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Excel 2013
Tables

Introduction

Once you've entered information into a worksheet, you may want to format your data as a **table**. Just like regular formatting, tables can improve the **look and feel** of your workbook, but they'll also help to **organize** your content and make your data easier to use. Excel includes several **tools** and **predefined table styles**, allowing you to create tables quickly and easily.
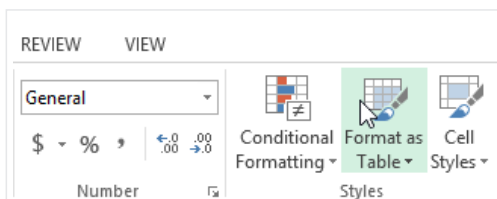
Video: Tables
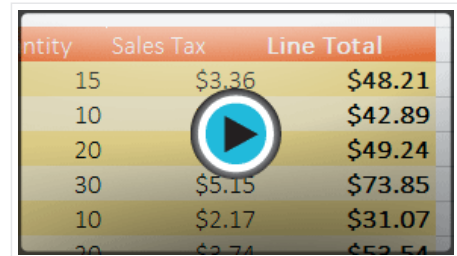
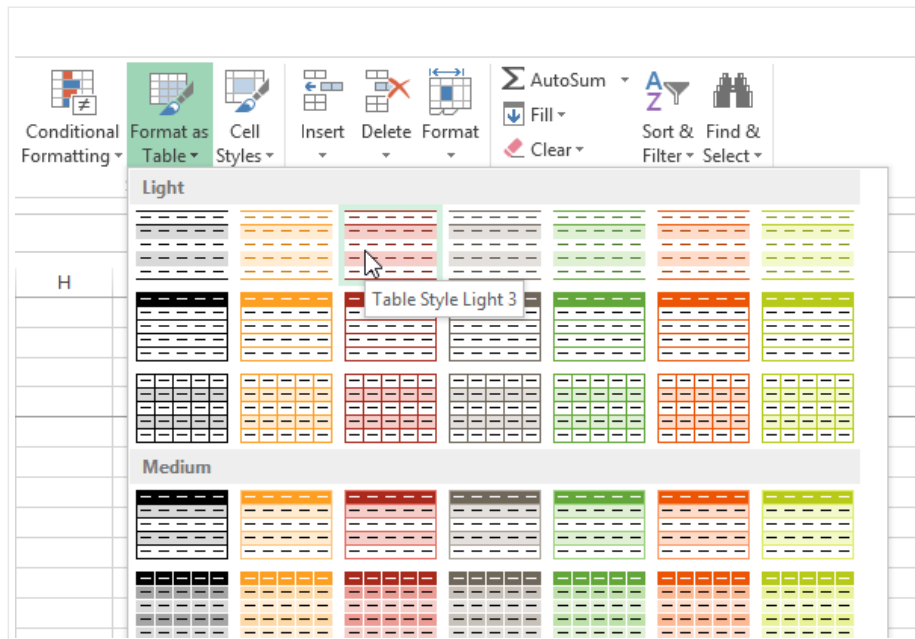Optional: Download our **practice workbook**.

To format data as a table:

1. Select the **cells** you want to format as a table. In our example, we'll select the cell range **A4:D10**.

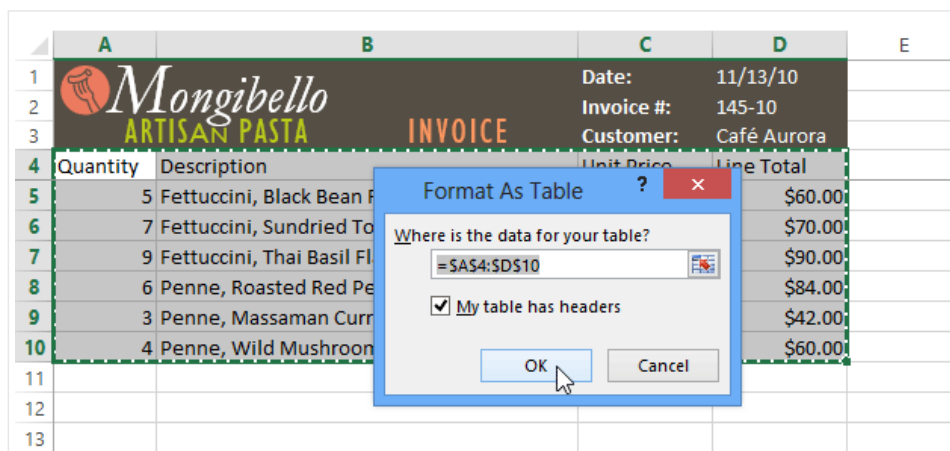2. From the **Home** tab, click the **Format as Table** command in the **Styles** group.

3. Select a **table style** from the drop-down menu.

4. A dialog box will appear, confirming the selected **cell range** for the table.
5. If your table has **headers**, check the box next to **My table has headers**, then click **OK**.

6. The cell range will be formatted in the selected table style.

Tables include **filtering** by default. You can filter your data at any time using the **drop-down arrows** in the header cells. To learn more, review our lesson on **Filtering Data**.

Modifying tables

It's easy to modify the look and feel of any table after adding it to a worksheet. Excel includes different options for customizing a table, including **adding rows or columns** and changing the **table style**.

To add rows or columns to a table:

If you need to fit more content in your table, Excel allows you to modify the **table size** by including additional rows and columns. There are two simple ways to change the table size:

- Begin typing new content after the last row or column in the table. The row or column will be included in the table automatically.

- Click, hold, and drag the **bottom-right corner** of the table to create additional rows or columns.

To change the table style:

1. Select **any cell** in your table, then click the **Design** tab.

2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see all available table styles.
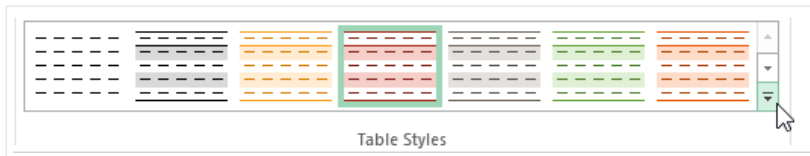
3. Select the **desired style**.
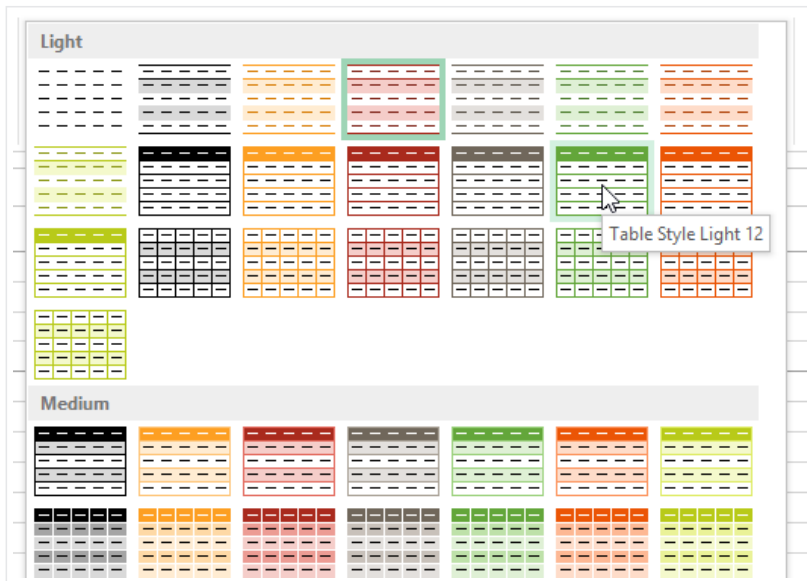

4. The selected **table style** will appear.

To modify the table style options:

You can turn various options **on** or **off** to change the appearance of any table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Select **any cell** in your table.
2. From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group. In our example, we'll check **Total Row** to automatically include a **total** for our table.
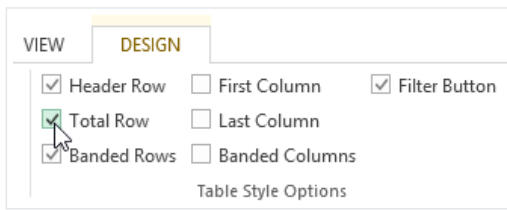
3. The table style will be modified. In our example, a **new row** has been added to the table with a **formula** that will automatically calculate the total value of the cells in column D.

These options can affect your table style in various ways, depending on the type of content in your table. You may need to experiment with a few different options to find the exact style you want.

To remove a table:

Sometimes you may not want to use the additional features included with tables, such as the Sort and Filter drop-down arrows. You can **remove** a table from the workbook while still preserving the table's formatting elements, like font and cell color.

1. Select **any cell** in your table. The **Design** tab will appear.

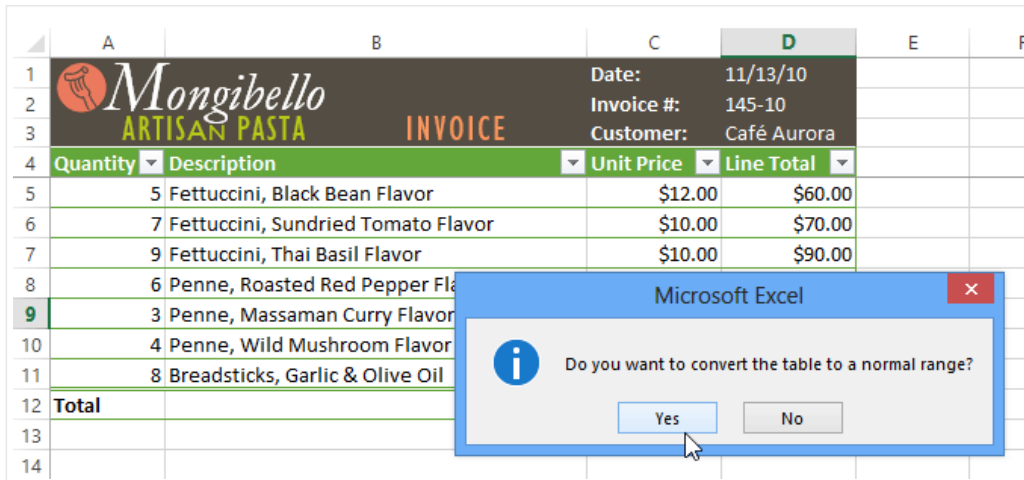2. Click the **Convert to Range** command in the **Tools** group.
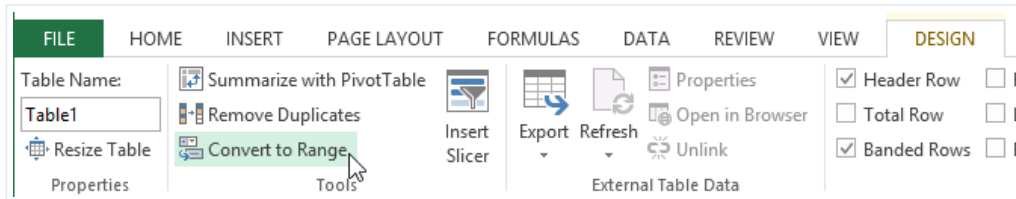
3. A dialog box will appear. Click **Yes**.

4. The range will no longer be a table, but the cells will retain their data and formatting.

Challenge!

1. Open an existing Excel workbook. If you want, you can use our **practice workbook**.
2. Format a range of cells as a **table**. If you are using the example, format the cell range **A2:E13**.
3. **Add** a row or column to the table.
4. Choose a new **table style**.
5. Change the **table style options**. If you are using the example, add a **total row**.
6. **Remove** the table.

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