

# How can I create a table in Google Sheets?

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April 29, 2024

## RECOMMENDED CITATION

stats writer (2024). *How can I create a table in Google Sheets?*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=140999>

To create a table in Google Sheets, follow these steps:

1. Open a new or existing Google Sheets document.
2. Select the cells that you want to include in your table.
3. Click on the "Insert" tab and choose "Table" from the drop-down menu.
4. A dialog box will appear, allowing you to adjust the size and style of your table.
5. Once you have made your selections, click "Insert" to create the table.
6. Your table will now be visible in your spreadsheet, and you can add or edit data as needed.

Creating a table in Google Sheets is a simple and efficient way to organize and present data in a clear and organized manner.

## **Create a Table in Google Sheets (Step-by-Step)**

**This tutorial provides a step-by-step example of how to create beautiful tables in Google Sheets.**

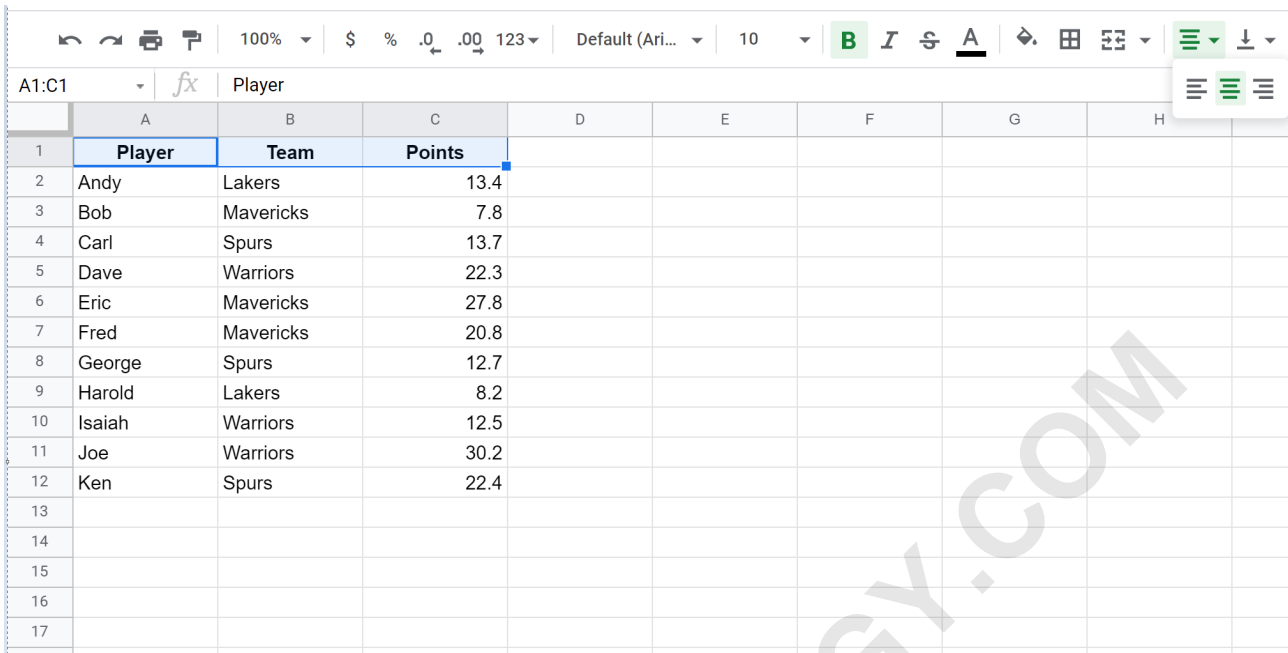
### **Step 1: Enter the Raw Data**

**First, let's enter the raw values for some dataset:**

	A	B	C	D	
1	Player	Team	Points		
2	Andy	Lakers	13.4		
3	Bob	Mavericks	7.8		
4	Carl	Spurs	13.7		
5	Dave	Warriors	22.3		
6	Eric	Mavericks	27.8		
7	Fred	Mavericks	20.8		
8	George	Spurs	12.7		
9	Harold	Lakers	8.2		
10	Isaiah	Warriors	12.5		
11	Joe	Warriors	30.2		
12	Ken	Spurs	22.4		
13					
14					
15					
16					
17					
18					
19					
20					

## Step 2: Format the Header

First, let's make the header text bold and centered:



The screenshot shows a Google Sheets interface with a table containing 12 rows of data. The columns are labeled 'Player', 'Team', and 'Points'. The 'Points' column contains numerical values ranging from 7.8 to 30.2. The table is formatted with bold headers and centered numerical values. The interface includes a toolbar with various icons and a dropdown menu for the selected cell.

	A	B	C	D	E	F	G	H
1	Player	Team	Points					
2	Andy	Lakers	13.4					
3	Bob	Mavericks	7.8					
4	Carl	Spurs	13.7					
5	Dave	Warriors	22.3					
6	Eric	Mavericks	27.8					
7	Fred	Mavericks	20.8					
8	George	Spurs	12.7					
9	Harold	Lakers	8.2					
10	Isaiah	Warriors	12.5					
11	Joe	Warriors	30.2					
12	Ken	Spurs	22.4					
13								
14								
15								
16								
17								

### Step 3: Format the Columns

Next, we'll format the values in the columns. As a rule of thumb, use the following formats:

**Text:** Align text values left.

**Numbers:** Align numbers center.

Our text columns are already left-aligned, so we'll simply center-align the values in the points column:

	A	B	C	D	E
1	<b>Player</b>	<b>Team</b>	<b>Points</b>		
2	Andy	Lakers	13.4		
3	Bob	Mavericks	7.8		
4	Carl	Spurs	13.7		
5	Dave	Warriors	22.3		
6	Eric	Mavericks	27.8		
7	Fred	Mavericks	20.8		
8	George	Spurs	12.7		
9	Harold	Lakers	8.2		
10	Isaiah	Warriors	12.5		
11	Joe	Warriors	30.2		
12	Ken	Spurs	22.4		
13					
14					
15					
16					
17					
18					

#### Step 4: Use Alternating Colors

Next, we can format the table to use alternating colors.

Simply highlight all of our data, then click Format along the top ribbon, then click Alternating colors.

The screenshot shows the Google Sheets interface with a table of player names and teams. The 'Format' menu is open, and the 'Alternating colors' option is highlighted. The table data is as follows:

	A	B
1	Player	Team
2	Andy	Lakers
3	Bob	Mavericks
4	Carl	Spurs
5	Dave	Warriors
6	Eric	Mavericks
7	Fred	Mavericks
8	George	Spurs
9	Harold	Lakers
10	Isaiah	Warriors
11	Joe	Warriors
12	Ken	Spurs
13		
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19		
20		
21		

The 'Format' menu options visible are: Theme, Number, Bold (Ctrl+B), Italic (Ctrl+I), Underline (Ctrl+U), Strikethrough (Alt+Shift+5), Font size, Align, Merge cells, Text wrapping, Text rotation, Conditional formatting, and Alternating colors.

	A	B	C	D	
1	<b>Player</b>	<b>Team</b>	<b>Points</b>		
2	Andy	Lakers	13.4		
3	Bob	Mavericks	7.8		
4	Carl	Spurs	13.7		
5	Dave	Warriors	22.3		
6	Eric	Mavericks	27.8		
7	Fred	Mavericks	20.8		
8	George	Spurs	12.7		
9	Harold	Lakers	8.2		
10	Isaiah	Warriors	12.5		
11	Joe	Warriors	30.2		
12	Ken	Spurs	22.4		
13					
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19					

### Step 5: Add a Border

Lastly, we'll add a border to every cell in our table.

Simply highlight all of our data, then click the **Border** button and click **All borders**:

The screenshot shows a Google Sheets spreadsheet with a table containing 12 rows and 3 columns. The columns are labeled 'Player', 'Team', and 'Points'. The data is as follows:

	A	B	C	D	E	F	G
1	Player	Team	Points				
2	Andy	Lakers	13.4				
3	Bob	Mavericks	7.8				
4	Carl	Spurs	13.7				
5	Dave	Warriors	22.3				
6	Eric	Mavericks	27.8				
7	Fred	Mavericks	20.8				
8	George	Spurs	12.7				
9	Harold	Lakers	8.2				
10	Isaiah	Warriors	12.5				
11	Joe	Warriors	30.2				
12	Ken	Spurs	22.4				
13							
14							
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18							
19							
20							

**Our table is complete:**