

# Manipulating tables in Excel

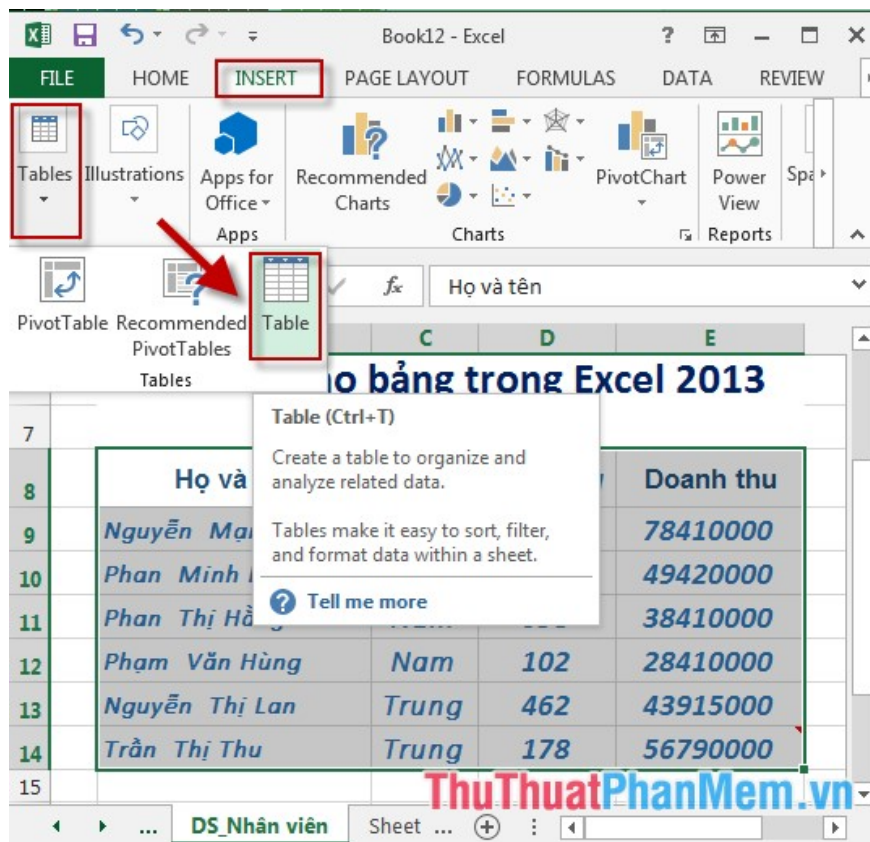
Guide you to create tables in Excel. To create the table you perform the following steps: Step 1: Go to the Insert - Tables - Table tab: Step 2: The Create Table dialog box appears - in the Where is the data for your table section select the data area to create the table - OK .

The following article provides detailed instructions for you to create tables in Excel.

## Creat Table

To create the table, follow these steps:

**Step 1: Go to the Insert tab -> Tables -> Table:**



**Step 2:** The **Create Table** dialog box appears -> in the **Where is the data for your table** section, select the data area to create the table -> **OK**:

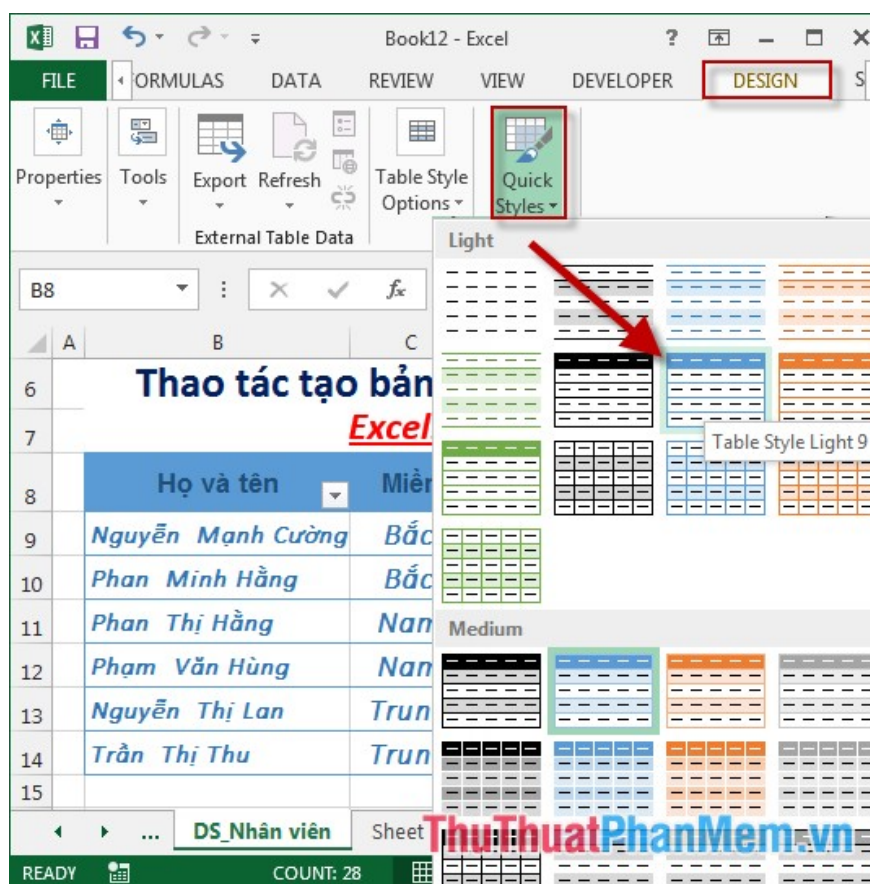


**Step 3:** After selecting **OK**, the data table has been created as shown below:

Thao tác tạo bảng trong Excel 2013  
Excel.net.vn

Họ và tên	Miền	Số lượng	Doanh thu
Nguyễn Mạnh Cường	Bắc	360	78410000
Phan Minh Hằng	Bắc	279	49420000
Phan Thị Hằng	Nam	698	38410000
Phạm Văn Hùng	Nam	102	28410000
Nguyễn Thị Lan	Trung	462	43915000
Trần Thị Thu	Trung	178	56790000

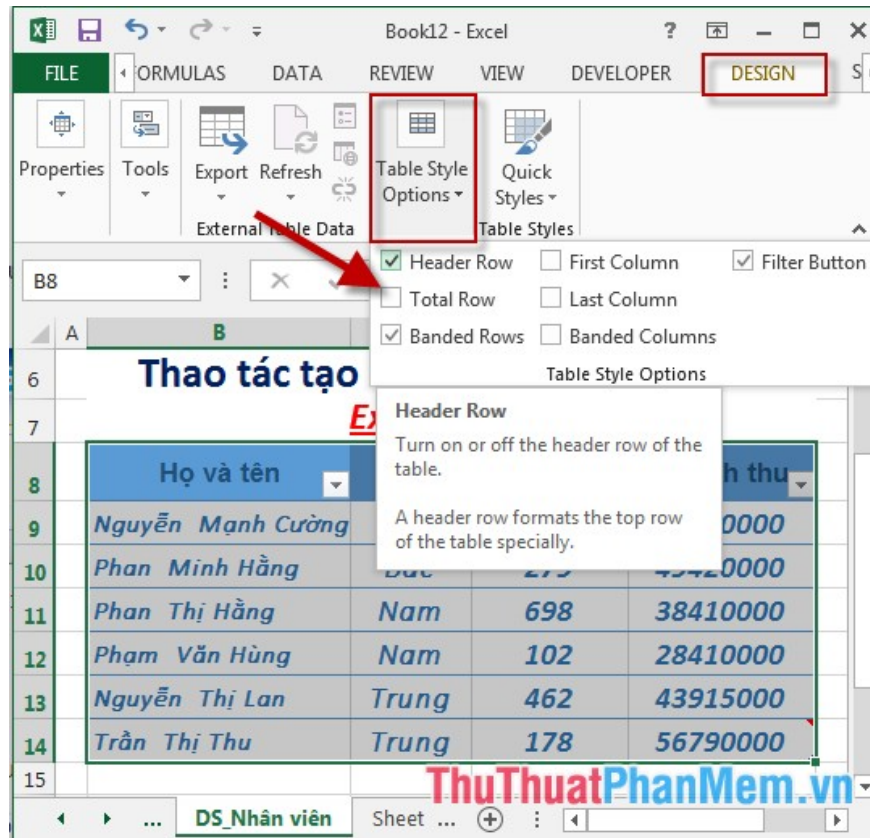
**Step 4:** In case you want to change the display style of the table, do as follows: Click on the table -> go to the **Design** tab -> select the display type of the table in **Quick Style**:



**Step 5:** Or you can select the contents shown on the table by clicking the **Table Style Options** item in it:

- Section **Header Row:** Hide / show the title of the table.

- Section **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.



Above is a detailed guide for creating tables in Excel 2013.

Good luck!

You finished reading the article "**Manipulating 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.