

# How do you create tables in Excel?

Authored by  
**stats writer**

June 30, 2024

## RECOMMENDED CITATION

stats writer (2024). *How do you create tables in Excel?*. PSYCHOLOGICAL SCALES.  
Retrieved from <https://scales.arabpsychology.com/?p=162435>

Creating tables in Excel is a simple process that allows users to organize and analyze data efficiently. To create a table, first select the data that you want to include in the table. Then, go to the "Insert" tab and click on "Table". A pop-up window will appear asking for the range of data to be included in the table. After selecting the range, click "OK" and the table will be created. Users can also customize the table by adding headers, changing the table style, and adding calculated columns. Tables in Excel are a powerful tool for managing and manipulating data in a structured and organized manner.

## **Create Tables in Excel (With Example)**

**The following step-by-step example shows how to create and format tables in Excel.**

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

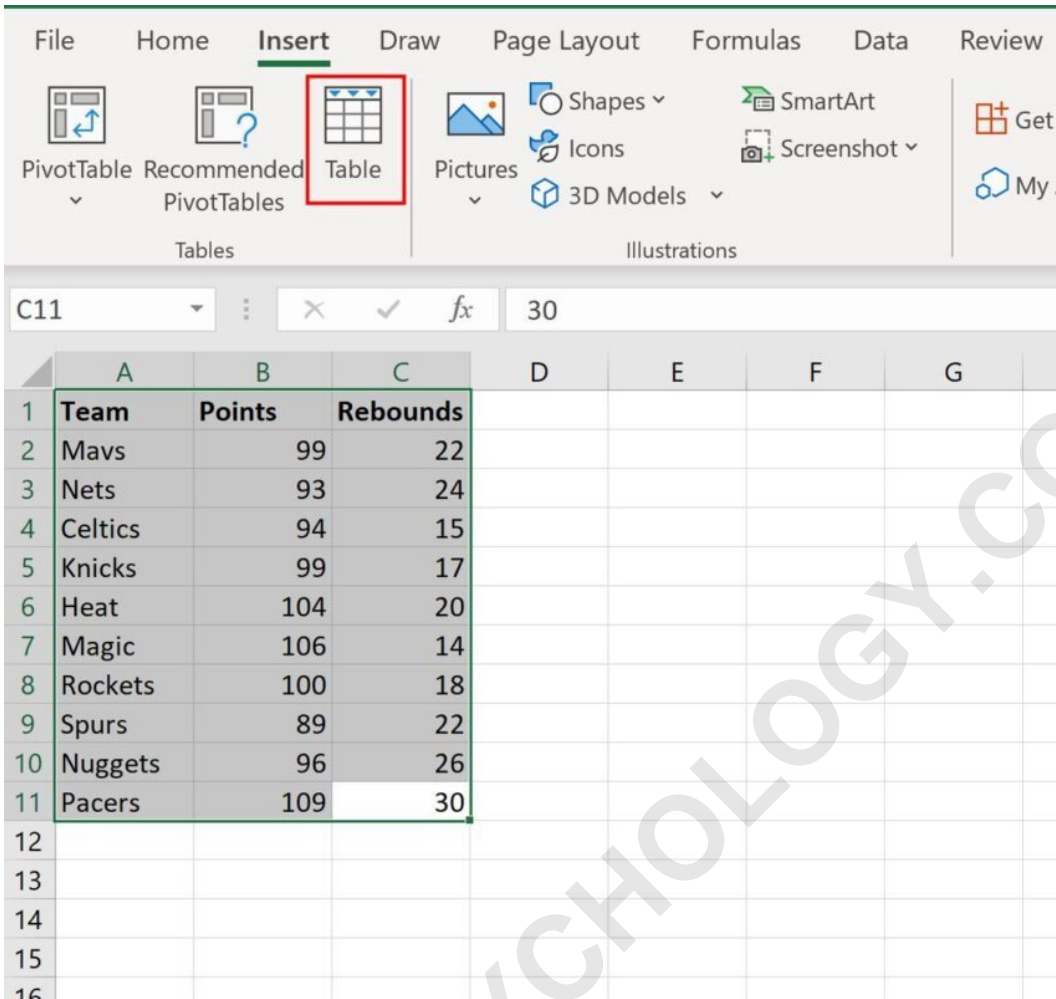
**First, let's enter the following data about various basketball teams:**

	A	B	C	D	E	F
1	<b>Team</b>	<b>Points</b>	<b>Rebounds</b>			
2	Mavs	99	22			
3	Nets	93	24			
4	Celtics	94	15			
5	Knicks	99	17			
6	Heat	104	20			
7	Magic	106	14			
8	Rockets	100	18			
9	Spurs	89	22			
10	Nuggets	96	26			
11	Pacers	109	30			
12						
13						
14						
15						
16						
17						
18						
19						

## Step 2: Create the Table

To turn this data into a table, first highlight all of the cells in the range A1:C11.

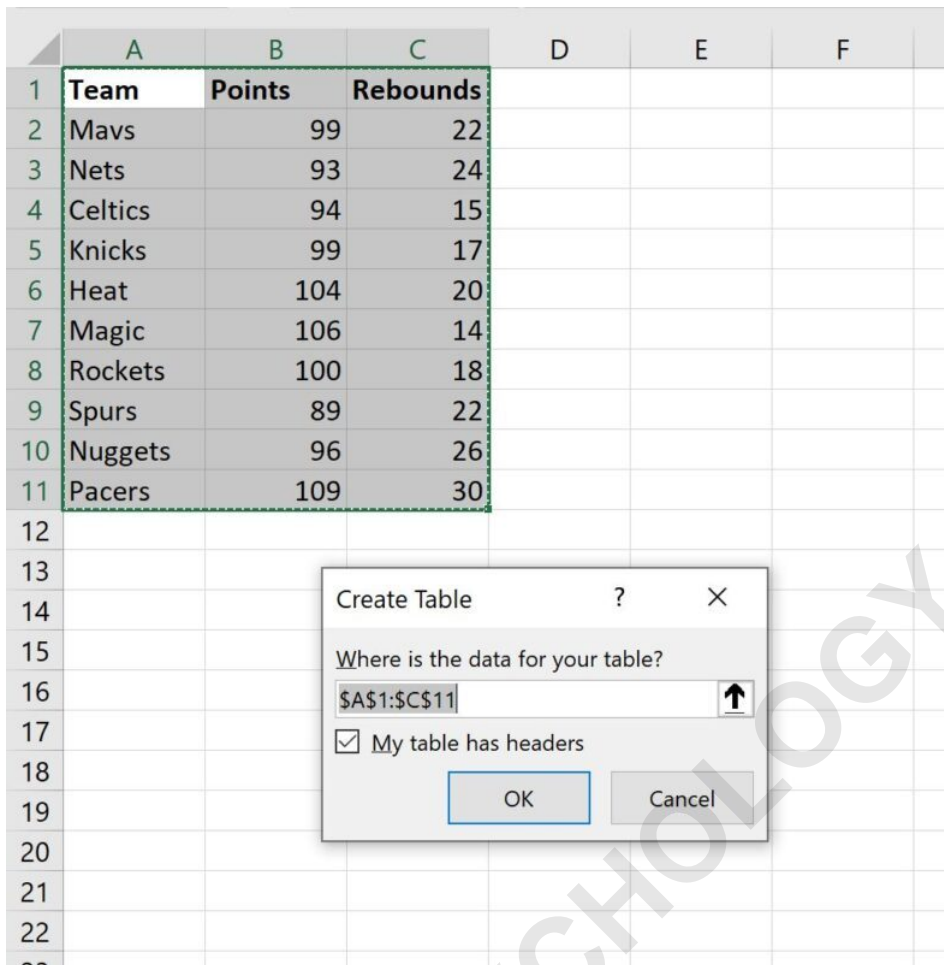
Then click the Insert tab along the top ribbon and then click the Table icon:



The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'Table' button in the 'Tables' group is highlighted with a red box. Below the ribbon, the formula bar shows 'C11' and the value '30'. The data table is as follows:

	A	B	C	D	E	F	G
1	<b>Team</b>	<b>Points</b>	<b>Rebounds</b>				
2	Mavs	99	22				
3	Nets	93	24				
4	Celtics	94	15				
5	Knicks	99	17				
6	Heat	104	20				
7	Magic	106	14				
8	Rockets	100	18				
9	Spurs	89	22				
10	Nuggets	96	26				
11	Pacers	109	30				
12							
13							
14							
15							
16							

**In the new window that appears, verify that the range for the table is correct and check the box next to My table has headers, then click OK:**



The image shows an Excel spreadsheet with a table of basketball team statistics. The table has three columns: Team, Points, and Rebounds. The data is as follows:

Team	Points	Rebounds
Mavs	99	22
Nets	93	24
Celtics	94	15
Knicks	99	17
Heat	104	20
Magic	106	14
Rockets	100	18
Spurs	89	22
Nuggets	96	26
Pacers	109	30

A 'Create Table' dialog box is open, showing the data range '\$A\$1:\$C\$11' and the checkbox 'My table has headers' checked. The dialog box has 'OK' and 'Cancel' buttons.

**The following table will automatically be created:**

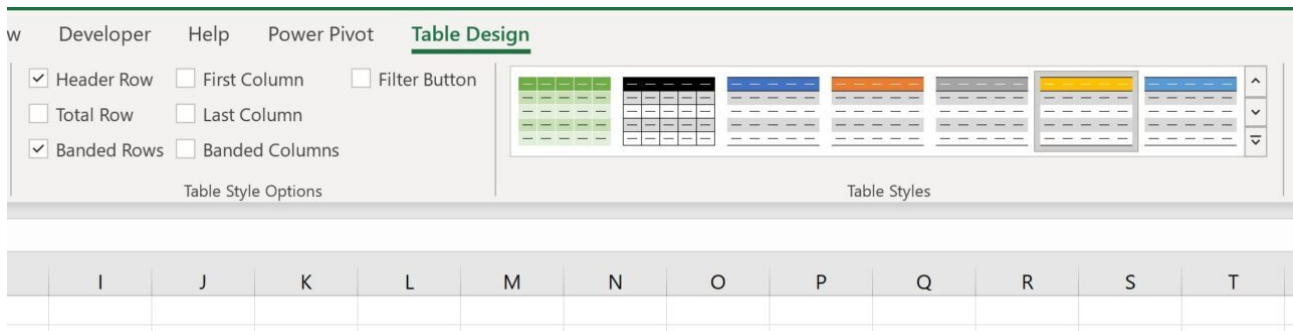
	A	B	C	D	E	F
1	Team ▼	Points ▼	Rebounds ▼			
2	Mavs	99	22			
3	Nets	93	24			
4	Celtics	94	15			
5	Knicks	99	17			
6	Heat	104	20			
7	Magic	106	14			
8	Rockets	100	18			
9	Spurs	89	22			
10	Nuggets	96	26			
11	Pacers	109	30			
12						
13						
14						
15						
16						
17						
18						

### Step 3: Format the Table

To modify the appearance of the table, simply click on any value in the table. Then click on the Table Design tab along the top ribbon.

This will give you a variety of options to change the appearance of the table.

For our example, we'll uncheck the box next to Filter Button to remove the dropdown arrows in the header of our table and we'll choose the yellow table style:



	A	B	C	D	E	F
1	<b>Team</b>	<b>Points</b>	<b>Rebounds</b>			
2	Mavs	99	22			
3	Nets	93	24			
4	Celtics	94	15			
5	Knicks	99	17			
6	Heat	104	20			
7	Magic	106	14			
8	Rockets	100	18			
9	Spurs	89	22			
10	Nuggets	96	26			
11	Pacers	109	30			
12						
13						
14						

**Feel free to play around with the design options in the Table Design tab to make the table appear however you'd like.**

### Additional Resources

**The following tutorials explain how to perform other**

## common tasks in Excel:

ARABPSYCHOLOGY.COM