



FastCourse Series

Chapter 1: Working with Tables



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Learning Objectives

- After studying this chapter, you will be able to:
 - ▲ Manage data using a table
 - ▲ Create a custom filter
 - ▲ Name a table
 - ▲ Use structured references in a formula

Working with Tables

- Formatting as a table enables the table features
 - ▲ Quickly manage, organize, and analyze data
 - ▲ Tables have a header row and can display banded rows and a total row

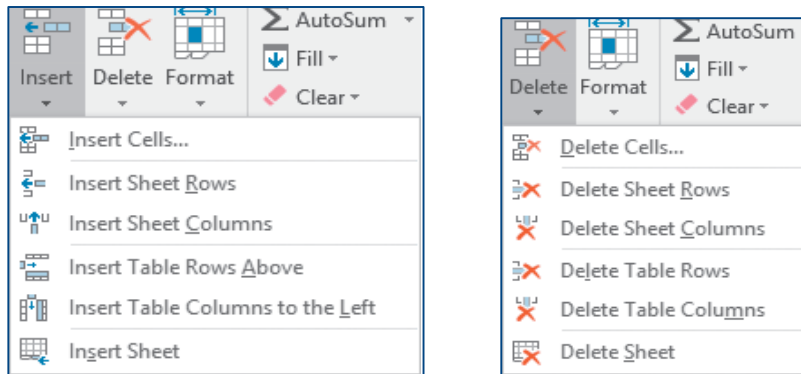
Last Name ▾	First Name ▾	State ▾	Q1 ▾	Q2 ▾	Q3 ▾	Q4 ▾	Header row
McGee	Olivia	MA	317,000	513,000	709,000	905,000	Banded rows
Fernandez	Maria	MA	228,000	216,000	204,000	192,000	
Hasan	Taz	CA	446,000	120,000	206,000	132,000	
Krebb	Lin	IL	234,000	560,000	886,000	1,212,000	
Stafford	Dan	CO	162,000	151,000	140,000	129,000	
Williams	Shaun	CO	210,000	340,000	470,000	600,000	
Martinez	Carlos	FL	450,000	450,000	450,000	450,000	
Mathis	Gerhardt	CA	156,000	160,000	164,000	168,000	Total row
Total			2,203,000	2,510,000	3,229,000	3,788,000	



Working with Tables (cont.)

- Insert and delete table rows and columns

- ▲ Use Insert and Delete Table commands



- New rows or columns are automatically formatted as the rest of the table
- Table commands do not affect the rest of a worksheet



Working with Tables (cont.)

■ Calculated columns

- ▲ A formula in one cell is automatically copied to all cells in the column – no need for AutoFill
- ▲ Formula edits are copied automatically

■ Apply a sort or filter

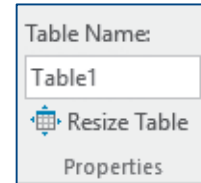
- ▲ Tables automatically display a Filter button on each column to use for sorting and filtering

Special Table Features

■ Table Name

▲ Default name is Table1

▲ Rename table for quick reference

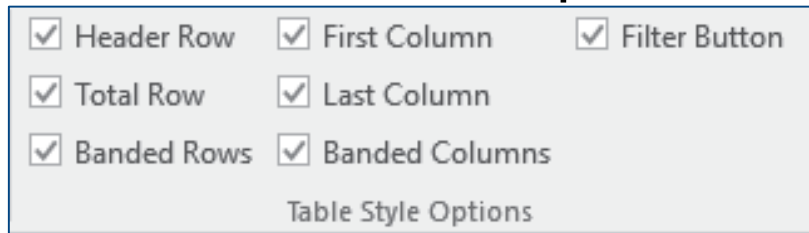


■ Header Row

▲ Header row names remain visible when scrolling

■ Table Style Options

▲ Check or uncheck options to display on table



Understanding Structured References

- Created when a formula uses table references
- References adjust as new tables rows/columns are added

! Structured references show the table name and the table row/column's cell range

	Q1	Q2	Q3	Q4	Total
	340,000	700,000	960,000	1,120,000	=SUM(QuarterlySales[@[Q1]:[Q4]])
	620,000	622,000	628,000	662,000	

Column's cell range

Table name

! Structured references automatically calculate the entire column



Understanding Structured References (cont.)

■ Formulas with structured references

▲ Best practice – use point-and-click method

- ◆ Adds all appropriate formatting/syntax for cell or range
- ◆ Difficult to type; more chance of error
- ◆ More meaningful; easier to understand formulas