

How can I use Excel to create a report in the form of a table?

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Excel is a powerful tool that can be used to create reports in the form of tables. To do this, you can use the various features and functions available in Excel to organize your data and present it in a structured and visually appealing manner. You can use the "Insert Table" option to create a table and then use the "Format as Table" feature to customize its appearance. Additionally, you can use formulas, filters, and sorting options to manipulate the data and make it more presentable. Excel also allows you to add charts, graphs, and other visual elements to your table to enhance its visual appeal and make it easier to understand. With its user-friendly interface and versatile features, Excel is an excellent tool for creating professional and informative tables for your reports.

Excel: Create Report as a Table

The easiest way to create a report as a table in Excel is to use the PivotTable feature.

This allows you to summarize and organize in the form of a summary table.

The following step-by-step example shows how to do so.

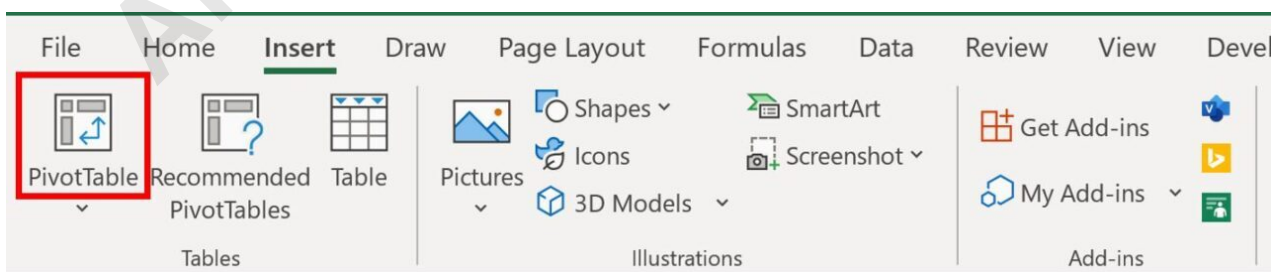
Step 1: Enter the Data

First, let's enter the following dataset that contains information about basketball players on various teams:

	A	B	C	D	E	F
1	Team	Points	Assists			
2	Mavs	22	8			
3	Kings	28	4			
4	Spurs	24	4			
5	Mavs	30	3			
6	Spurs	18	10			
7	Spurs	15	5			
8	Rockets	17	7			
9	Spurs	14	7			
10	Spurs	29	6			
11	Rockets	23	5			
12	Mavs	30	12			
13	Spurs	32	5			
14	Kings	22	8			
15						
16						
17						
18						
19						

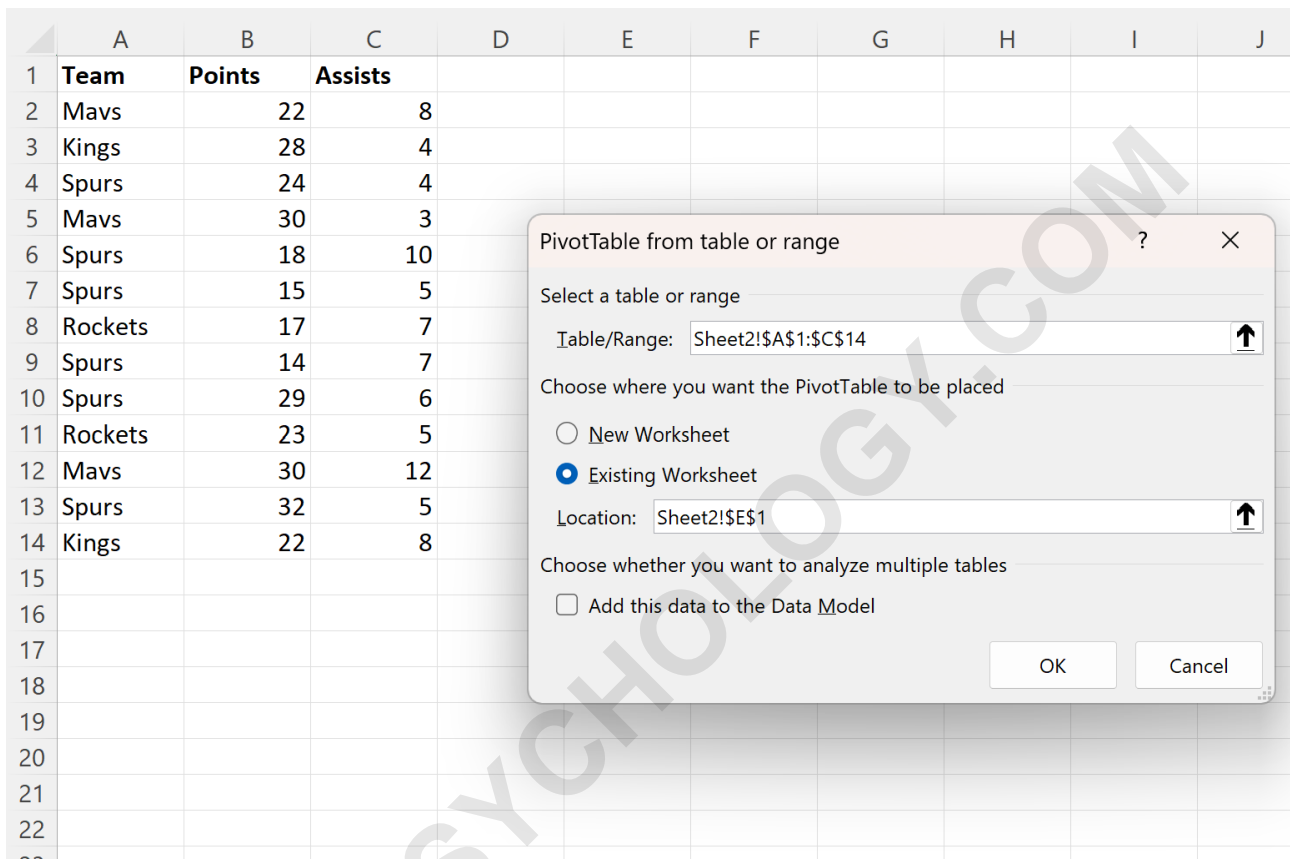
Step 2: Insert a Pivot Table

Next, highlight the cell range A1:C14, then click the Insert tab along the top ribbon and then click the PivotTable icon:



In the new window that appears, choose A1:C14 as the

range and choose to place the pivot table in cell E1 of the existing worksheet:



	A	B	C	D	E	F	G	H	I	J
1	Team	Points	Assists							
2	Mavs	22	8							
3	Kings	28	4							
4	Spurs	24	4							
5	Mavs	30	3							
6	Spurs	18	10							
7	Spurs	15	5							
8	Rockets	17	7							
9	Spurs	14	7							
10	Spurs	29	6							
11	Rockets	23	5							
12	Mavs	30	12							
13	Spurs	32	5							
14	Kings	22	8							
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20										
21										
22										
23										

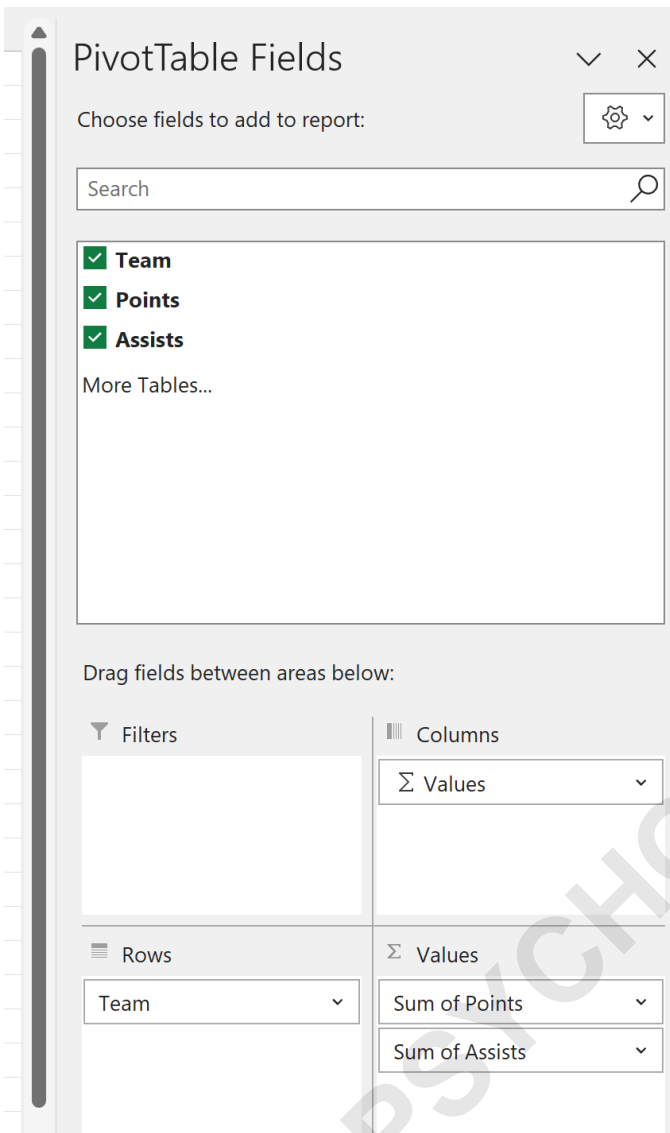
The dialog box 'PivotTable from table or range' is open, showing the following settings:

- Table/Range: Sheet2!\$A\$1:\$C\$14
- Choose where you want the PivotTable to be placed:
 - New Worksheet
 - Existing Worksheet
- Location: Sheet2!\$E\$1
- Choose whether you want to analyze multiple tables:
 - Add this data to the Data Model

Buttons: OK, Cancel

Once you click OK, a new PivotTable Fields panel will appear on the right side of the screen.

Drag the Team field to the Rows box, then drag the Points and Assists fields to the Values box:



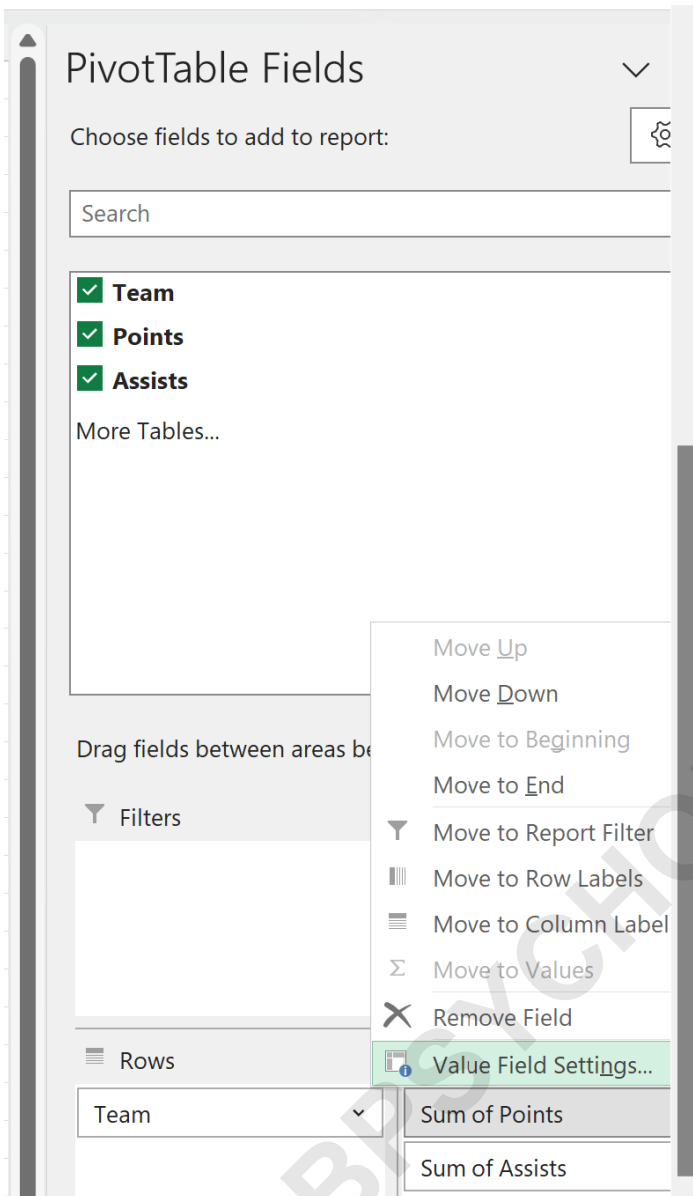
The following pivot table will automatically be populated with values that summarize the sum of points and assists for each team:

	A	B	C	D	E	F	G
1	Team	Points	Assists		Row Labels	Sum of Points	Sum of Assists
2	Mavs	22	8		Mavs	82	23
3	Kings	28	4		Spurs	132	37
4	Spurs	24	4		Rockets	40	12
5	Mavs	30	3		Kings	50	12
6	Spurs	18	10		Grand Total	304	84
7	Spurs	15	5				
8	Rockets	17	7				
9	Spurs	14	7				
10	Spurs	29	6				
11	Rockets	23	5				
12	Mavs	30	12				
13	Spurs	32	5				
14	Kings	22	8				
15							
16							
17							
18							
19							
20							

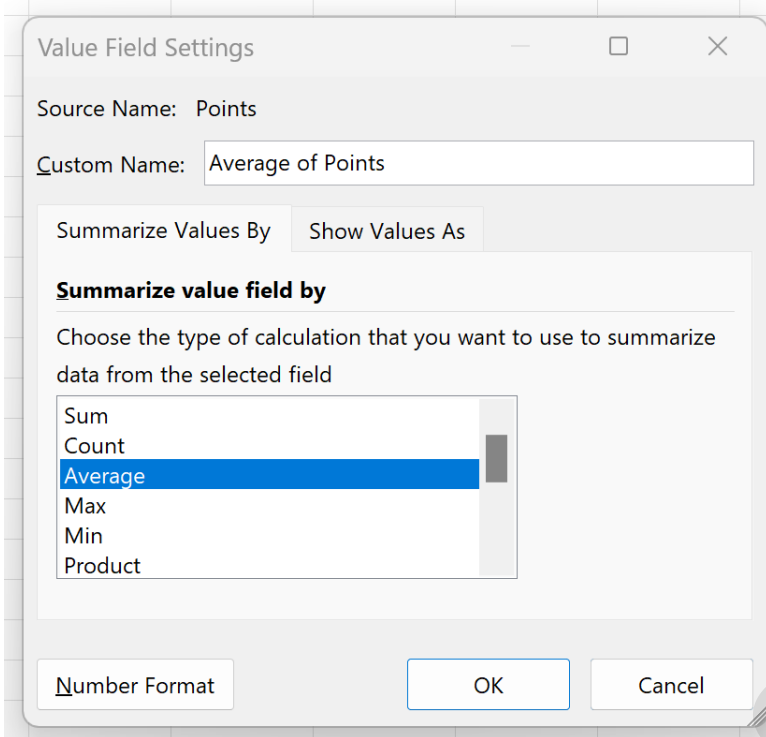
Step 3: Modify Pivot Table Values

However, you can use a different metric (like count, average, min, max, etc.) to summarize the variables.

To do so, click **Sum of Points** in the **Values** box, then click **Value Field Settings**:



In the new window that appears, click Average and then click OK:



The average value of the points for each team will now be shown in the pivot table:

	A	B	C	D	E	F	G
1	Team	Points	Assists		Row Labels	Average of Points	Sum of Assists
2	Mavs	22	8		Mavs	27.33333333	23
3	Kings	28	4		Spurs	22	37
4	Spurs	24	4		Rockets	20	12
5	Mavs	30	3		Kings	25	12
6	Spurs	18	10		Grand Total	23.38461538	84
7	Spurs	15	5				
8	Rockets	17	7				
9	Spurs	14	7				
10	Spurs	29	6				
11	Rockets	23	5				
12	Mavs	30	12				
13	Spurs	32	5				
14	Kings	22	8				
15							
16							
17							
18							
19							

Feel free to summarize the assists by a different metric as well.

Step 4: Modify Pivot Table Design

Lastly, feel free to modify the appearance of the pivot table by clicking on any value in the table to make it active.

Then, click the Design tab along the top ribbon and choose any design style you'd like.

For example, you may choose a design that uses a

black background for the titles and a blue background for the interior values:

File Home Insert Formulas Data Review View Developer Help Power Pivot PivotTable Analyze **Design**

Row Headers Banded Rows
 Column Headers Banded Columns

PivotTable Style Options PivotTable Styles

	E	F	G	H	I	J	K	L	M
Row Labels		Average of Points	Sum of Assists						
Mavs		27.33333333	23						
Spurs		22	37						
Rockets		20	12						
Kings		25	12						
Grand Total		23.38461538	84						

The table is now complete.

We have successfully created a report in the form of a pivot table that summarizes the average points and the sum of assists for each team in our original dataset.

The following tutorials explain how to perform other common tasks in Excel: