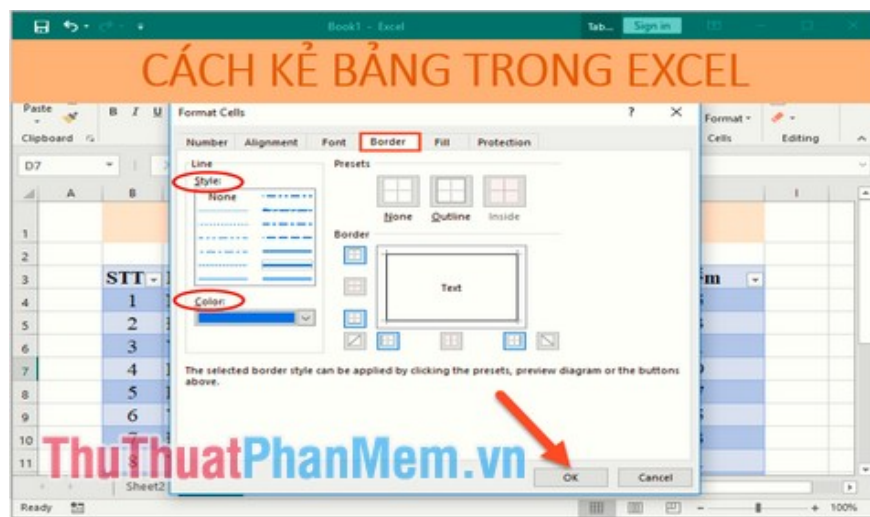


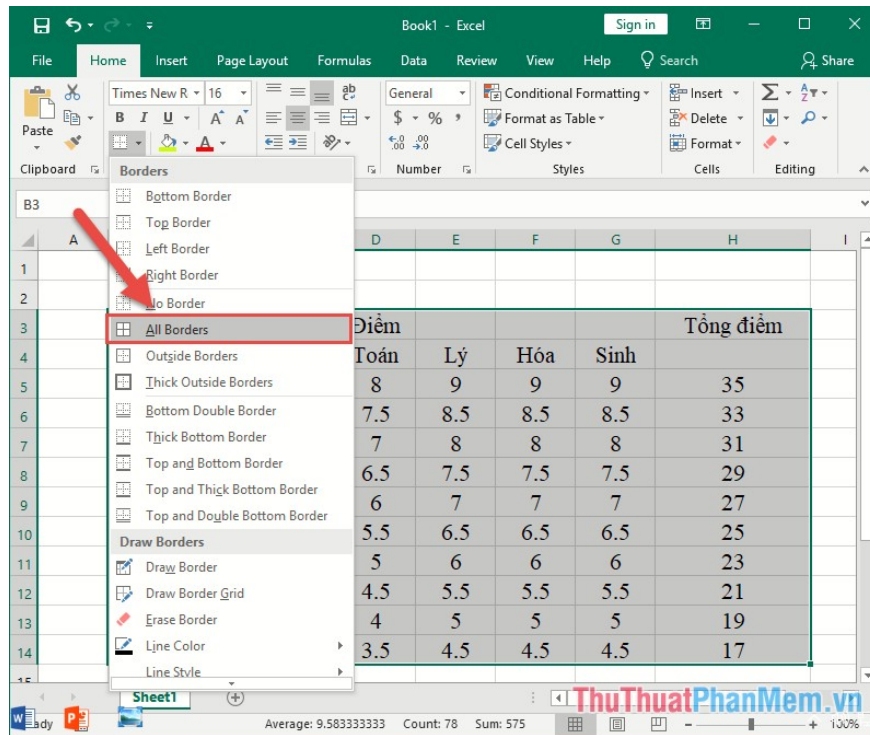
How to draw a table in Excel

How to draw a table in Excel. Excel spreadsheets are great tools for calculating numbers. In this article, you can help Excel table guys as quickly as possible.

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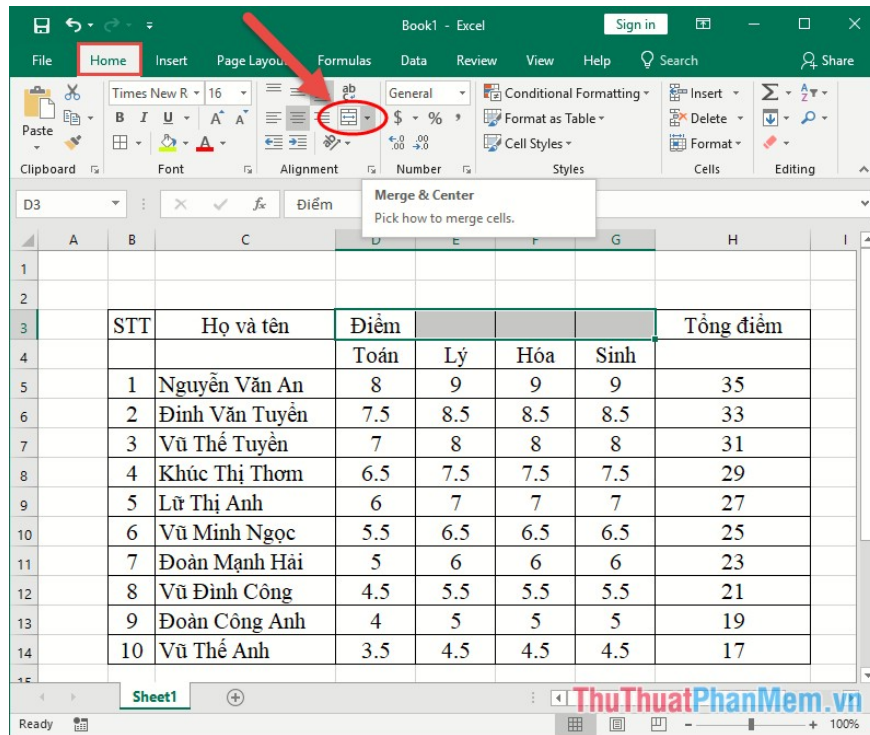
Step 1: After creating the data table to draw the table, you just need to select the data area you want to draw the table -> go to the **Home** tab, click the **Border** icon -> click **All Border**:



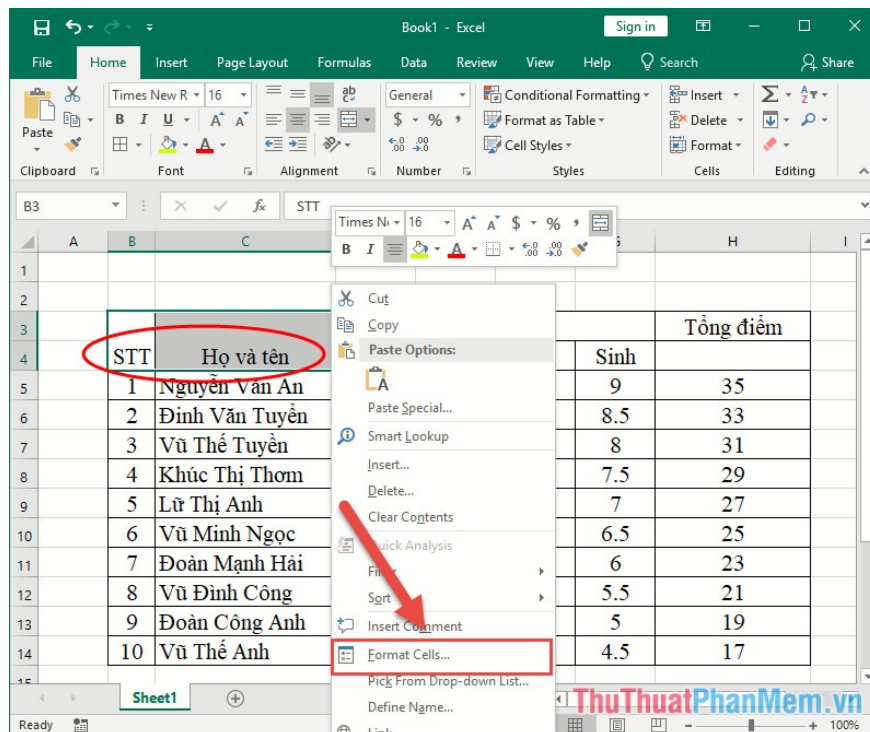
The results of the data are plotted as shown below:

Số	Họ và tên	Điểm	Toán	Lý	Hóa	Sinh	Tổng điểm
1	Nguyễn Văn An	8	9	9	9	9	35
2	Đình Văn Tuyền	7.5	8.5	8.5	8.5	8.5	33
3	Vũ Thế Tuyền	7	8	8	8	8	31
4	Khúc Thị Thom	6.5	7.5	7.5	7.5	7.5	29
5	Lữ Thị Anh	6	7	7	7	7	27
6	Vũ Minh Ngọc	5.5	6.5	6.5	6.5	6.5	25
7	Đoàn Mạnh Hải	5	6	6	6	6	23
8	Vũ Đình Công	4.5	5.5	5.5	5.5	5.5	21
9	Đoàn Công Anh	4	5	5	5	5	19
10	Vũ Thế Anh	3.5	4.5	4.5	4.5	4.5	17

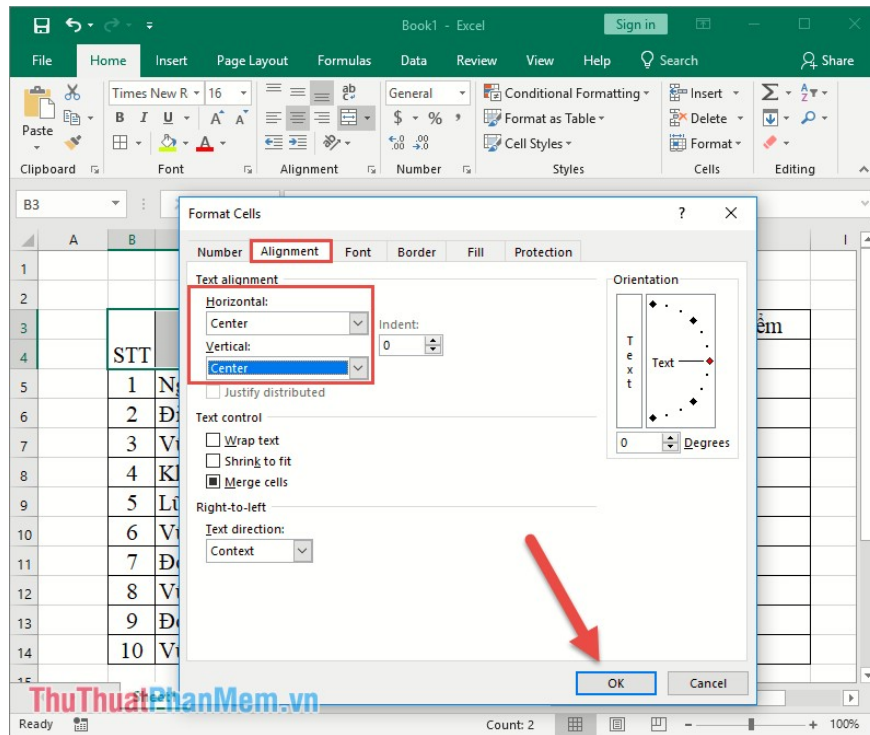
Step 3: Edit the content of the data table with the title to merge cells (if you do in the process of creating data, skip this step). Here, the headings of columns No., First and last name, Points, Sum of points need to be drawn, for example, the points of the Column cells:



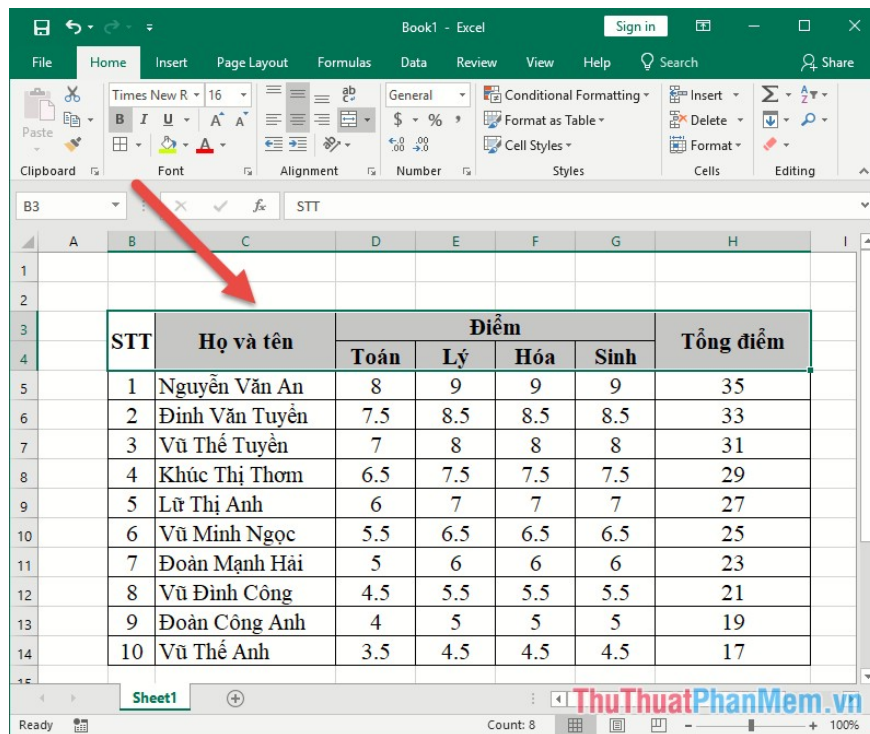
Step 4: After joining the cell, you need to adjust the position of the text in the middle of the cell by selecting the cell to format -> right-click and choose **Format Cell**:



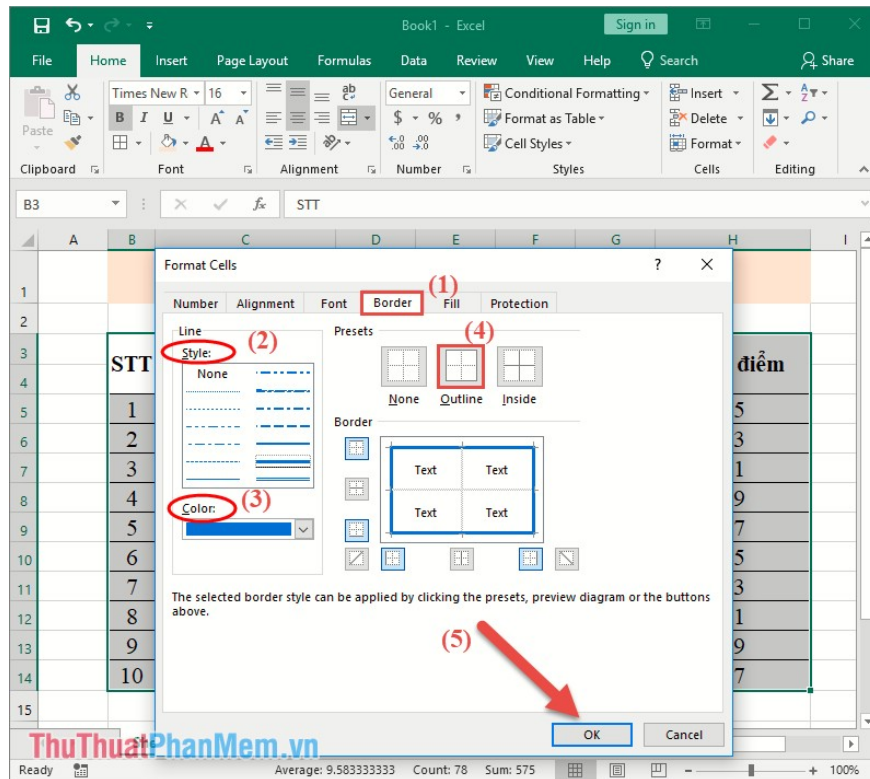
Step 5: A dialog box appears and select the **Alignment** tab in the **Alignment** section to change the values ??of **Horizontal, Vertical** to **Center** -> click **OK**:



As a result, you have formatted the table:



Step 6: The last thing you need to do is adjust the outer border of the table beautifully and distinguish it from the inside border. Select the table -> right-click **Format Cells** -> dialog box appears **Border** selection, select the **border** style for the border outside the table in **Style** -> select the border **color** in **Color** -> click **Outline** -> click **OK**:

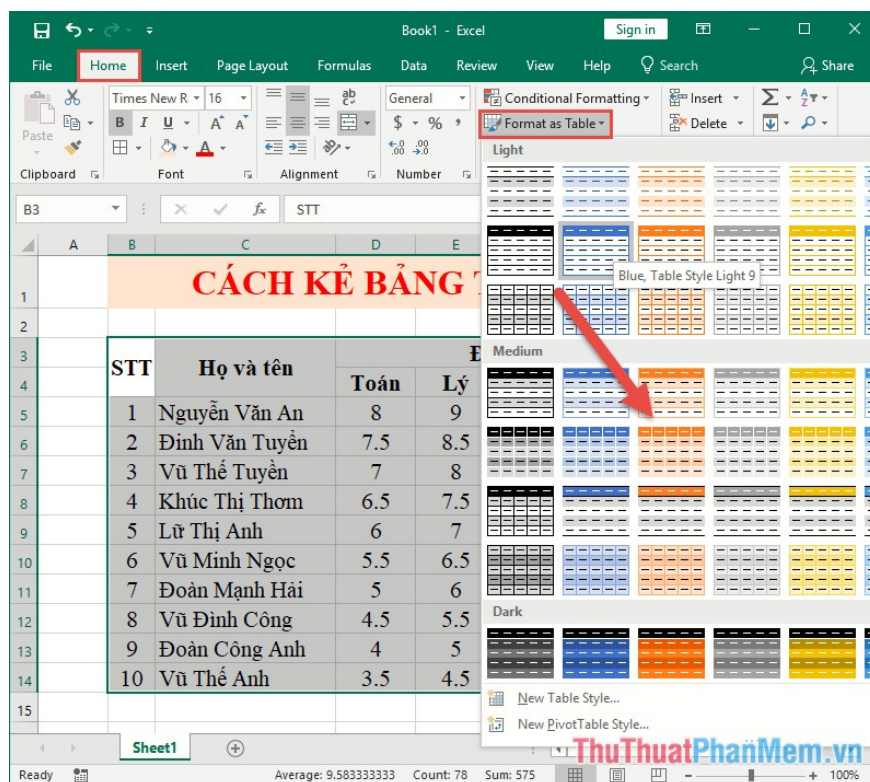


As a result, you can draw tables and edit them as you want, in addition, after drawing tables you can fill the background color for each row and column as you like:

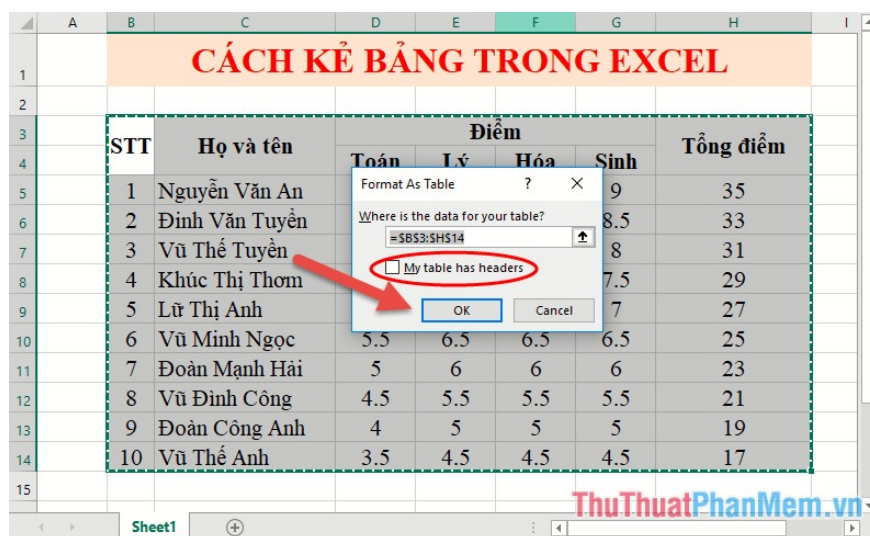
CÁCH KẼ BẢNG TRONG EXCEL

STT	Họ và tên	Điểm				Tổng điểm
		Toán	Lý	Hóa	Sinh	
1	Nguyễn Văn An	8	9	9	9	35
2	Đình Văn Tuyên	7.5	8.5	8.5	8.5	33
3	Vũ Thế Tuyên	7	8	8	8	31
4	Khúc Thị Thơm	6.5	7.5	7.5	7.5	29
5	Lữ Thị Anh	6	7	7	7	27
6	Vũ Minh Ngọc	5.5	6.5	6.5	6.5	25
7	Đoàn Mạnh Hải	5	6	6	6	23
8	Vũ Đình Công	4.5	5.5	5.5	5.5	21
9	Đoàn Công Anh	4	5	5	5	19
10	Vũ Thế Anh	3.5	4.5	4.5	4.5	17

In case you do not want to draw the table, but use the formats available in Excel that apply to the table, simply select the data area you want to create the table -> go to the **Home** tab -> **Format as Table** -> select the type of table to create:



A dialog box appears, select the **My Table has Header** box if the table creation content already includes the title, otherwise deselect if the selected area does not contain a title -> click **OK**:



The result is plotted, but if the title contains content that needs to be merged in this way, **Merge Cell** cannot be merged :

CÁCH KẼ BẢNG TRONG EXCEL						
STT	Họ và tên	Toán	Lý	Hóa	Sinh	Tổng điểm
1	Nguyễn Văn An	8	9	9	9	35
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7	Đoàn Mạnh Hải	5	6	6	6	23
8	Vũ Đình Công	4.5	5.5	5.5	5.5	21
9	Đoàn Công Anh	4	5	5	5	19
10	Vũ Thế Anh	3.5	4.5	4.5	4.5	17

So depending on the table content you can draw the table in many ways as you like. Good luck!

You finished reading the article "**How to draw a table 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.