

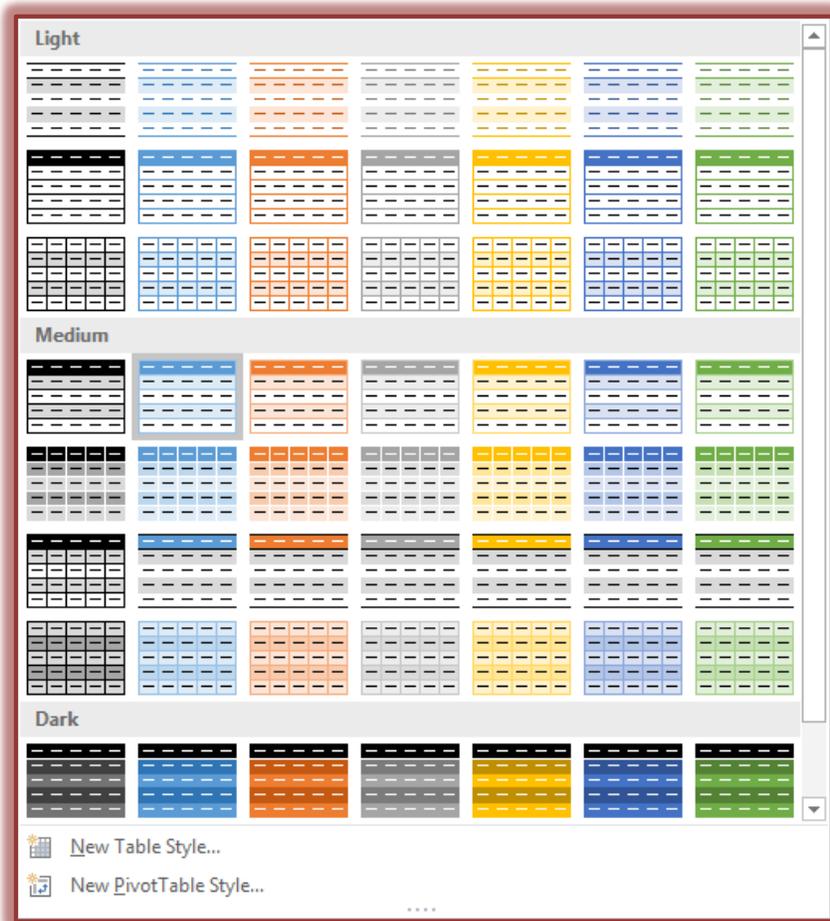
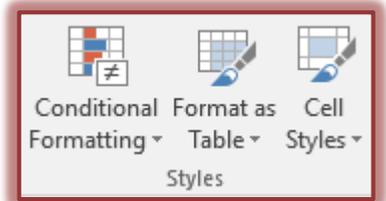
DATA TABLES

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:

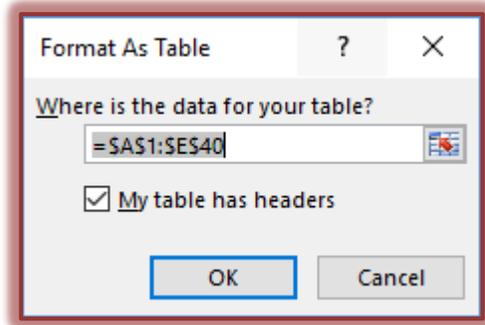
- ✦ The header row is formatted differently than the other rows.
- ✦ There aren't any blank rows or columns in the data.
- ✦ There aren't any extraneous data in cells immediately below or next to the list.

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.

Last Name	First Name	Department	Ext	Salary
Baim	Alexis	Finance	7197	18011
Milosh	David	Executive	7735	24,045
Bradish	Meredith	Production	7265	11,416

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**.

38	Squires	Samuel	Production	7527	13,318
39	Stone	Jessica	Executive	7959	36,471
40	Thomlason	Alexis	Production	7370	44,838
41	Yuckle	John	Production	7400	23,671

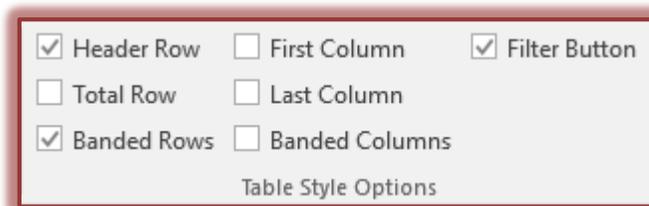
Resize Handle

- ✚ Drag the handle up to contract the table.
- ✚ Drag the handle down to expand the table.

Data Table Total Row

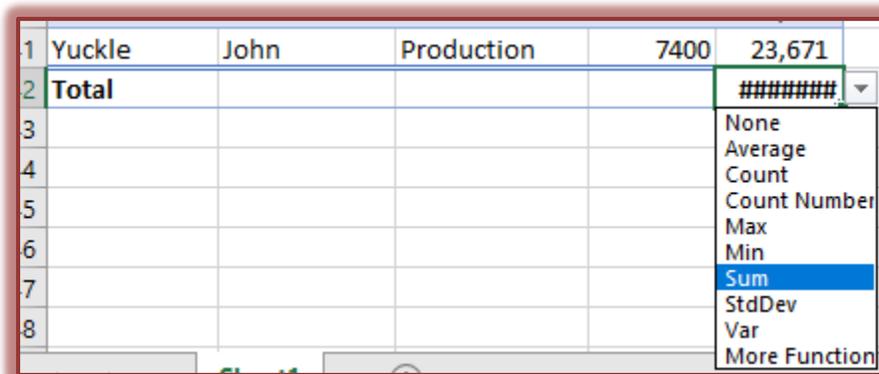
Adding Total Row

- ✚ 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.



1	Yuckle	John	Production	7400	23,671	
2	Total				#####	▼
3					None	
4					Average	
5					Count	
6					Count Number	
7					Max	
8					Min	
					Sum	
					StdDev	
					Var	
					More Function	