

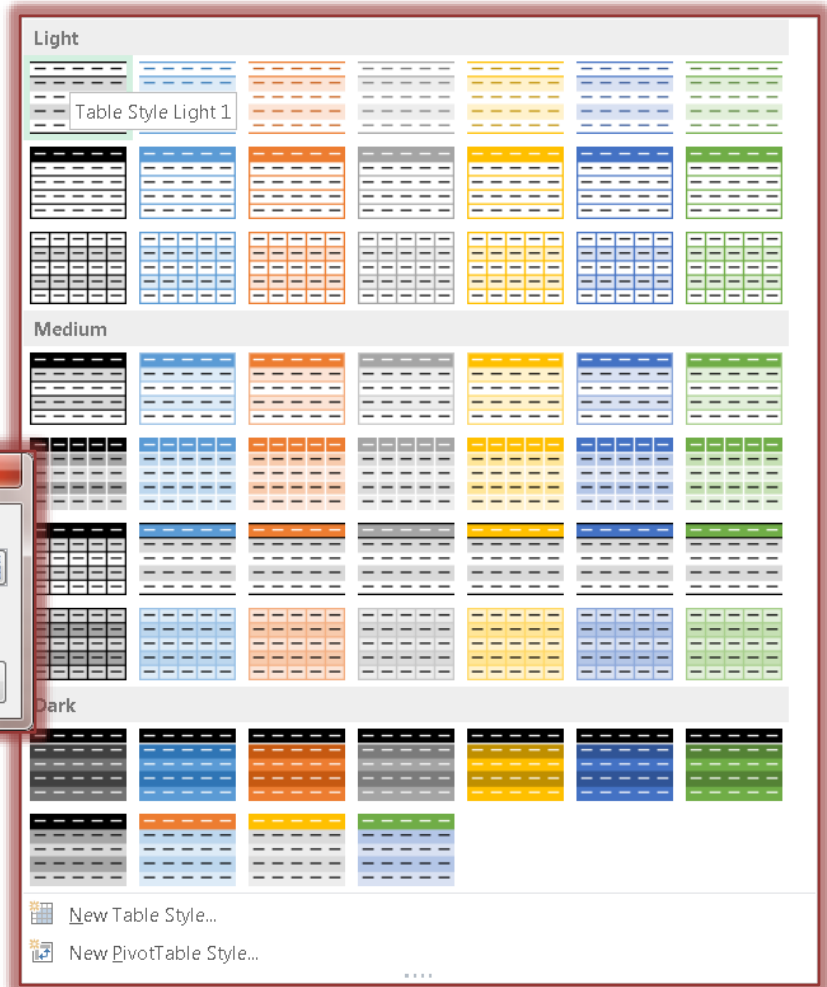
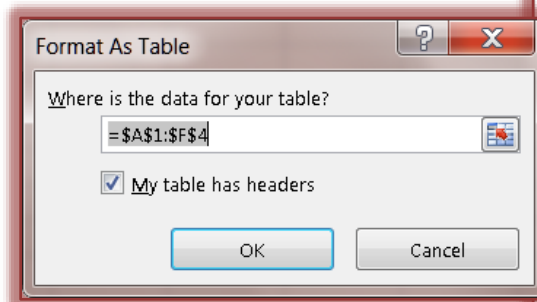
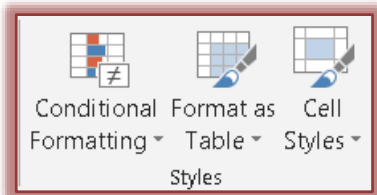
DATA TABLES

A data table is an object that is used to store and refer to data based on the name of the table and the names of its columns and rows. Data Tables cannot contain blank columns and rows. It is best for the table to have a header row that is formatted differently than the rest of the table. Data Tables can be created from a previous worksheet if the data meets the following criteria:

- ✦ The header row is formatted differently than the other rows.
- ✦ There aren't any blank rows or columns in the data.
- ✦ There aren't any extraneous data in cells immediately below or next to the list.

Create a Data Table

- ✦ Type a series of column headers.
- ✦ Type a row of data below the headers.
- ✦ Select the headers and data.
- ✦ Click the **Home Tab**.
- ✦ In the **Styles Group**, click the **Format as Table** button (see illustration below top left).
- ✦ A gallery of table formats will appear (see illustration below right).
- ✦ Click one of the styles in the gallery to apply it to the table.



- ✦ The **Format as Table** dialog box will display (see illustration above bottom left).
- ✦ Under **Where is the data for your table**, verify that the cell references reflect the selected cells.

- ✦ Make sure that the **My table has headers** check box is selected.
- ✦ Click the **OK** button.
- ✦ The table will appear with arrows beside each column header (see illustration below).
 - ▣ These arrows are used to filter the data in the table.
 - ▣ An explanation of this feature is available in the **Filter** document on the Excel 2013 Web page.

	A	B	C	D	E	F
1	LastName	FirstName	Address	City	State	PostalCode
2	Milosh	David	1227 Bramblewood Court	Blissfield	MI	49228
3	Milosh	Michael	1275 Clement Circle	Adrian	MI	49221
4	Goniae	Isaac	1525 Townley Road	Clayton	MI	49235

Resize Handle

Add Rows to a Data Table

- ✦ Click the bottom right cell in the table.
 - ✦ Press the **Tab** key to create a new table row.
 - ✦ Add the data for that row.
- or
- ✦ Input the data into the first cell below the bottom left corner of the data table.
 - ✦ Press the **Tab** key.
 - ✦ A new row will be added to the table.

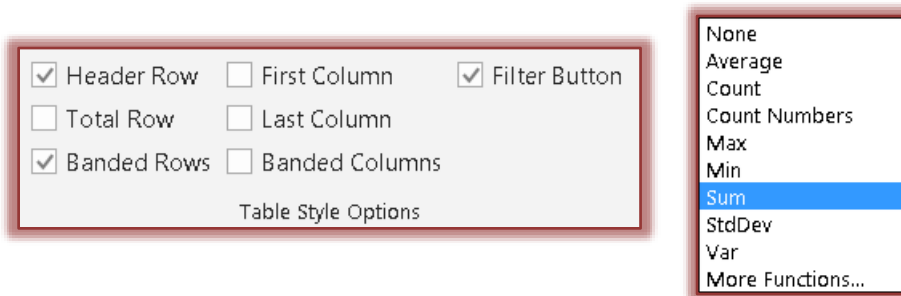
Resize a Table

- ✦ Click any cell within the table.
- ✦ In the bottom right corner of the table, click the **Resize Handle**.
- ✦ Drag the handle up to contract the table.
- ✦ Drag the handle down to expand the table.

Data Table Total Row

Adding Total Row

- ✦ Click any cell in the table.
- ✦ Click the **Table Tools Design Tab**.
- ✦ In the **Table Style Options Group**, click the **Total Row** check box (see illustration below).
- ✦ The **Total Row** will be added to the **Data Table**.



Changing Total Row Summary Function

- ✦ Click any cell in the table's **Total** row.
- ✦ Click the arrow that appears on the right side of the cell that contains the total.
- ✦ Click the desired summary function (see illustration above right).