**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.
- A gallery of table formats will appear.

- Click one of the styles in the gallery to apply it to the table.
- The Format as Table dialog box will display.
- 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.

- 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.

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.
- 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.