Module 32: Use Tables

32.1 Use Tables

Tables in Excel allow you to easily manage and analyse information in a group of related data.

The elements of a table include the Header Row, which all tables automatically have (it is the first row in a table). When activated, the title of every column has filtering enabled so you can filter or sort your data without having to search for the function in the tabs. Additionally, there are banded rows by default (which you can remove if you would like) to distinguish rows from each other with ease.

Another key element is the Total Row, which is the sum of all rows in a single column. By writing the formula once, it can apply to the rest of the rows. You can change the formula in the dropdown column of the total row so that it displays counts or averages, among others.

You can insert a table by first inputting your raw data, highlighting it, then going to the Insert Tab where you will find the Tables button. Here you click table and it will automatically format your table as described above. If the Total Row doesn't show up, bring up the Table Tools by clicking in the table, and click on the design tab. You will then see check boxes in Table Style Options. Click Total Row so that it appears at the bottom of your table.

32.2 Video Instruction

Use Tables in Excel – 4m 00s

32.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded practise using Tables using the video above as a reference.

Download Worksheet

Option #2: Worksheet without formula

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