

Microsoft Excel: Tables

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Table

An Excel table is a structured collection of data that is organized in rows and columns. It is a powerful tool that can be used to organize, analyze, and manage data. Tables are easy to create and use, and they offer a variety of features that make them ideal for working with large datasets. [^1]

Benefits of using Excel tables:

- **Structured data:** Tables make it easy to organize and manage data in a structured way. This makes it easy to find and analyze the data you need.
- **Automatic formatting:** Tables automatically apply formatting to your data, making it easy to read and understand.
- **Data integrity:** Tables automatically protect your data from errors, such as accidental deletions or changes.
- **Data analysis:** Tables include a variety of features that make it easy to analyze your data, such as filters, sorting, and totals.
- **Visualizations:** Tables can be easily converted into charts and other visualizations, which can help you to understand your data more clearly.

[Video: How to Make Tables in Excel: Easy Step-by-Step Guide](#)

Use slicers to filter data:

A slicer in Excel is a powerful tool that allows you to filter data in a table or pivot table with ease. It provides a visual and interactive way to explore your data and focus on specific segments.

- [Video: Use slicers to filter data](#)

See also:

- [Overview of Excel tables - Microsoft Support](#)
- [Create and format tables - Excel Help & Training](#)
- [Total the data in an Excel table - Excel Help & Training](#)
- [Use calculated columns in an Excel table - Microsoft Support](#)
- [Use slicers to filter data - Excel Help & Training](#)

True/False (Mark T for True and F for False)

Multiple Choice (Select the best answer)

Exercises

Review Questions

References and Bibliography

-[^1]: [Overview of Excel tables - Microsoft Support](#)