Excel Tables

DISPLAYING TABLES WITH EXCEL

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Course Agenda

Tables: What Are They and Why Use Them?

Create and Manage Tables

Working with Table Data

Exploring Other Excel Capabilities

Module Agenda

What is a Table and when to use them?

Pros and cons of Tables vs. data ranges

How Tables are constructed

- Table names
- Column names

Excel Table

A container that holds a collection of related data; typically the data is manipulated as a set.

I also use the term Dataset.

What Do Tables do?

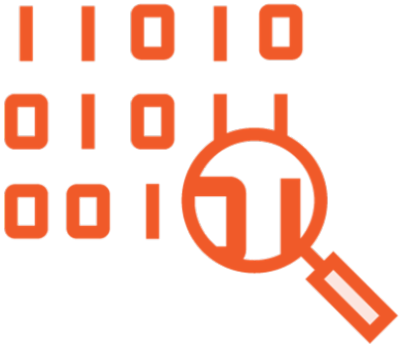
Tables make managing and analyzing a group of related data easier than working with just a range of data.

Because tables are Excel objects, they have properties that make working on the data within them easy.

When Should Tables Be Used?

Data is already related

Often the data already exists in a "neat" tabular format



Analyze and manipulate

Sort the data, add totals, conditional formatting

Pros and Cons

What's good

Visual cue to the dataset

One click totals

One click filters

Slicers

Auto resizing

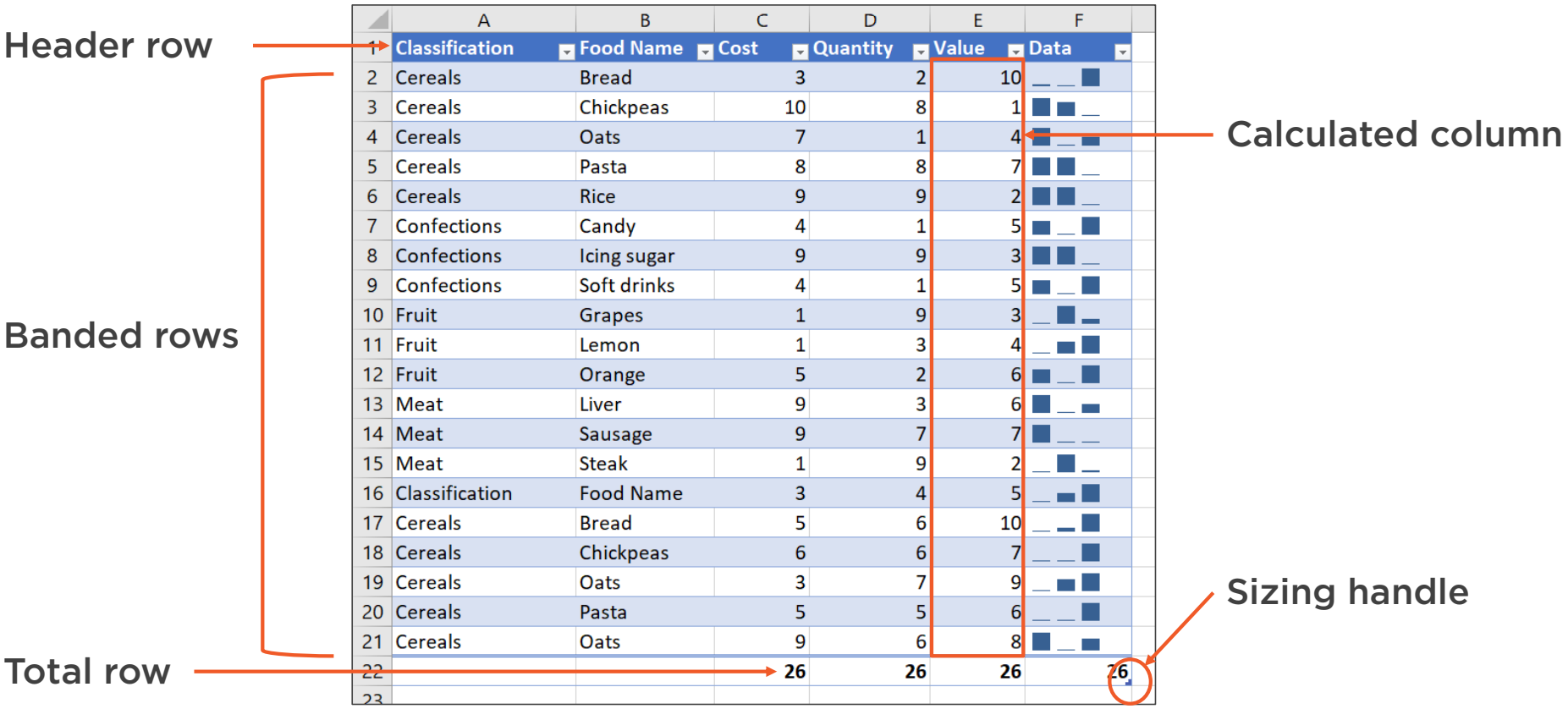
Formulas applied to the full column

Export to SharePoint

What's not so good

No subtotals or auto grouping

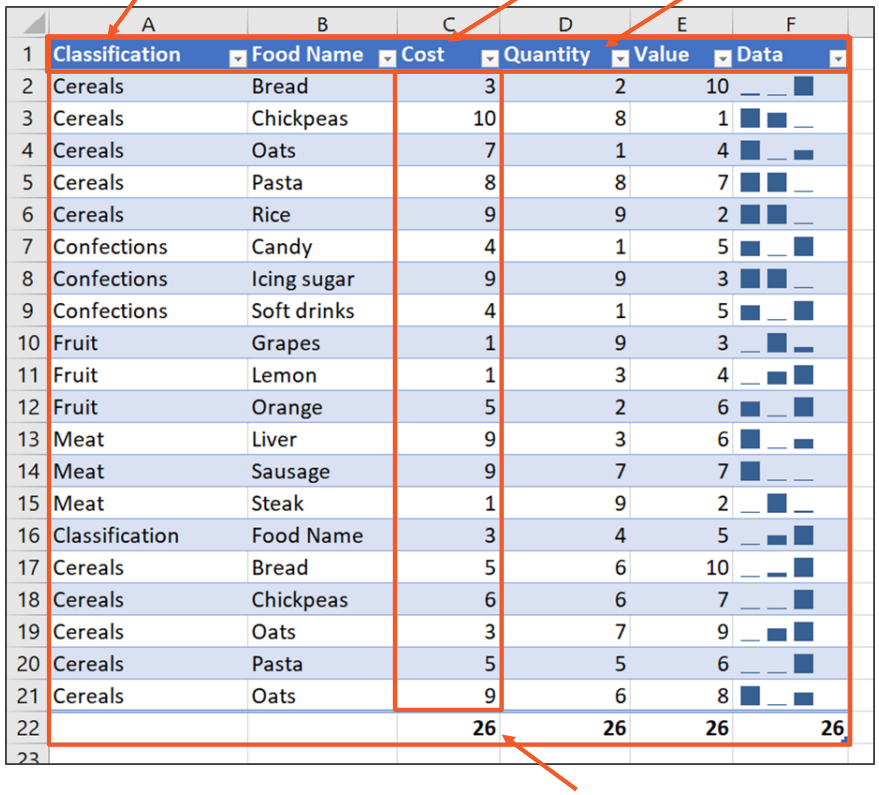
Table Structure



Structured References

Table name

Column name(s)



	A	B	C	D	E	F
1	Classification	Food Name	Cost	Quantity	Value	Data
2	Cereals	Bread	3	2	10	
3	Cereals	Chickpeas	10	8	1	
4	Cereals	Oats	7	1	4	
5	Cereals	Pasta	8	8	7	
6	Cereals	Rice	9	9	2	
7	Confections	Candy	4	1	5	
8	Confections	Icing sugar	9	9	3	
9	Confections	Soft drinks	4	1	5	
10	Fruit	Grapes	1	9	3	
11	Fruit	Lemon	1	3	4	
12	Fruit	Orange	5	2	6	
13	Meat	Liver	9	3	6	
14	Meat	Sausage	9	7	7	
15	Meat	Steak	1	9	2	
16	Classification	Food Name	3	4	5	
17	Cereals	Bread	5	6	10	
18	Cereals	Chickpeas	6	6	7	
19	Cereals	Oats	3	7	9	
20	Cereals	Pasta	5	5	6	
21	Cereals	Oats	9	6	8	
22			26	26	26	26
23						

Table name = Foods

Column name = Cost

Column specifier = Foods[Cost]

Structured references mean that formulas become self describing.

SUM(Foods[Cost]) vs SUM(C2:C27)

Demo

Table structure

Structured references

Module Summary

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