

What are Excel tables?

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Excel tables are a powerful feature in Microsoft Excel that allows users to organize and manage data in a structured and efficient manner. They are structured data ranges that come with built-in functionality, such as automatic formatting and filtering, making it easier to sort, filter, and analyze large amounts of data. Excel tables provide a user-friendly interface for working with data and are especially useful for creating visually appealing and organized reports. They also allow for easy data manipulation and updates, making them a valuable tool for data analysis and management in various industries. Overall, Excel tables are a convenient and efficient way to organize, analyze, and present data in a professional and organized manner.

Excel Tables

Table

Ranges can be converted into tables.

Tables make it easier to structure and organize data.

Note: The filter function is similar to a table. The filter can be better used if the only function needed is to sort and filter data.

Tables connect cells in a range and put it into a fixed structure.

The cells in the table range share the same formatting.

Note: Tables can be used to prepare data for charts and pivot tables.

Tables allow for options such as:

Sort & Filter
Formatting
AutoFilling

Note: Tables can be converted back to range.

Example

Formatting a range into a table will give it a new form with a fixed structure. Tables open access to new functionality such as: filtering, automations and styling.

	A	B	C	D	E	F
1	Name	Type 1	Type 2	HP	Attack	Defense
2	Abra	Psychic		25	20	15
3	Kadabra	Psychic		40	35	30
4	Alakazam	Psychic		55	50	45
5	Machop	Fighting		70	80	50
6	Machoke	Fighting		80	100	70
7	Machop	Fighting		90	130	80
8	Bellsprout	Grass	Poison	50	75	35
9	Weepinbell	Grass	Poison	65	90	50
10	Victreebel	Grass	Poison	80	105	65
11	Tentacool	Water	Poison	40	40	35
12	Tentacruel	Water	Poison	80	70	65
13	Geodude	Rock	Ground	40	80	100
14	Graveler	Rock	Ground	55	95	115
15	Golem	Rock	Ground	80	120	130
16	Ponyta	Fire		50	85	55
17	Rapidash	Fire		65	100	70
18	Slowpoke	Water	Psychic	90	65	65
19	Slowbro	Water	Psychic	95	75	110
20	Magnemite	Electric	Steel	25	35	70
21	Magneton	Electric	Steel	50	60	95
22	Farfetch'd	Normal	Flying	52	65	55

Example (Converting a Range to Table)

How to convert range to table, step by step.

Copy the values to follow along:

	A	B	C	D	E	F
1	Name	Type 1	Type 2	HP	Attack	Defense
2	Abra	Psychic		25	20	15
3	Kadabra	Psychic		40	35	30
4	Alakazam	Psychic		55	50	45
5	Machop	Fighting		70	80	50
6	Machoke	Fighting		80	100	70
7	Machamp	Fighting		90	130	80
8	Bellsprout	Grass	Poison	50	75	35
9	Weepinbell	Grass	Poison	65	90	50
10	Victreebel	Grass	Poison	80	105	65
11	Tentacool	Water	Poison	40	40	35
12	Tentacruel	Water	Poison	80	70	65
13	Geodude	Rock	Ground	40	80	100
14	Graveler	Rock	Ground	55	95	115
15	Golem	Rock	Ground	80	120	130
16	Ponyta	Fire		50	85	55
17	Rapidash	Fire		65	100	70
18	Slowpoke	Water	Psychic	90	65	65
19	Slowbro	Water	Psychic	95	75	110
20	Magnemite	Electric	Steel	25	35	70
21	Magneton	Electric	Steel	50	60	95
22	Farfetch'd	Normal	Flying	52	65	55

Select range A1:F22

	A	B	C	D	E	F
1	Name	Type 1	Type 2	HP	Attack	Defense
2	Abra	Psychic		25	20	15
3	Kadabra	Psychic		40	35	30
4	Alakazam	Psychic		55	50	45
5	Machop	Fighting		70	80	50
6	Machoke	Fighting		80	100	70
7	Machamp	Fighting		90	130	80
8	Bellsprout	Grass	Poison	50	75	35
9	Weepinbell	Grass	Poison	65	90	50
10	Victreebel	Grass	Poison	80	105	65
11	Tentacool	Water	Poison	40	40	35
12	Tentacruel	Water	Poison	80	70	65
13	Geodude	Rock	Ground	40	80	100
14	Graveler	Rock	Ground	55	95	115
15	Golem	Rock	Ground	80	120	130
16	Ponyta	Fire		50	85	55
17	Rapidash	Fire		65	100	70
18	Slowpoke	Water	Psychic	90	65	65
19	Slowbro	Water	Psychic	95	75	110
20	Magnemite	Electric	Steel	25	35	70
21	Magneton	Electric	Steel	50	60	95
22	Farfetch'd	Normal	Flying	52	65	55



Table

Click **Insert**, then Table (), in the Ribbon.



Click OK



Note: The range (A1:F22) already has headers in row 1. Unchecking the "My table has headers" option allows you to create a dedicated header if you do not already have it.

	A	B	C	D	E	F
1	Name	Type 1	Type 2	HP	Attack	Defense
2	Abra	Psychic		25	20	15
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5	Machop	Fighting		70	80	50
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8	Bellsprout	Grass	Poison	50	75	35
9	Weepinbell	Grass	Poison	65	90	50
10	Victreebel	Grass	Poison	80	105	65
11	Tentacool	Water	Poison	40	40	35
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22	Farfetch'd	Normal	Flying	52	65	55

Good job! The range A1:F22 was successfully converted from range to table.

The range is now a fixed table structure and new options such as sorting and filtering are now enabled.

Applying the filter keeps the relationship between the columns while sorting and filtering.

Note: Read more about Filtering and Sorting in previous chapters.

In the next chapter you will learn about Table Design.

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