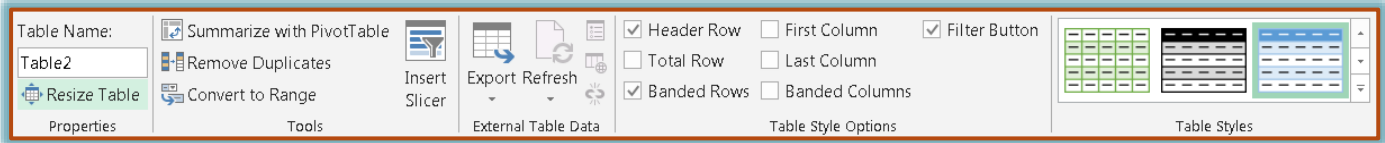# TABLE TOOLS DESIGN TAB

The Table Tools Design Tab is used to apply different styles and formatting to a table. It is also used to apply other attributes to the table. The table below describes each of the buttons on the Design Tab.

Button	Description
Properties Group	
Table Name	Select this option to apply a different name to a table. The name can referred when a range of cells is created.
Resize Table	This button can be used to resize a table by adding or removing columns and rows.
Tools Group	
Summarize with PivotTable	This option is used to summarize data using a Pivot Table. Pivot Tables make it easier to arrange and summarize complicated data and drill down on details.
Remove Duplicates	Use this option to remove duplicate rows from a worksheet or table. This option allows the user to determine which columns should be checked for duplicate information.
Convert to Range	To convert a table to a normal range of cells, click this button. All the data in the worksheet will be preserved.
Insert Slicer	A slicer is used to filter data in a table visually. This makes it easier to filter Tables, Pivot Tables, Pivot Charts, and cube functions.
External Table Data Group	
Export	This button is used to export a table to SharePoint or a Visio diagram.
Refresh	To get the latest data that is connected to the selected cell, select this option. In order to use this function, SharePoint or Visio must be available.
Data Range Properties	Use this option to specify how cells that are connected to a data source will update, what contents from the source will be displayed, and how changes in the number of rows and columns will be handled in the workbook. To use this option, SharePoint or Visio must be activated.
Open in Browser	Select this button to view the server version of the workbook in the Web browser window. SharePoint must be activated to make this option available.
Unlink	This button is used to disconnect the table from the server. The table will no longer be kept up-to-date.

Button	Description
Table Style Options Group	
Header Row	Click this button to apply special formatting to the first row in the table. When a style is selected, this option will be selected depending on the style applied.
Total Row	This button is used to apply special formatting to the last row in the table. When a style is selected, these buttons will be selected automatically depending on the style applied.
Banded Rows	This option will apply different formatting to the even and odd rows in the table. When a style is applied to a table, this option may be selected. To remove the formatting, click the button to remove the check mark.
First Column	To apply special formatting to the first column of a table, click this button. To remove the special formatting for a table style, click the button to remove the check mark.
Last Column	Click this button to apply special formatting to the last column in a table.
Banded Columns	This option is used to apply a different formatting to the odd and even columns in the table. When a style is applied to a table, this option may be selected. To remove the formatting, click the button to remove the check mark.
Filter Button	Click this button to display filter arrows in the header row of each column of the table.
Table Styles Group	
Table Styles Gallery	This gallery is used to apply a style to a table. To view additional styles, click the More button. This is the arrow shaped, bottom button that appears at the end of the gallery. To view one row of the gallery at a time, click the two top arrows at the end of the gallery.