

# How to create a table and insert a table in Excel?

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For better data management in Excel, creating tables for Excel data is essential. You can easily search, calculate, manage and analyze data . but the way to create tables is very simple, so you can quickly create tables in Excel.



The article shows you how to create and edit tables in Excel.

## 1. Create a table

### Method 1: Create a table using the default style.

**Step 1:** Select the data range that you want to create the table, the cells may or may not contain data.

	A	B	C	D	E	F
1	Tạo bảng trong Excel ThuThuatPhanMem.vn					
2	<a href="http://thuthuatphanmem.vn">thuthuatphanmem.vn</a>					
3						
4						
5	<b>Mã NV</b>	<b>Họ và Tên</b>	<b>Giới Tính</b>	<b>Ngày công</b>	<b>Lương/ngày</b>	<b>Tổng Lương</b>
6	NV001	Nguyễn Văn An	Nam	28	200	5600
7	NV002	Đình Văn Bình	Nam	26	200	5200
8	NV003	Nguyễn Hồng Duyên	Nữ	29	200	5800
9	NV004	Nguyễn Thị Hà	Nữ	30	200	6000
10	NV005	Phạm Thu Hằng	Nữ	25	200	5000
11	NV006	Hoàng Văn Kiên	Nam	27	200	5400
12	NV007	Nguyễn Thu Phương	Nữ	28	200	5600
13						

**Step 2:** Select the **Insert** tab on the Excel toolbar. In the **Tables** section, select **Table** (or the key combination **Ctrl + T** or **Ctrl + L**).



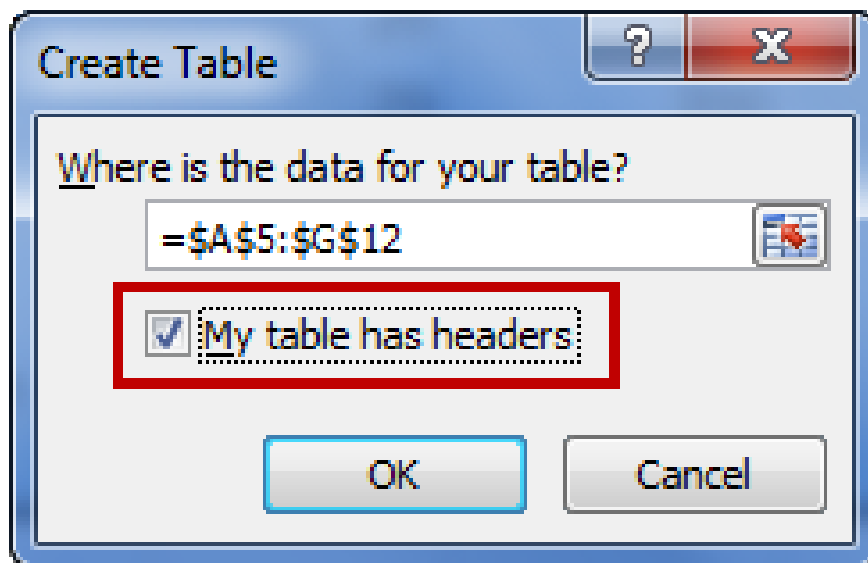
**Step 3:** The **Create Table** dialog box appears .

If the data range you selected in **Step 1** includes the table header, then check the box before *My table has headers* .

If the data range you selected in **Step 1** does not include the table header, you uncheck the box before *My table has headers* .

At the top of the table columns will appear with the default title names such as Column 1, Column 2 . you can change the title name as you like.

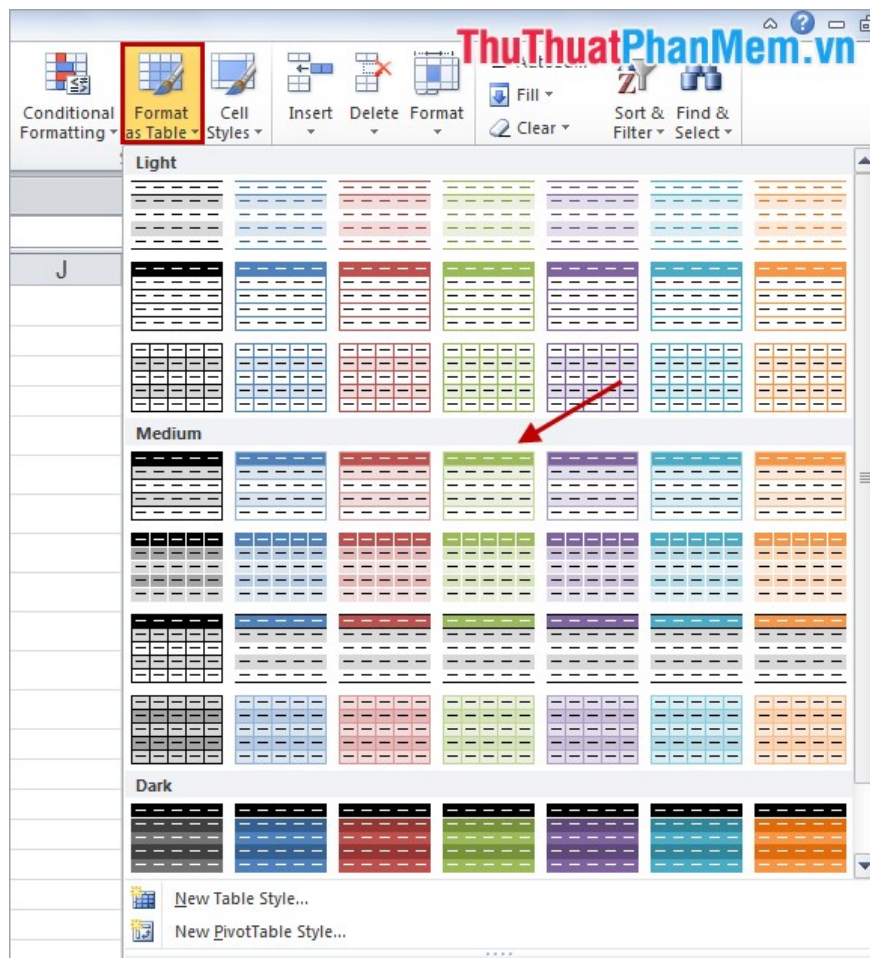
Then you click **OK** to create the table.



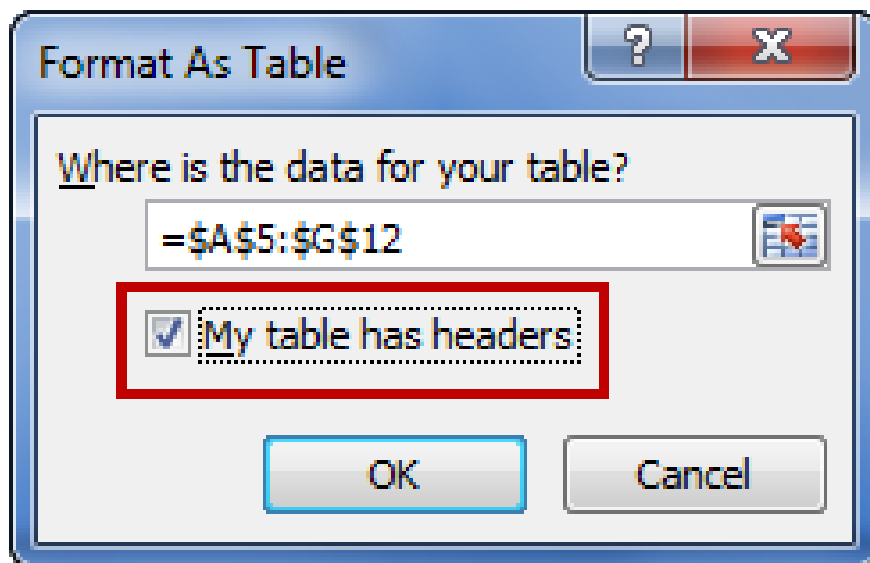
**Method 2: Create the table according to the style you want.**

**Step 1:** Select the range of cells you want to make a table.

**Step 2:** Select the **Home** tab on the toolbar, in **Styles** -> **Format as Table** and select the table format you want to create.



**Step 3:** The **Format As Table** dialog box appears . If the selected range contains the data you want to use as the table header, check the box before *My tables has headers* then click **OK** to create the table.



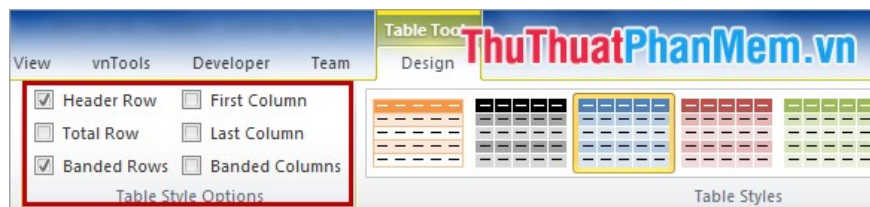
**2. Edit the table.**

When selecting any cell in a table, the **Design** tab of **Table Tools** appears . You can change the table style in the **Table Styles** section .



Some other customizations in **Table Style Options** :

- **Header Row:** Hide / show the title of the table.
- **Total Row:** Hide / show the total row at the bottom of the table.
- **First Column:** Display special format for the first column of the table.
- **Last Column:** Display special format for the last column of the table.

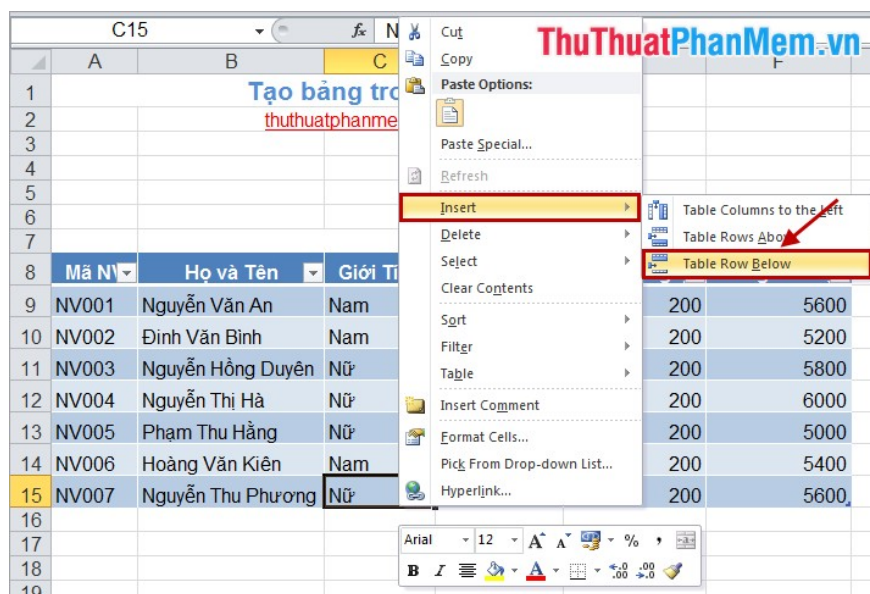


## Add row

To add rows to the table, select the last cell of the last row in the table and then press the **Tab** key on the keyboard. The row will be added below the table.

	A	B	C	D	E	F
1		Tạo bảng trong Excel			ThuThuatPhanMem.vn	
2		thuthuatphanmem.vn				
3						
4						
5	Mã NV	Họ và Tên	Giới Tính	Ngày công	Lương/ngày	Tổng Lương
6	NV001	Nguyễn Văn An	Nam	28	200	5600
7	NV002	Đình Văn Bình	Nam	26	200	5200
8	NV003	Nguyễn Hồng Duyên	Nữ	29	200	5800
9	NV004	Nguyễn Thị Hà	Nữ	30	200	6000
10	NV005	Phạm Thu Hằng	Nữ	25	200	5000
11	NV006	Hoàng Văn Kiên	Nam	27	200	5400
12	NV007	Nguyễn Thu Phương	Nữ	28	200	5600
13						

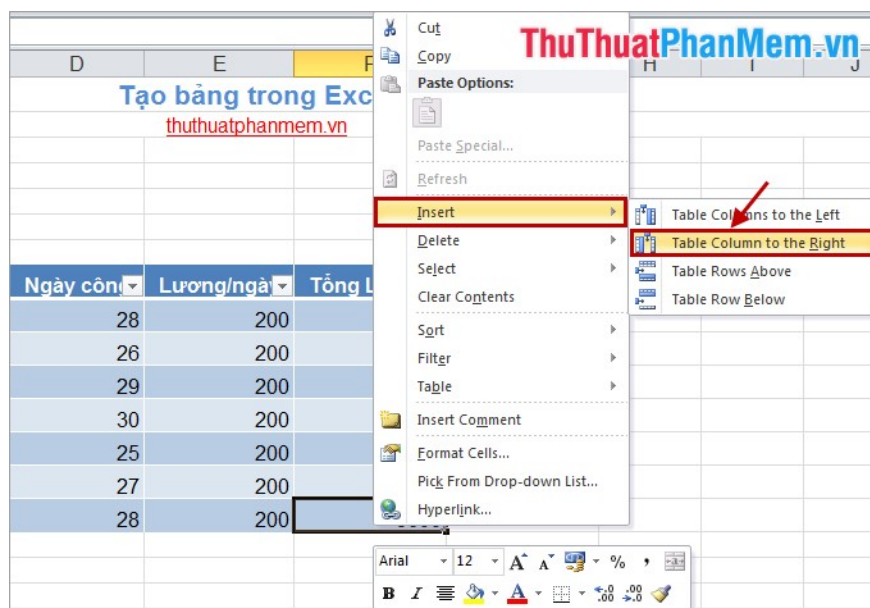
Or you select any cell of the last row in the table, right-click and select **Insert** -> **Table Rows Below** to add rows to the bottom of the table.



To add rows to any position of the table, you can add as rows in Excel.

## More Collum

Add the column to the end of the table, select any cell in the table in the last column, right click and select **Insert** -> **Table Column to the Right** .



To add columns to any position in the table you can add as adding columns in Excel.

So with very simple operations, you quickly created yourself tables in Excel. You can filter data in the table, analyze data from the table easily. Good luck!

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