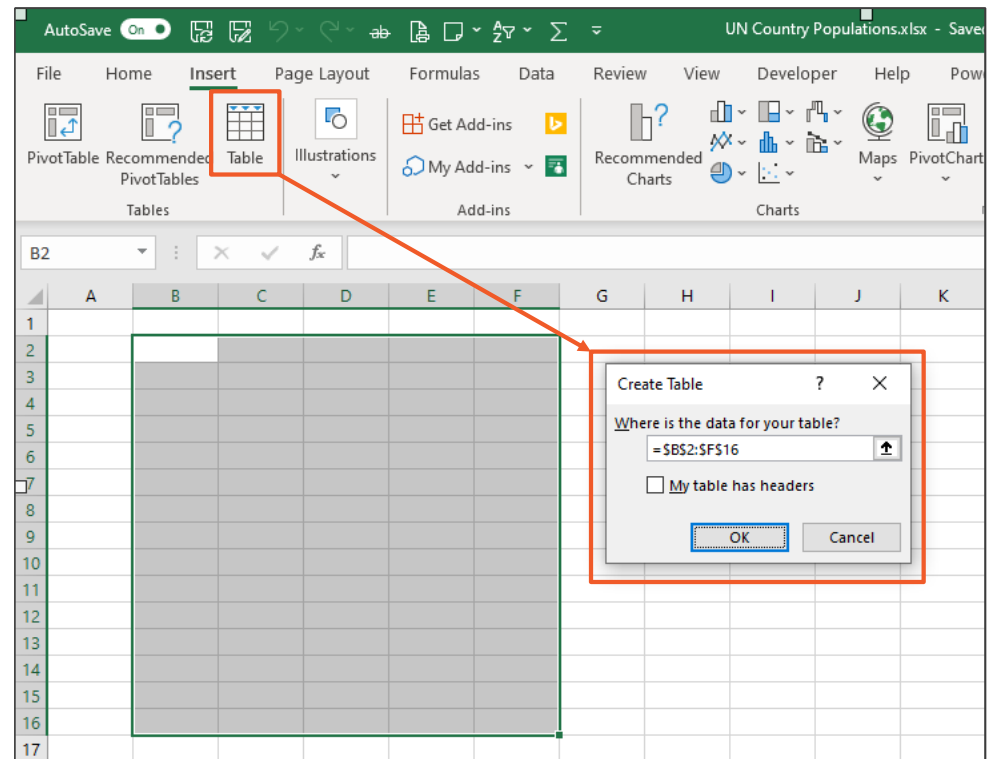
# Creating a Table with No Data

1

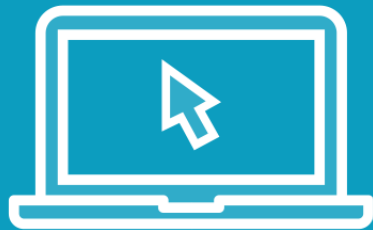
Select the range of empty cells

2

Use any of the previous 3 methods to create the table



Demo

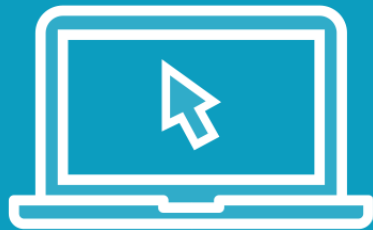


Creating Tables





# Demo



Importing data into a Table

Creating a blank table



# Managing Tables

**Naming and renaming a table**

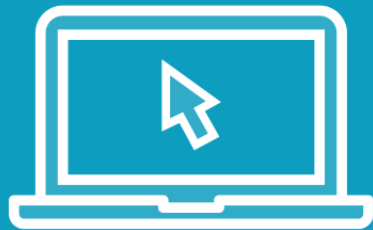
**Resizing a table**

**Finding a table using the  
Name Manager**

**Deleting a table**



Demo



Managing Tables



# Formatting Options

**Headers & Filters**

**Bands**

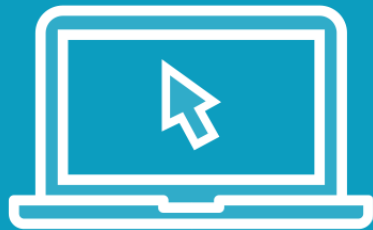
**Totals**

**First and last  
columns**

**Table styles**



Demo



Formatting



# Module Summary



**Convert an existing data range**

**Create a table from scratch**

## **Managing tables**

- Resizing
- Renaming
- Formatting
- Finding
- Deleting

