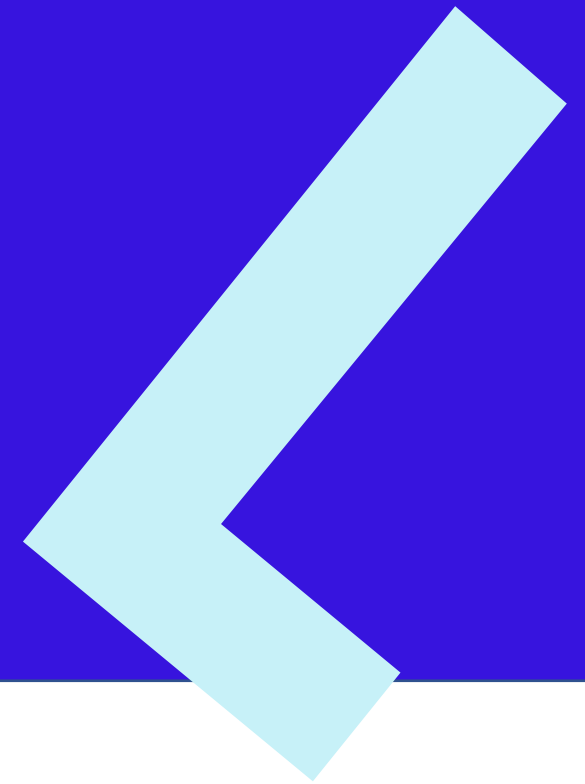BOOST YOUR SKILLS IN
Microsoft Excel 365/2021

Chapter 11: Working with Tables

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
- Create sparklines

Working with Tables

Formatting as a table enables the table features.

- You can 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	
Hill	Patricia	IL	120,000	180,000	180,000	270,000	— Header row
McGee	Olivia	MA	317,000	513,000	709,000	905,000	
Fernandez	Maria	MA	228,000	216,000	204,000	192,000	
Hasan	Moe	CA	446,000	120,000	206,000	132,000	— Banded rows
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	Gerry	CA	156,000	160,000	164,000	168,000	
Total				2,130,000			— Total row

Insert and Delete Table Rows and Columns

- Enter data in the row directly below a table to automatically expand the table by a row.

- New rows or columns are automatically formatted like the rest of the table.

- Table commands apply only to the selected table.
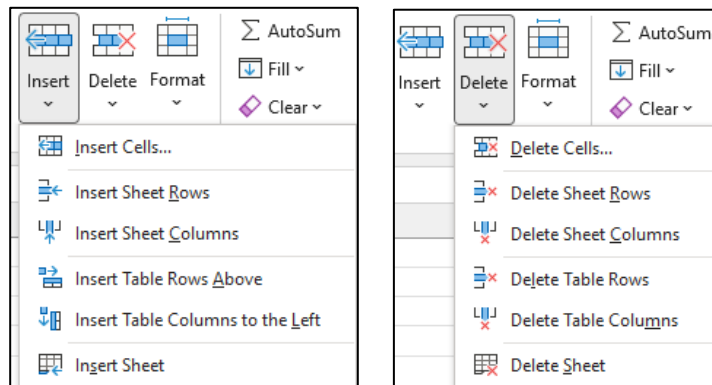
You can easily insert and delete table rows and columns from the Home tab of the Ribbon.

Special Table Features

Calculated Columns

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

Sort or Filter

- Tables automatically display a Filter button on each column to use for sorting and filtering.
- Filtering will narrow the information displayed.
- Sorting will change the order in which information is displayed in a column.

Special Table Features (cont.)

Table Name
- The default name is Table1.
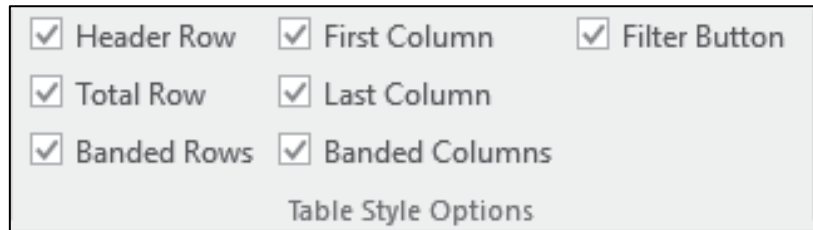- Rename a table for quick reference.
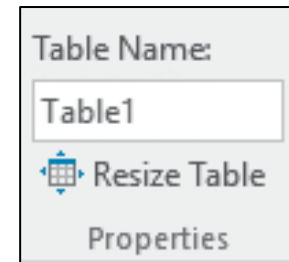
Header Row
- Header row names remain visible when scrolling.

Table Style Options
- Check or uncheck options to display on table.

Structured References

- They are created when a formula uses cell/range references to data contained in a table.

- The 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]])	**Column's cell range**
	620,000	622,000	628,000	662,000		**Table's name**

- Structured references automatically calculate the entire column.

Formulas with Structured References

The best practice to create structured references is the point-and-click method.

- It adds all appropriate formatting/syntax for a cell or range.
- Typing formulas creates more chances of error.

The formula on the right was typed in, whereas the formula on the left was created using point and click. Note how they both arrive at the same answer, but the one on the right is easier to work with as it uses the column names in the table.

Creating Sparklines

- A sparkline is a miniature chart inserted as an object into an individual cell to add visual data.

- It can contain data for only one column or row at a time.

- Sparkline types include Line, Column, or Win/Loss.

- Make changes with the Sparkline tools; changes to one sparkline are applied to all in the same group.

Last Name	First Name	State	Q1	Q2	Q3	Q4	
Zain	Elizabeth	CA	340,000	700,000	960,000	1,120,000	
Alvizo	Alex	CA	620,000	622,000	628,000	662,000	
Clayton	Taneisha	IL	230,000	120,000	180,000	100,000	
Cray	Karen	WA	123,000	130,000	127,000	144,000	
Hill	Patricia	IL	120,000	180,000	180,000	270,000	