



# Create and Format Tables



## Session 1: Create and Format Tables

### Steps to Create Excel Tables from Cell Ranges

A table is a powerful feature to group your data together in Excel. It is a specific set of rows and columns in a spreadsheet. Tables make your Excel spreadsheet much easier to use, share and update. You can have multiple tables on the same sheet.

The steps to create tables from cell ranges are as follows:

#### Step 1

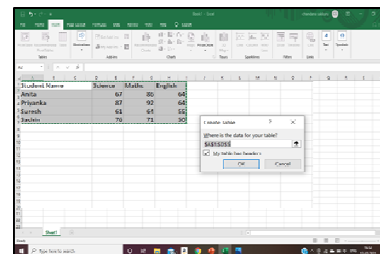
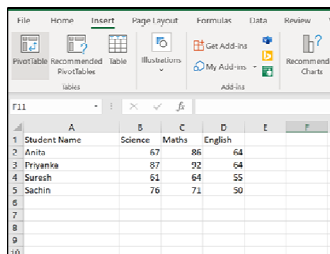
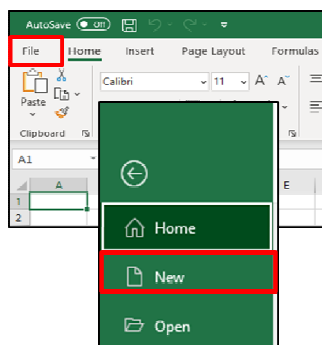
1. Click the **File** tab
2. Click **New**
3. Under **Available Templates**, double-click **Blank workbook**

#### Step 2

1. Click on a cell to select it
2. To select non-adjacent cells and cell ranges, hold **Ctrl** and select the cells
3. To select or locate a table:
  - Click **Insert** in Main menu to create a table for data selected in spreadsheet

#### Step 3

1. Provide cell ranges of the specific data in the spreadsheet
2. While entering cell range it is applicable to use dollar symbol in between the characteristics
3. In the Create Table dialog box, click **OK** if the data is correct




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# Applying Table Styles

A table style is a collection of table formatting attributes, such as table borders and row and column strokes that can be applied in a single step.

The steps for applying predefined styles to a table are as follows:



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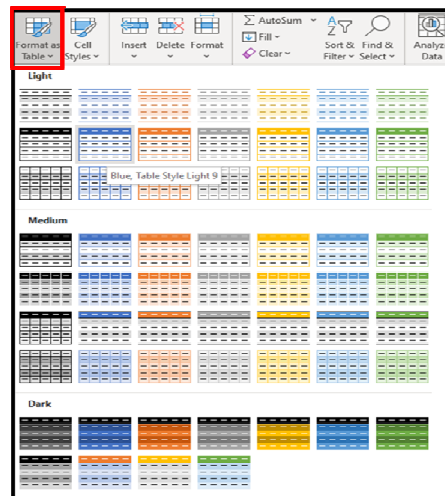
A cell style includes formatting such as cell insets, paragraph styles, and strokes and fills.

An example of a table with predefined style is given below:

	A	B	C	D	E
1	Items	January	February	March	April
2	Stationery	400	700	856	350
3	Grocery	2500	2000	2400	3200
4	Transportation	1500	1300	1000	1400
5	Milk	1450	1450	1400	1345
6	Electricity Bill	2000	2100	1800	1700
7	Telephone Bill	1100	1000	1100	1200
8		8950	8550	8556	9195

The steps for applying predefined styles are:

1. Select the table
2. Click the **Format as Table** button




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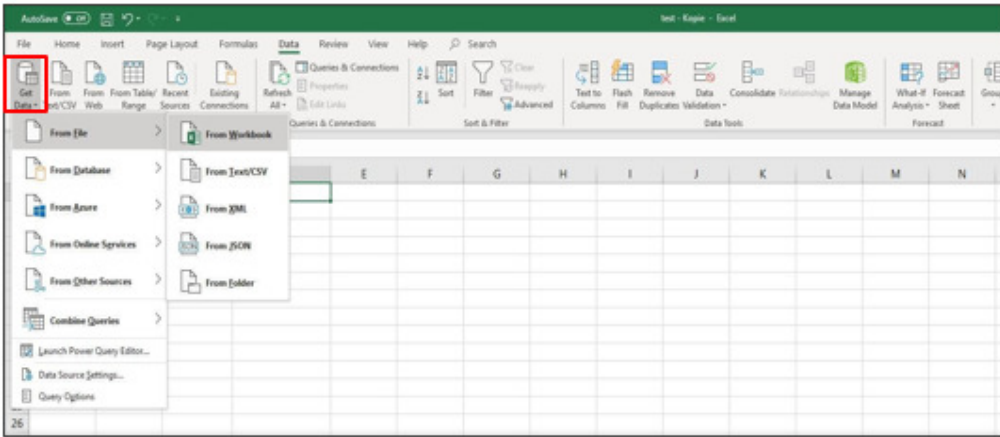
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## Creating or Integrating a Dataset as Table

The first step to format a table is to create or integrate a dataset that will be needed for designing the table.

The steps for integrating a dataset are as follow:

1. Go to the Data tab
2. Click the Get Data button




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## Steps to Create and Format Tables

The steps for **choosing a predefined table style** are:

1. Select any cell within the table or range of cells
2. On the Home tab, click Format as Table
3. Select the style of your choice for the table

The steps for **creating a custom table style** are:

1. Select any cell within the table or range of cells
2. On the Home tab, click Format as Table
3. Click New Table Style to create your own table style
4. Click the options from the Table Elements as per your preferences
5. Click Format
  - Choose the specifications under the Format button
  - Click OK
  - Click the custom style and it will be applied to the table

The steps to **convert tables into cell ranges** are:

### Method 1:

1. Click anywhere in the table
2. Go to Table Tools > Design on the Main Menu
3. In the Tools group, click Convert to Range

### Method 2:

1. Right-click on the table
2. Then, in the shortcut menu, click Table > Convert to Range

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## Session 2: Modify Tables

### Steps to Add or Remove Table Rows and Column using Resize Command

You can easily add or remove table rows and columns on the Excel table in your worksheet.

The steps to **add table rows and columns using the Resize command** are as follows:

1. Click anywhere in the table.
2. Click **Table Design > Resize Table**.
3. Select the entire range of cells you want your table to include.
4. Press **OK**.

The steps to **add only the columns** are as follows:

1. Click anywhere in the column where you want to insert a new column.
2. Choose **Insert Columns** from the menu bar.

The steps to **add only the rows** are as follows:

1. Click anywhere in the row below where you want to insert the new row.
2. Right-click and choose **Insert** from the shortcut menu.
3. Choose **Entire Row**.
4. Click **OK**.

The steps to **delete a table row or column** are as follows:

1. Select one or more table rows or table columns that you want to delete.
2. On the **Home** tab, in the **Cells** group, click the arrow next to **Delete**.
3. Click **Delete Table Rows** or **Delete Table Columns**.

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## Steps to Configure Table Style Options

The **New Table style** pop-up box in an Excel worksheet has table elements like:

1. Whole Table
2. First Column Stripe
3. Second Column Stripe
4. First Row Stripe
5. Second Row Stripe
6. Last Column
7. First Column and so on

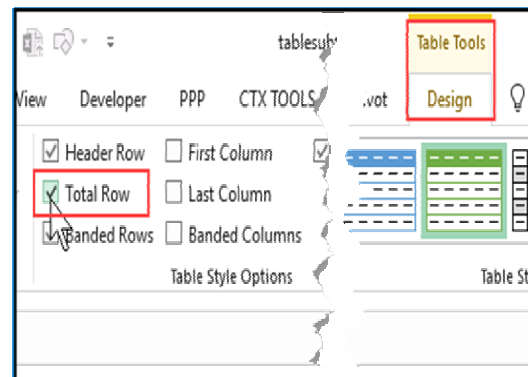
The steps to apply formatting options are as follow:

### Steps to apply formatting options:

1. Click **Format**.
2. Click the specifications of different options of your preference.
3. Click **OK**.

### Steps to turn total row option On/Off:

1. Select a cell in the **Excel** table.
2. **Table Tools** > click the **Design** tab.
3. In the **Table Style Options** group, add or remove the check mark for **Total Row**.



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## Session 3: Filter and Sort Table Data

### Filter in Excel

Filter is a method or tool that is used to show only certain amount of information from selected data.



#### Filter in Excel

1. Used to show only certain amount of information from selected data.
2. **Filter** buttons are automatically added to the top of each column.
3. Each **filter** is customised to match the contents of the column.



Figure 2: A screenshot of an Excel spreadsheet showing a table with 4 columns: Customer, Age, Revenue, and Customer Since. A red rectangle highlights the header row, and a circled number 2 is placed next to the 'Customer' column header. A circled number 3 is placed above the 'Revenue' column header. The table data is as follows:

A	B	C	D
Customer	Age	Revenue	Customer Since
Shweta Ghosh	43	₹ 3,00,000.00	2017
Rajiv Sharma	56	₹ 1,50,000.00	2012
Parimal Tiwary	67	₹ 80,000.00	2020
Manju Jain	65	₹ 12,00,000.00	2010
Gagan Parikh	43	₹ 2,00,000.00	2010
Arun Tripathi	56	₹ 4,50,000.00	2011
Anjali Patil	54	₹ 25,000.00	2018
Anjali Chatterjee	45	₹ 5,000.00	2019
Ameesh R	50	₹ 2,50,000.00	2009

## Filter Records and Modes of Filtration

The steps to **filter data** are as follow:

1. Select any cell within the range
2. Select **Data > Filter**
3. Select the **column header arrow**
4. Select **Text Filters or Number Filters**
5. Select a comparison, **Between**
6. Enter the filter criteria
7. Select **OK**.

There are various ways to filter data such as:

Filter Data in a Table	Filter Using a Formula in Excel
Filter Cells with User Defined Function	Apply Multiple Filters
Filter using Search	Use Advanced Text Filters
Advanced Text Filters	Advanced Date Filters
Advanced Number Filters	Clear a Filter

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## Sort Data by Multiple Columns

Sorting data in MS Excel helps rearrange the rows based on the contents of a particular column.

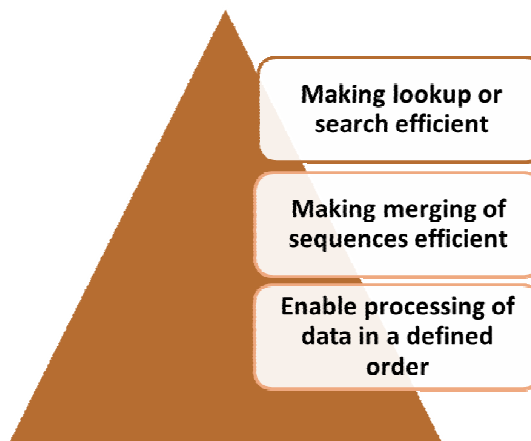


### Sorting in Excel

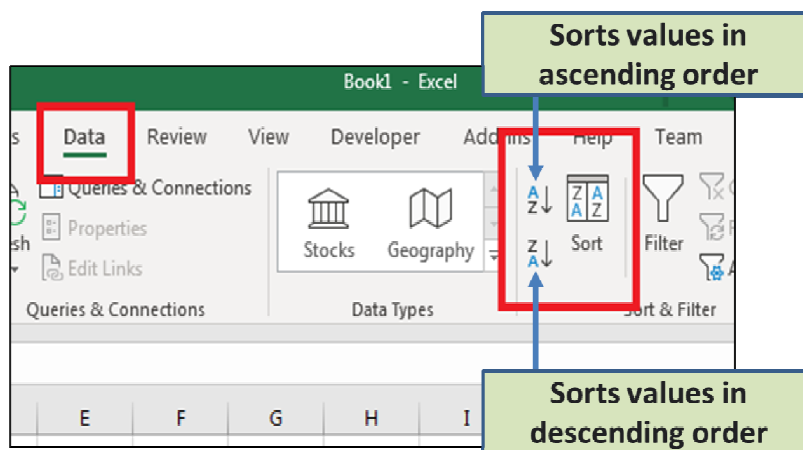
1. Arranging in an ordered sequence is called **sorting**.
2. It is a common operation in many applications, and efficient algorithms to perform it have been developed.
3. In **Excel**, it helps rearrange the rows based on the contents of a particular column.
4. For **example**, you may want to sort a table to arrange names in alphabetical order.



The most common uses of **sorted sequence** are:



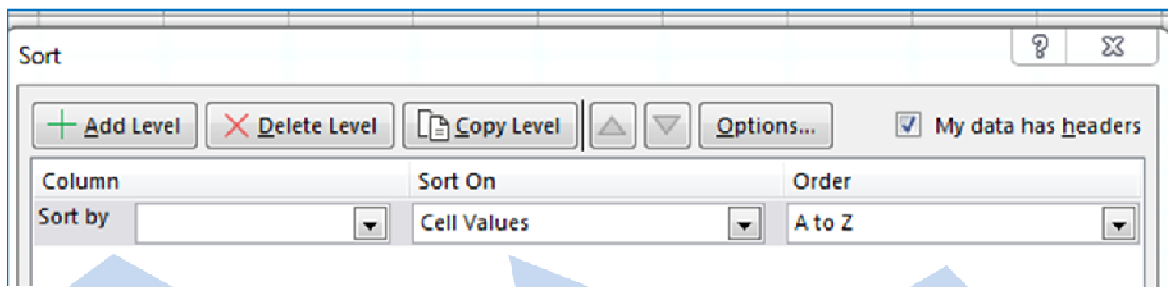
1. The function of the Excel Sort buttons is to sort a selected range of cells and order only selected data.
2. The button that shows an arrow pointing down with the first letter A sorts, values in ascending order.
3. The button that displays an arrow pointing down, but the first letter is Z sorts values in descending order.



There are other ways to sort data.

1. The first step is to highlight the cells in our spreadsheet.
2. Make sure you include the column headers, because Excel uses them as part of the sort function.
3. Click the Sort button and a window opens asking for input. You can select basis the requirement.

## Sorting Using Sort Button



- The **Sort By** drop-down has the headers for each column listed.
- Since we have **Customer** and **Revenue** as a column header, these two values display in the **Sort By** drop-down.
- If you don't have column headers, **Excel** lists the column letter labels.
- In case of many columns, only letter labels make it difficult to configure your sort order.

- The **Sort On** drop-down defaults to **Cell Values**, which means that the value is used for the sort.
  - This is the typical configurations, but you can also sort on cell colour or font colour.
  - This is useful when you set **conditional formatting**, which is covered in the next section.

- The **Order** drop-down indicates if you want to sort data in ascending or descending order.
  - The **A to Z** option means that you want to sort data in ascending order.
  - The **Z to A** option means that you want to sort data in descending order.

You can sort the data using the **Sort** button.

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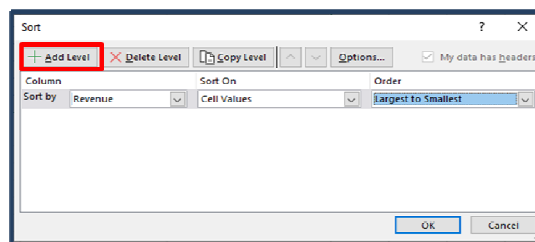
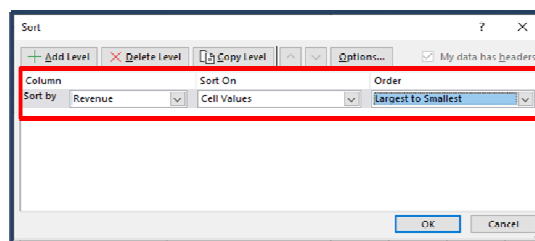
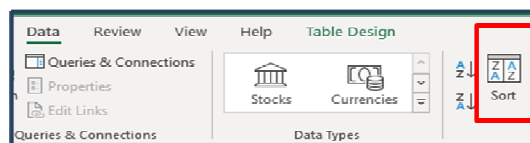
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## Multiple Level Data Sorting in Excel

In most of the cases, you need to sort a single column. But in some cases, there may be a need to sort two columns or more than two columns. In such cases, you can use **Multi-level sorting**.

The steps to perform **multi-level sorting** using the dialog box are as follows:

1. Click the **Sort** icon. This will open the Sort dialog box.
2. Select:  
Sort by Revenue,  
Sort On Values,  
Order Largest to Smallest.
3. Click **Add Level**. This will add another level of sorting options.
4. In the second level of sorting, make the following selections: Then by (Column) Customer Since Year  
Sort On Values  
Order Largest to Smallest.
5. Click **OK**.



Recap:

- A table is a powerful feature to group your data together in Excel. It is a specific set of rows and columns in a spreadsheet. Tables make your Excel spreadsheet much easier to use, share and update. You can have multiple tables on the same sheet.
- A table style is a collection of table formatting attributes, such as table borders and row and column strokes that can be applied in a single step.
- You can easily add or remove table rows and columns on the Excel table in your worksheet.
- The **New Table style** pop-up box in an Excel worksheet has table elements like:
  - Whole Table
  - First Column Stripe
  - Second Column Stripe
  - First Row Stripe
  - Second Row Stripe
  - Last Column
  - First Column and so on
- Filter is a method or tool that is used to show only certain amount of information from selected data.
- Sorting data in MS Excel helps rearrange the rows based on the contents of a particular column.
- In most of the cases, you need to sort a single column. But in some cases, there may be a need to sort two columns or more than two columns.