

How to create and delete tables in Excel

How to create and delete tables in Excel. Excel is a great tool for calculating, it supports many calculation functions, logical functions ... But for the numbers to be presented scientifically and beautifully you need to create tables for data. This article helps you to Create and delete tables in the table

Excel is a great tool for calculating, it supports many calculation functions, logical functions . But for the numbers to be presented scientifically and beautifully you need to create tables for data. This article helps you to Create and delete tables in Excel.

The screenshot shows an Excel spreadsheet with the following data:

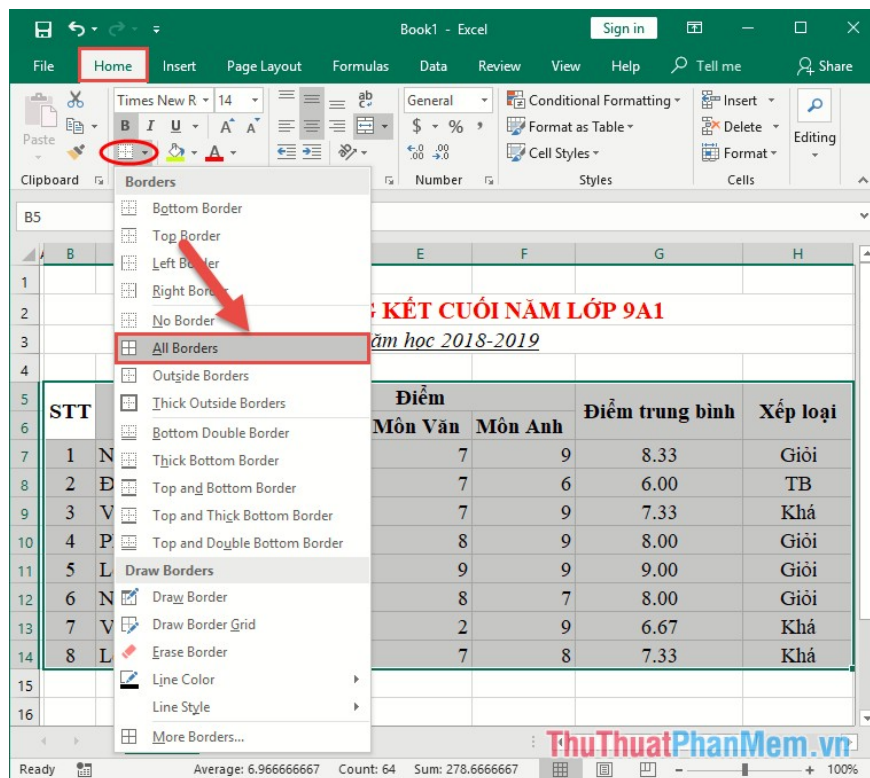
CÁCH TẠO BẢNG VÀ XÓA BẢNG TRONG EXCEL						
ThuThuatPhanMem.vn						
STT	Họ và tên	Điểm			Điểm trung bình	Xếp loại
		Môn Toán	Môn Văn	Môn Anh		
1	Nguyễn Thị Lan	9	7	9	8.33	Giỏi
2	Đàm Vĩnh An	5	7	6	6.00	TB
3	Vũ Ngọc Anh	6	7	9	7.33	Khá
4	Phạm Anh Tâm	7	8	9	8.00	Giỏi
5	Lê Ngọc Hương	9	9	9	9.00	Giỏi
6	Nguyễn Thị Minh	9	8	7	8.00	Giỏi
7	Vũ Ngọc	9	2	9	6.67	Khá
8	Lê Anh	7	7	8	7.33	Khá

1. Create a table

There are 2 ways to create a table:

Method 1: Create a table by drawing border borders

The easiest way to create a table is by creating a border for the data area to create the table. You just need to select the data area you want to create the table -> go to the **Home** tab -> click the **Border** icon -> **All Border** to **draw** the table:



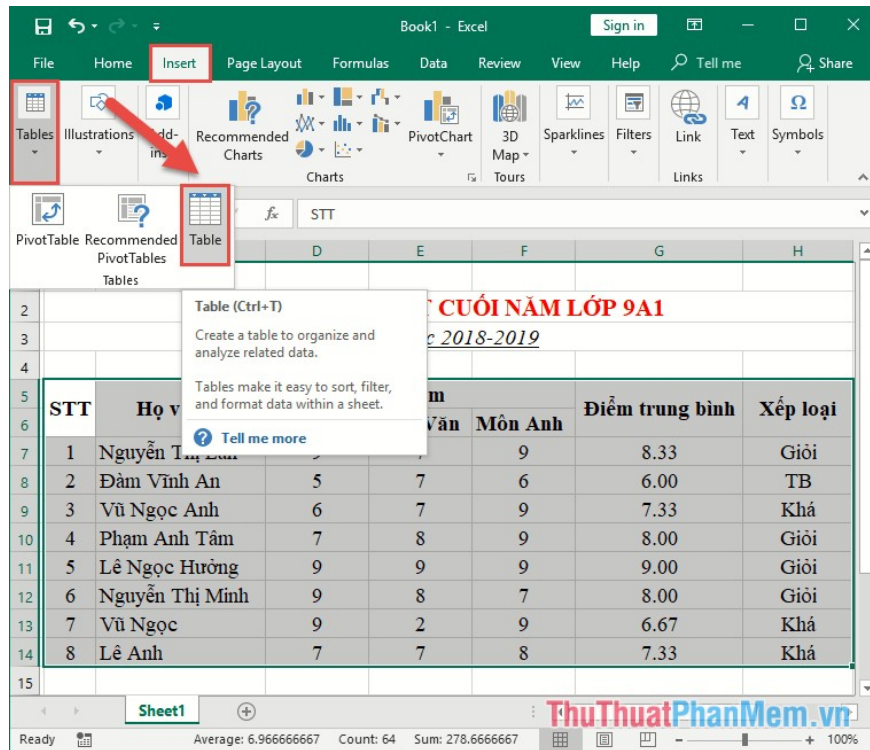
The result you have created the table:

The screenshot shows the completed table in Microsoft Excel. A red arrow points to the title 'BẢNG TỔNG KẾT CUỐI NĂM LỚP 9A1'.

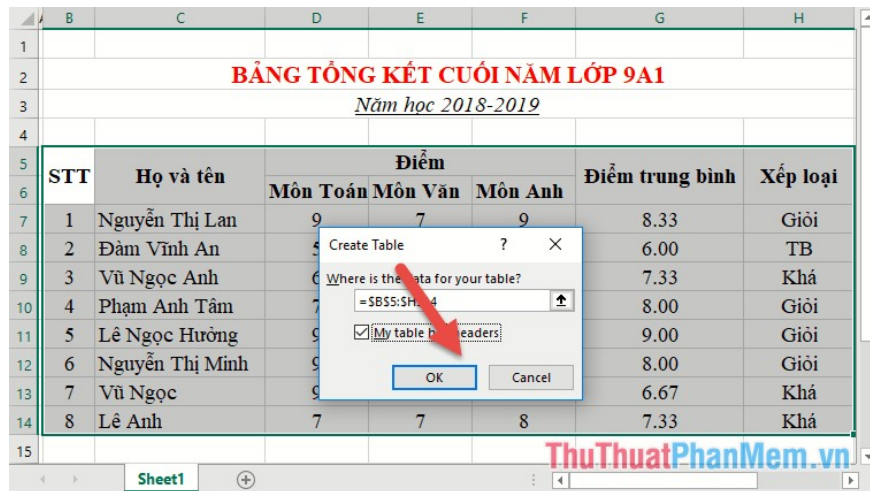
BẢNG TỔNG KẾT CUỐI NĂM LỚP 9A1						
Năm học 2018-2019						
STT	Họ và tên	Điểm			Điểm trung bình	Xếp loại
		Môn Toán	Môn Văn	Môn Anh		
1	Nguyễn Thị Lan	9	7	9	8.33	Giỏi
2	Đàm Vĩnh An	5	7	6	6.00	TB
3	Vũ Ngọc Anh	6	7	9	7.33	Khá
4	Phạm Anh Tâm	7	8	9	8.00	Giỏi
5	Lê Ngọc Hương	9	9	9	9.00	Giỏi
6	Nguyễn Thị Minh	9	8	7	8.00	Giỏi
7	Vũ Ngọc	9	2	9	6.67	Khá
8	Lê Anh	7	7	8	7.33	Khá

Method 2: Create a table using the Table feature

Step 1: Highlight the data area to create a table -> go to the **Insert** tab -> **Tables** -> **Table**:



Step 2: The **Create Table** dialog box appears if you want to make the first row the title of the check box and select **My table has headers** -> **OK**:



The result is that you have created a table. However, if your header column contains a cell, the resulting table structure is not what you expected:

BẢNG TỔNG KẾT CUỐI NĂM LỚP 9A1
Năm học 2018-2019

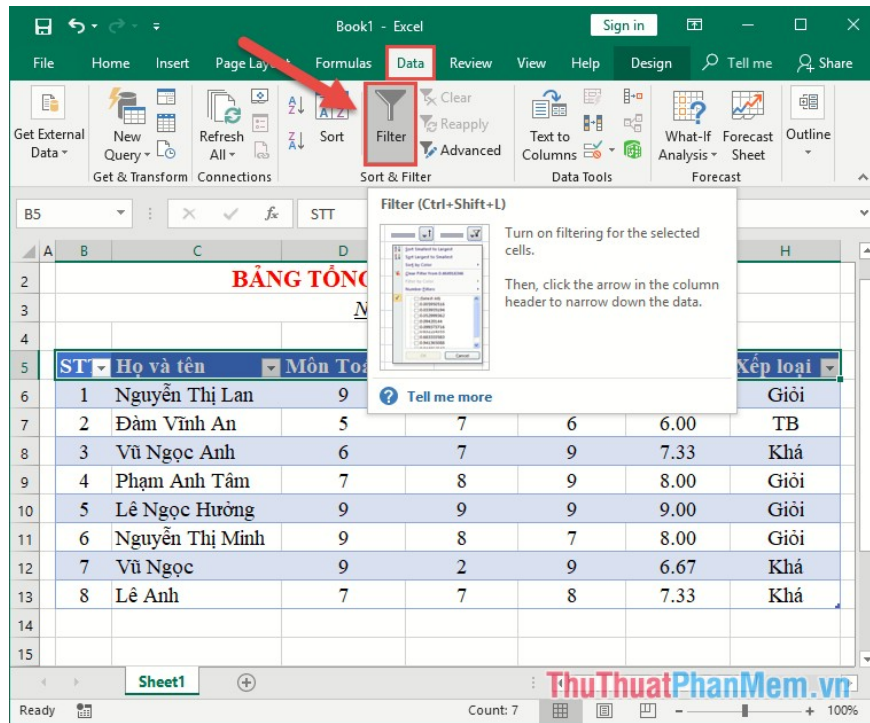
STT	Họ và tên	Điểm	Column	Column	Điểm trung bình	Xếp loại
		Môn Toán	Môn Văn	Môn Anh		
1	Nguyễn Thị Lan	9	7	9	8.33	Giỏi
2	Đàm Vĩnh An	5	7	6	6.00	TB
3	Vũ Ngọc Anh	6	7	9	7.33	Khá
4	Phạm Anh Tâm	7	8	9	8.00	Giỏi
5	Lê Ngọc Hương	9	9	9	9.00	Giỏi
6	Nguyễn Thị Minh	9	8	7	8.00	Giỏi
7	Vũ Ngọc	9	2	9	6.67	Khá
8	Lê Anh	7	7	8	7.33	Khá

So you need to adjust the table structure before using the table creation method this way:

BẢNG TỔNG KẾT CUỐI NĂM LỚP 9A1
Năm học 2018-2019

STT	Họ và tên	Môn Toán	Môn Văn	Môn Anh	Điểm trung bình	Xếp loại
1	Nguyễn Thị Lan	9	7	9	8.33	Giỏi
2	Đàm Vĩnh An	5	7	6	6.00	TB
3	Vũ Ngọc Anh	6	7	9	7.33	Khá
4	Phạm Anh Tâm	7	8	9	8.00	Giỏi
5	Lê Ngọc Hương	9	9	9	9.00	Giỏi
6	Nguyễn Thị Minh	9	8	7	8.00	Giỏi
7	Vũ Ngọc	9	2	9	6.67	Khá
8	Lê Anh	7	7	8	7.33	Khá

After creating the table, the header row contains an arrow to filter the data. Want to remove the arrow filter data you just go to the **Data** tab -> **Filter**:



The result you have created the table:

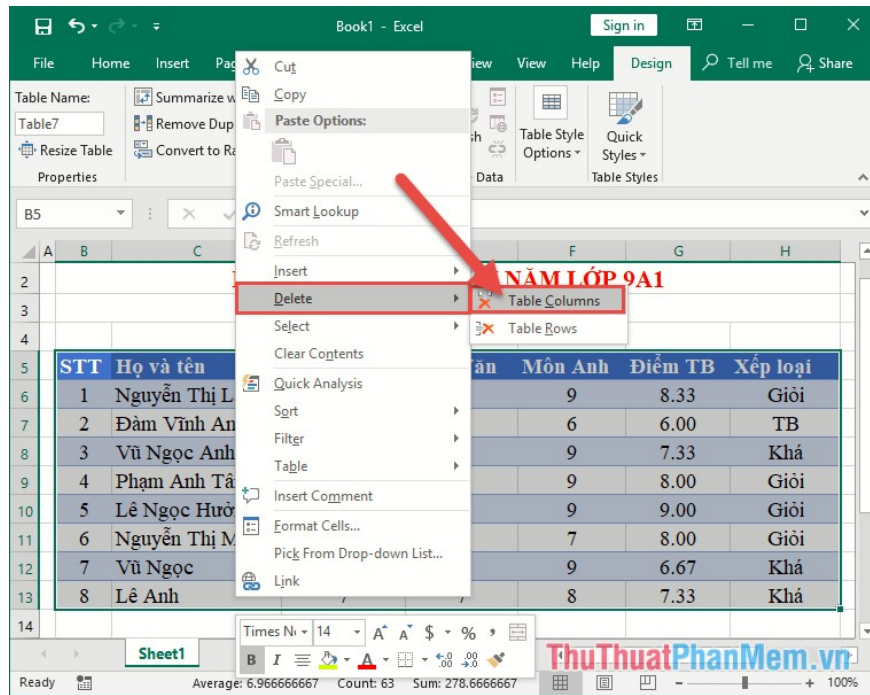


So there are 2 ways to create tables. In case the table needs to create a header row with a cell you should use method 1 to create the table.

2. How to delete a board

2.1 How to create a table using the Insert / Table feature:

To delete a table, just select the table you want to delete -> right-click and select **Delete** -> **Table Columns** or **Table Rows**:

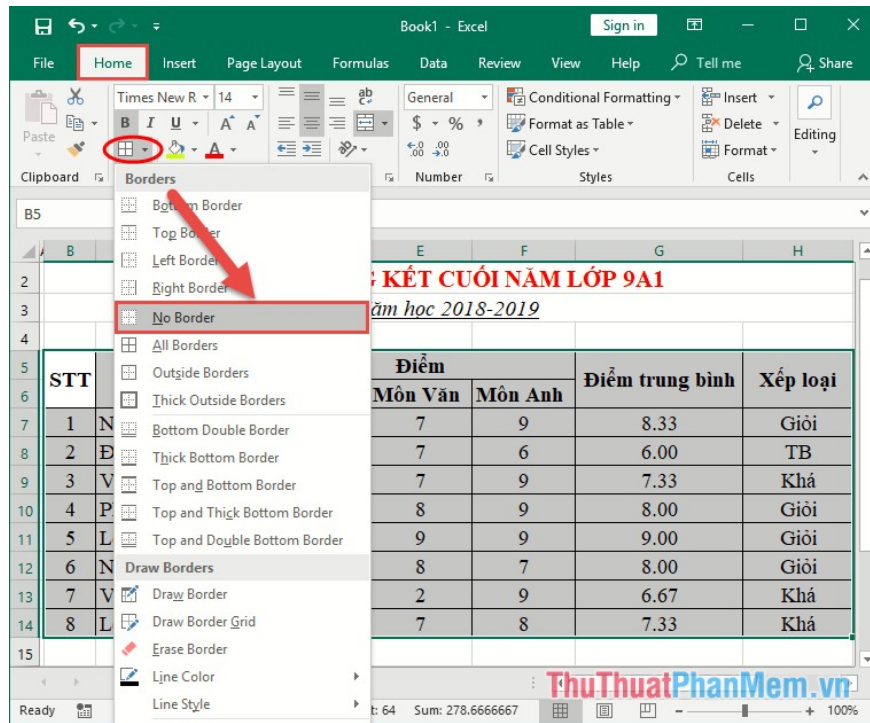


Results of the entire table content has been deleted:



2.2 How to create a table using the body borders

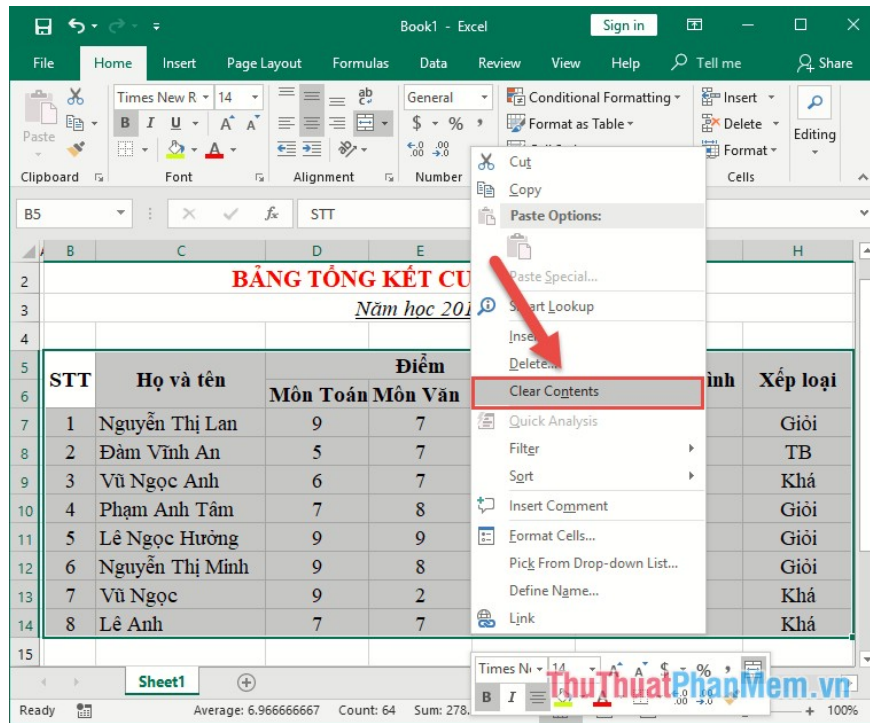
Select the entire table to be deleted -> go to the **Home** tab -> click the **Border** icon -> **No Border**:



As a result the entire border is removed:



If you want to delete all contents in the table, select all the data to delete -> right-click and select **Clear Contents**:



Above are some ways to help you create and delete tables in Excel.

Good luck!

You finished reading the article "**How to create and delete tables in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.