

## Quickly Format your data as a **Table!**

Organizing a range of data can be a chore. Sorting, filtering, and adding calculations can be very time consuming. Don't fret, once again, Excel has thought of everything!

With a click of a button a range of cells can be instantly converted to a table format. Filtering, sorting, and formatting are automatically set up for you! Calculations (totals, averages, counts, etc.) can also be added quickly and easily.



### Format Data as a Table:

1. Select the range of cells that contain the data.
2. On the **Home** tab, in the **Styles** group, click **Format as Table**.
3. Select the table style you would like to use.

Now the **Table Tools** is available along with a **Design** tab.

## Ordinary Data vs. Table Format

Product	Qtr 1	Qtr 2	Qtr3
Chocolate	\$ 744.60	\$ 162.56	\$ 68.85
Vanilla	\$5,079.60	\$1,249.20	\$2,061.17
Rocky Road	\$1,605.60	\$ 620.00	\$ 835.00
Cookies and Cream	\$ 193.20	\$ 865.20	\$ -
Strawberry	\$1,755.00	\$5,268.00	\$2,195.00
Banana Split	\$1,267.00	\$1,062.50	\$ 492.50

Product	Qtr 1	Qtr 2	Qtr3	Total
Chocolate	\$ 744.60	\$ 162.56	\$ 68.85	\$ 976.01
Vanilla	\$5,079.60	\$1,249.20	\$2,061.17	\$ 8,389.97
Rocky Road	\$1,605.60	\$ 620.00	\$ 835.00	\$ 3,060.60
Cookies and Cream	\$ 193.20	\$ 865.20	\$ -	\$ 1,058.40
Strawberry	\$1,755.00	\$5,268.00	\$2,195.00	\$ 9,218.00
Banana Split	\$1,267.00	\$1,062.50	\$ 492.50	\$ 2,822.00
Total				\$25,524.98

### Benefits of a Table Format

**Header row**- Every column has filtering enabled so you can filter and sort your data by clicking the drop down arrow in the heading.

**Banded rows**- Alternate shading is applied to each row for better visibility.

**Calculated columns**- Simply type the calculation you are performing in the header row to the right of your table. Insert the formula in the top cell of your data and it is automatically applied to the rest of your table!

**Total row**- In the **Design** tab under **Table Style** options, you can check the box **Total Row**. Drop down arrows make it easy to add sums, averages, min, max, counts, etc.

### Links to Video Demonstrations & Instructions

[Organize your data by using an Excel table](#)

[Overview of Excel tables](#)