

# Excel 2019 (Part 21): Tables

Similar to regular formatting, tables can improve the look and feel of a workbook, helping to organize content and make your data easier to use.

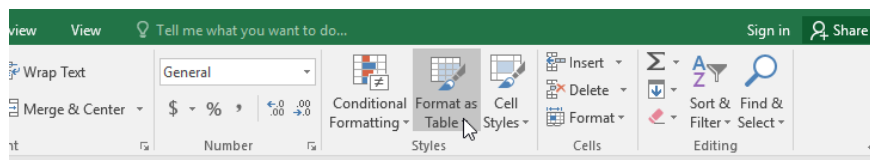
After entering information into a spreadsheet, you may want to format your data as a table. Just like regular formatting, tables can improve the look and feel of your workbook, help organize content, and make your data easier to use. Excel includes several predefined table tools and styles, allowing you to create tables quickly and easily.

## How to format data as a table

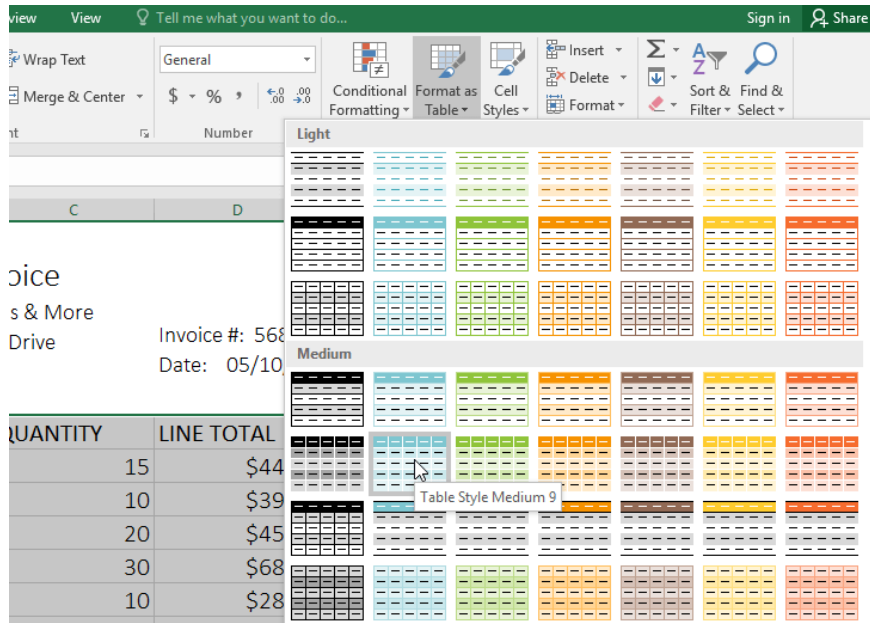
1. Select the cells you want to format as a table. For example, we would select the range of cells **A2:D9**.

MENU ITEM	UNIT PRICE	QUANTITY	LINE TOTAL
Empanadas: Beef Picadillo	\$2.99	15	\$44.85
Empanadas: Chipotle Shrimp	\$3.99	10	\$39.90
Tamales: Chicken Tinga	\$2.29	20	\$45.80
Tamales: Vegetable	\$2.29	30	\$68.70
Arepas: Carnitas	\$2.89	10	\$28.90
Arepas: Queso Blanco	\$2.49	20	\$49.80
Beverages: Horchata	\$1.89	25	\$47.25

2. From the **Home** tab , click the **Format as Table** command in the **Styles** group.

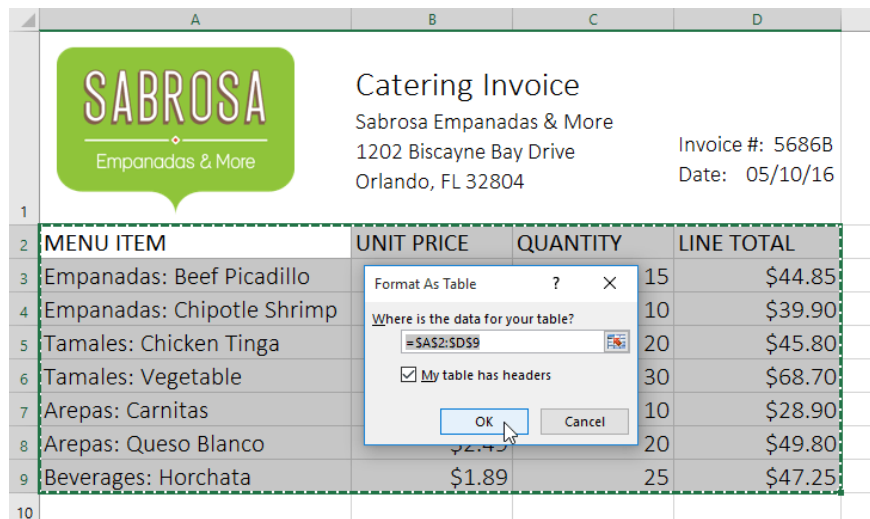


3. Choose a table style from the drop-down menu.



4. A dialog box will appear, confirming the selected cell range for the table.

5. If the table has headers, select the box next to **My table has headers** , and then click **OK**.



6. The range of cells will be formatted according to the selected table style.

	A	B	C	D
1		Catering Invoice		
		Sabrosa Empanadas & More		Invoice #: 5686B
		1202 Biscayne Bay Drive		Date: 05/10/16
		Orlando, FL 32804		
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE TOTAL
3	Empanadas: Beef Picadillo	\$2.99	15	\$44.85
4	Empanadas: Chipotle Shrimp	\$3.99	10	\$39.90
5	Tamales: Chicken Tinga	\$2.29	20	\$45.80
6	Tamales: Vegetable	\$2.29	30	\$68.70
7	Arepas: Carnitas	\$2.89	10	\$28.90
8	Arepas: Queso Blanco	\$2.49	20	\$49.80
9	Beverages: Horchata	\$1.89	25	\$47.25
10				

The tables include filtering by default. You can filter your data at any time using the drop-down arrows in the header cells. To learn more, see the article: [Filtering Data](#) .


## Edit table

It's easy to modify the appearance of any table after adding it to a spreadsheet. Excel includes several options for customizing tables, including adding rows or columns and changing the table style.

## How to add rows or columns to a table

If you need to fit more content into your table, you can resize it by adding extra rows and columns. There are two simple ways to resize a table:

Enter new content into any adjacent row or column. The row or column will be automatically transferred to the table.

	A	B	C	D
1		Catering Invoice		
		Sabrosa Empanadas & More		Invoice #: 5686B
		1202 Biscayne Bay Drive		Date: 05/10/16
		Orlando, FL 32804		
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE TOTAL
3	Empanadas: Beef Picadillo	\$2.99	15	\$44.85
4	Empanadas: Chipotle Shrimp	\$3.99	10	\$39.90
5	Tamales: Chicken Tinga	\$2.29	20	\$45.80
6	Tamales: Vegetable	\$2.29	30	\$68.70
7	Arepas: Carnitas	\$2.89	10	\$28.90
8	Arepas: Queso Blanco	\$2.49	20	\$49.80
9	Beverages: Horchata	\$1.89	25	\$47.25
10	Beverages: Lemonade			
11				

Click and drag the bottom right corner of the table to create additional rows or columns.

The screenshot shows an Excel spreadsheet with a table containing catering invoice data. The table has four columns: MENU ITEM, UNIT PRICE, QUANTITY, and LINE TOTAL. The data rows are numbered 3 through 9. A red arrow points to the bottom right corner of the table, where a small square handle is located, indicating where to click and drag to add more rows or columns.

MENU ITEM	UNIT PRICE	QUANTITY	LINE TOTAL
Empanadas: Beef Picadillo	\$2.99	15	\$44.85
Empanadas: Chipotle Shrimp	\$3.99	10	\$39.90
Tamales: Chicken Tinga	\$2.29	20	\$45.80
Tamales: Vegetable	\$2.29	30	\$68.70
Arepas: Carnitas	\$2.89	10	\$28.90
Arepas: Queso Blanco	\$2.49	20	\$49.80
Beverages: Horchata	\$1.89	25	\$47.25

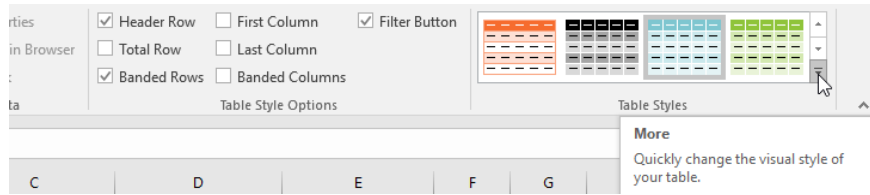
## How to change the table style

1. Select any cell in the table, then click the Design tab.

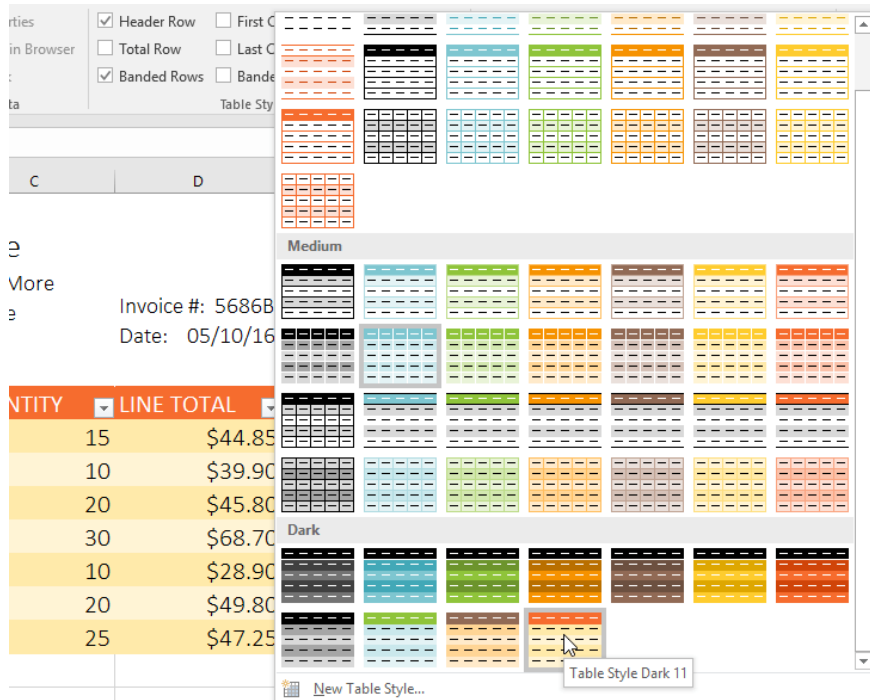
The screenshot shows the Excel ribbon with the 'Table Tools' group selected. The 'Design' tab is active, and the 'Table Style Options' section is visible. The table data from the previous screenshot is shown below the ribbon, with the 'Empanadas: Beef Picadillo' cell selected.

MENU ITEM	UNIT PRICE	QUANTITY	LINE TOTAL
Empanadas: Beef Picadillo	\$2.99	15	\$44.85
Empanadas: Chipotle Shrimp	\$3.99	10	\$39.90
Tamales: Chicken Tinga	\$2.29	20	\$45.80
Tamales: Vegetable	\$2.29	30	\$68.70

2. Find the Table Styles group, then click the More drop-down arrow to see all the available table styles.



3. Choose your desired table style.



4. The type of table to be used.

QUANTITY	LINE TOTAL
15	\$44.85
10	\$39.90
20	\$45.80
30	\$68.70
10	\$28.90
20	\$49.80
25	\$47.25

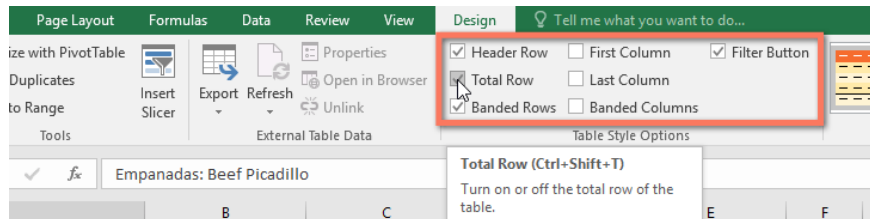
  

MENU ITEM	UNIT PRICE	QUANTITY	LINE TOTAL
Empanadas: Beef Picadillo	\$2.99	15	\$44.85
Empanadas: Chipotle Shrimp	\$3.99	10	\$39.90
Tamales: Chicken Tinga	\$2.29	20	\$45.80
Tamales: Vegetable	\$2.29	30	\$68.70
Arepas: Carnitas	\$2.89	10	\$28.90
Arepas: Queso Blanco	\$2.49	20	\$49.80
Beverages: Horchata	\$1.89	25	\$47.25


## How to modify table style options

You can enable or disable various options to change the appearance of any table. There are several options: **Header Row, Total Row, Banded Rows, First Column, Last Column, Banded Columns** , and **Filter Button** .

1. Select any cell in the table, then click the **Design** tab.
2. Select or deselect the desired options in **the Table Style Options** group . For example, select **Total Row** to automatically include the total for the table.



3. The table style will be modified. In the example, a new row has been added to the table with a formula that automatically calculates the sum of the values in column D.

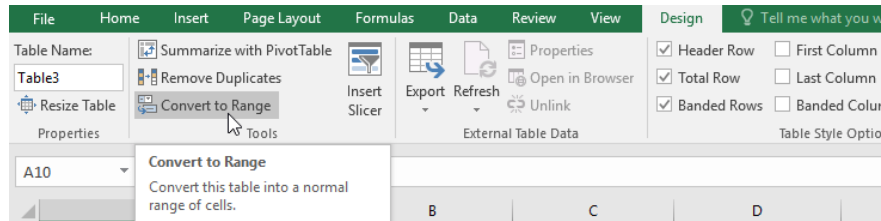
	A	B	C	D
1	 <div style="display: inline-block; vertical-align: top; margin-left: 20px;"> <p><b>Catering Invoice</b></p> <p>Sabrosa Empanadas &amp; More            1202 Biscayne Bay Drive            Orlando, FL 32804</p> </div> <div style="display: inline-block; vertical-align: top; margin-left: 20px;"> <p>Invoice #: 5686B            Date: 05/10/16</p> </div>			
2	<b>MENU ITEM</b>	<b>UNIT PRICE</b>	<b>QUANTITY</b>	<b>LINE TOTAL</b>
3	Empanadas: Beef Picadillo	\$2.99	15	\$44.85
4	Empanadas: Chipotle Shrimp	\$3.99	10	\$39.90
5	Tamales: Chicken Tinga	\$2.29	20	\$45.80
6	Tamales: Vegetable	\$2.29	30	\$68.70
7	Arepas: Carnitas	\$2.89	10	\$28.90
8	Arepas: Queso Blanco	\$2.49	20	\$49.80
9	Beverages: Horchata	\$1.89	25	\$47.25
10	<b>Total</b>			<b>\$325.20</b>
11				

Depending on the type of content you have—and the type of table you've chosen—these options can affect the appearance of your table in various ways. You may need to experiment with several options to find the exact style you want.

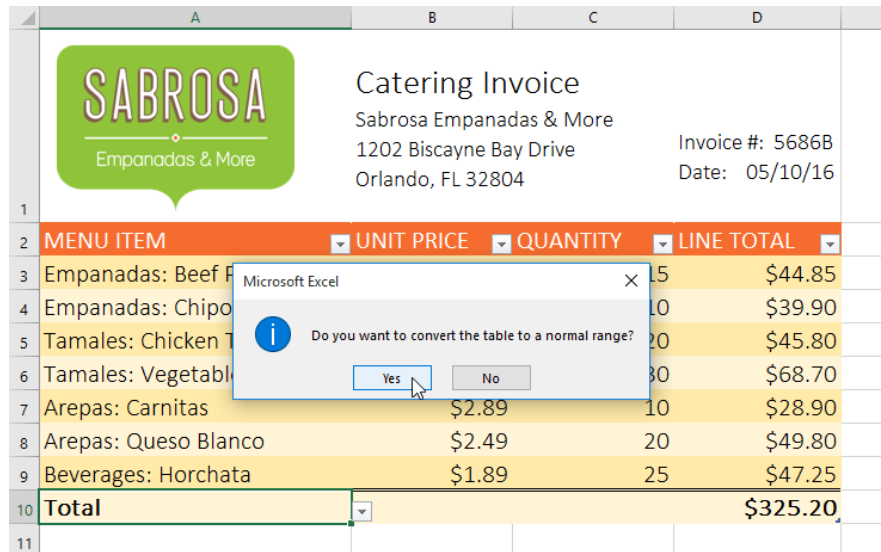
## How to delete a table

It is possible to delete a table from a workbook without losing any data. However, this may cause issues with certain formatting, including colors, fonts, and rows. Before using this option, be prepared to reformat the cells if necessary.

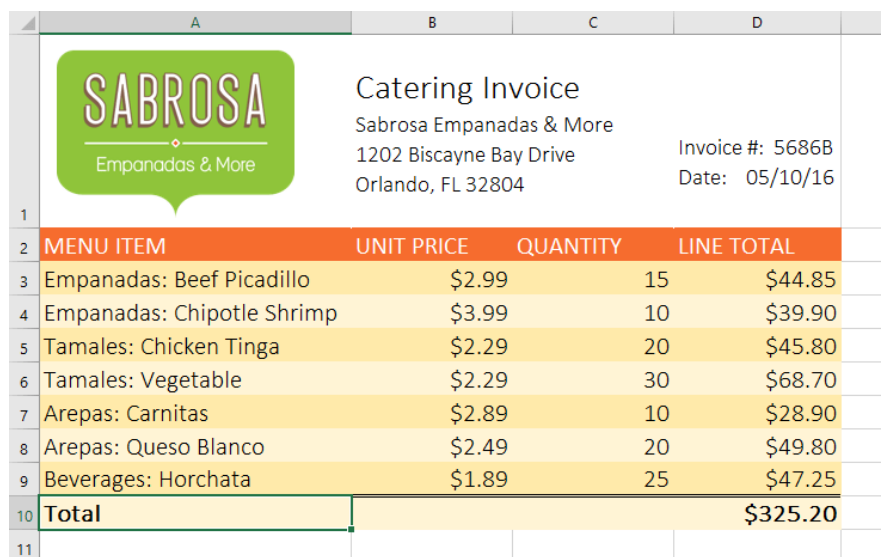
1. Select any cell in the table, then click the **Design** tab.
2. Click the **Convert to Range** command in the **Tools** group.



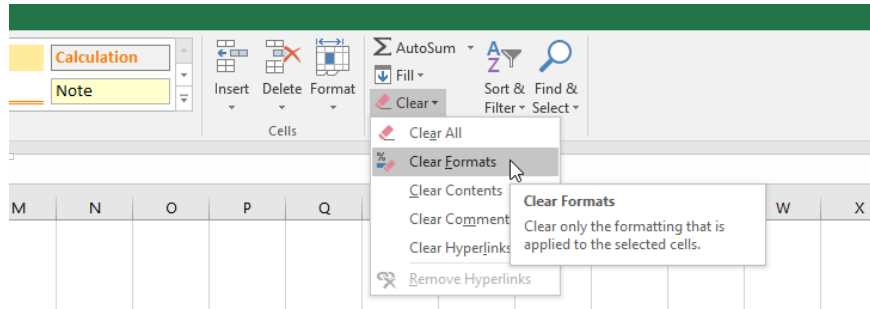
3. A dialog box will appear. Click **Yes**.



4. The range will no longer be a table, but the cells will retain their data and formatting.



To begin reformatting from scratch, click the **Clear** command on the **Home** tab. Next, select **Clear Formats** from the menu.



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